



**City of McDonough ~ Occupational Tax Division**  
136 Keys Ferry Street, 2<sup>nd</sup> Floor, McDonough, GA 30253  
Office: 678-782-6225      Office Hours: 9am -4pm  
**Closed for Lunch 12pm-1pm**  
Website: [www.mcdonoughga.org](http://www.mcdonoughga.org) Email: [taxclerk@mcdonoughga.org](mailto:taxclerk@mcdonoughga.org)

## ALCOHOL SPECIAL EVENT PERMIT

**Please print clearly for accuracy.**

Is this a Non-Profit Event:  Yes  No

Name of licensed Business or Organization:

Responsible Licensed Agent: \_\_\_\_\_

Name of the Event: \_\_\_\_\_

Description of the Event: \_\_\_\_\_

Event Address:

Event Date: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time (must be by 10:30pm)

This permit shall be available for review at all times during which the permit is in effect.

*Please note that you may only dispense, serve or sell alcoholic beverages that have been approved by the City of McDonough for your Alcoholic Beverage License / Special Event Permit.*

### **OFFICE USE ONLY:**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Approved Event \_\_\_\_\_

Alcohol License Number: \_\_\_\_\_

Fee Paid:      Money Order      Check      Cash      Credit Card

Please circle Alcohol to be served:      Beer      Wine      Distilled Spirits

Value:      \$ \_\_\_\_\_      \$ \_\_\_\_\_      \$ \_\_\_\_\_

**Permit Fee \$50.00 (NON-REFUNDABLE)**      **Excise Tax Fee \$ \_\_\_\_\_**

**Total Due \$ \_\_\_\_\_**