



Tax Commissioner's Office
188 Third Street, Macon, Georgia 31201
Mail to: Tax Commissioner's Office
PO Box 4503
Macon, GA 31208-4503

*****NO LIQUOR ON SUNDAY WITHOUT SUNDAY SALES PERMIT*****

FEE: \$50/Day

Will the event have a cash bar: Yes No

Will the event have an open bar: Yes No

Alcohol to be sold or served: BEER/MALT BEVERAGE WINE DISTILLED SPIRITS

Business name: _____

Business address: _____
City State Zip Code

Business phone number: (____) _____

Licensee/Agent Name: _____ Alcohol Caterer License Number: _____

Event Information

Date catered event: _____ Time of event: _____
Month/Day/Year Start End

Name of catered event: _____

Address of catered event: _____
City State Zip Code

Name of person transporting alcohol: _____

DL Number & State: _____ Telephone Number: (____) _____

I declare under penalty of false swearing, that I examined the above information on this application and to the best of my knowledge and belief is true, correct, and complete.
I attest that I am the licensee on the current alcoholic beverage license.

Signature of Licensee

Date



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LIST OF EVENT STAFF
(Please Print)

Name: _____ Alcohol Handler License Number: _____

Contact Phone number: _____

Name: _____ Alcohol Handler License Number: _____

Contact Phone number: _____

Name: _____ Alcohol Handler License Number: _____

Contact Phone number: _____

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Contact Phone number: _____

Name: _____ Alcohol Handler License Number: _____

Contact Phone number: _____

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Name: _____ Alcohol Handler License Number: _____

Contact Phone number: _____

Name: _____ Alcohol Handler License Number: _____

Contact Phone number: _____

ARMED SECURITY PERSONNEL REQUIRED TRAINING COMPLIANCE FORM

Instructions:

This form must be completed by any bar or nightclub operating with an alcohol license which allows or requires security personnel to carry firearms while working. The form shall be submitted upon applying or renewing any license to sell alcohol on the premises. This form is not required for businesses employing certified peace officers in good standing with the Georgia Peace Officer Standards and Training Counsel. Applicants applying for special events which employ armed security personnel are required to submit this form.

Pursuant to the licensing requirements of Sec. 4-550 of the Macon-Bibb County Code of Ordinances, attach the following documentation to this form prior to submission:

1. A copy of the applicant's valid private security business license, issued by the Georgia Board of Private Detective and Security Agencies.
2. A list containing the names and dates of birth of all persons who will be working as armed security personnel at the applicant's place of business or special event location. Use the attached form.

NOTE: IT IS A VIOLATION TO ALLOW ANY PERSON NOT LISTED TO WORK AS AN ARMED SECURITY PERSONNEL WITHOUT FIRST SUBMITTING AN UPDATED COPY OF THIS FORM TO THE TAX COMMISSIONER'S OFFICE. PENALTIES FOR VIOLATING THIS RULE MAY INCLUDE THE LOSS OF YOUR ALCOHOL LICENSES.

3. A copy of a valid private security license from the Georgia Board of Private Detective and Security Agencies for each person named who will be working as armed security personnel at the applicant's place of business or special event location.

If you are not operating as a bar or nightclub with armed security personnel, simply check the box on this form for "Exempt" and sign at the bottom.

Business Name: _____

Business Address: _____

- Exempt:** Check this box if you certify that you will not hire any armed security personnel, or that you are not operating as a bar or nightclub.

Applicant/Agent Signature

Date

ARMED SECURITY PERSONNEL IDENTIFICATION FORM

Instructions:

*Please list every individual who may be working as armed security personnel at your bar or nightclub. Certified peace officers do not need to be listed and may be added in the future without updating this list. If you hire anybody in the future to work as armed security personnel at your bar or nightclub, this list **MUST** be updated to include that person before they are allowed to carry a firearm while working at your business. Use additional copies of this sheet if necessary.*

IF ANY PERSON NOT ON THIS LIST IS FOUND TO BE WORKING AS ARMED SECURITY PERSONNEL AT YOUR BAR OR NIGHTCLUB, THEN YOU MAY BE SUBJECT TO PENALTIES OF UP TO \$1000 PER VIOLATION AND UP TO 6 MONTHS IN JAIL, AS WELL AS THE LOSS OF ALL ALCOHOL LICENSES ISSUED TO YOU WITHIN MACON-BIBB COUNTY.

1.	Name	Date of Birth	GBPDSA Private Security License #
2.	Name	Date of Birth	GBPDSA Private Security License #
3.	Name	Date of Birth	GBPDSA Private Security License #
4.	Name	Date of Birth	GBPDSA Private Security License #
5.	Name	Date of Birth	GBPDSA Private Security License #
6.	Name	Date of Birth	GBPDSA Private Security License #
7.	Name	Date of Birth	GBPDSA Private Security License #
8.	Name	Date of Birth	GBPDSA Private Security License #
9.	Name	Date of Birth	GBPDSA Private Security License #

Ga Dept of Revenue

Alcohol Catering Regulations

Rule 560-2-13-.01. Alcoholic Beverage Catering; Qualifications

- (1) Any establishment which obtains and holds all the required licenses and permits and otherwise complies with the provisions contained in these regulations shall be authorized to sell, transport, deliver and dispense Alcoholic Beverages for which a license was obtained.
- (2) In order to qualify as an Alcoholic Beverage caterer, the caterer must satisfy the following requirements:
 - (a) The caterer must be the holder of either:
 1. A valid state liquor Retailer license.
 2. A Retail Consumption Dealer license.
 3. A retail beer dealer license. Or
 4. A retail Wine dealer license.
 - (b) The caterer must also be the holder of:
 1. A valid local Alcoholic Beverage license.
 2. A valid local Alcoholic Beverage catering license.
 3. A valid local catering event permit issued by the local governing authority in the jurisdiction where the event is to be held, except where catering events are authorized in that local jurisdiction but the local governing authority does not issue such permits.
- (3) The caterer may only sell Alcoholic Beverages for which a license has been obtained.

Rule 560-2-13-.02. Requirements; Restrictions; Prohibitions

- (1) All sales of Alcoholic Beverages in connection with an authorized catered event shall be paid for in cash at or before the time of delivery.
 - (a) All other Alcoholic Beverage sales will be subject to restrictions and requirements imposed by other Department regulations;
 - (b) The acceptance of checks, debit cards and credit cards shall be deemed the same as cash and are subject to the requirements and restrictions imposed by other Department regulations.
- (2) No Distilled Spirits which exceed ten percent (10%) alcohol by volume may be sold in containers smaller than 750 ml in connection with an authorized catered event.
- (3) All sales are final and in no case will broken Packages of Alcoholic Beverages be removed or returned by the licensed Alcoholic Beverage caterer from the site of the authorized catered event to his or her place of business or any other location.

- (a) All returns of unbroken Packages must be documented on the Quantity-Destination report;
 - (b) Under no circumstances shall Alcoholic Beverages be returned to the caterer's inventory on a Sunday;
 - (c) Return of unbroken Packages of Alcoholic Beverages shall be handled as a "no sale.";
 - (d) Leftover broken Packages of Alcoholic Beverages shall be the property of the event sponsor.
- (4) The licensed Alcoholic Beverage caterer must provide all personnel needed to handle the Alcoholic Beverages at the authorized catered event.
- (a) This shall include, but is not limited to:
 - 1. Bartending services.
 - 2. Dispensing.
 - 3. Serving.
 - 4. Providing, or furnishing Alcoholic Beverages.
 - (b) Employees of a licensed Alcoholic Beverage caterer must be twenty-one (21) years of age or older in order to handle Alcoholic Beverages at any authorized catered event.
- (5) The sale of Alcoholic Beverages shall only be allowed on Sunday by an Alcoholic Beverage caterer if the sale is authorized on Sunday by Georgia Laws and local ordinances.
- (6) It shall be a violation of these regulations for a licensed Alcoholic Beverage caterer to violate a local ordinance with respect to the sale and transportation of Alcoholic Beverages in connection with an authorized catered event.
- (a) Except as provided for in these regulations, there shall be no other transportation of Alcoholic Beverages by Retailers or Retail Consumption Dealers.
- (7) The licensed Alcoholic Beverage caterer shall notify the Commissioner in writing of the site of the authorized catered event.
- (a) The notification shall also contain any other information as the Commissioner may require;
 - (b) The notification must be received five (5) working days prior to the authorized catered event.
- (8) The licensed Alcoholic Beverage caterer shall keep on file at his place of business for no less than three (3) years:
- (a) All Beverage Alcohol Quantity/Destination Reports on Form ATT-CA-1;
 - (b) Local catering event permits;
 - (c) The names and identification information of all personnel assigned to work the function;
 - (d) All other documents, records and reports required by Georgia Law and other Department regulations.

- (9) The licensed Alcoholic Beverage caterer is required to notify sponsors of authorized catered events of the authority of the Commissioner or his agents to enter upon the premises of an authorized catered event for the purpose of inspection and enforcement of these regulations and all other laws and regulations pertaining to the sale, possession, dispossession and distribution of Alcoholic Beverage.

Rule 560-2-13-.03. Transportation and Delivery

- (1) The transportation and delivery of Alcoholic Beverages by a licensed Alcoholic Beverage caterer is subject to the following requirements and restrictions:
- (a) Delivery of Alcoholic Beverages by a licensed Alcoholic Beverage caterer shall be made only in connection with a permitted catered event;
 - (b) Deliveries not meeting the requirements as set forth in these regulations shall be a violation of these regulations and other Department regulations governing the transportation of Alcoholic Beverages Retailers and Retail Consumption Dealers;
 - (c) Violation of these regulations shall be cause for the suspension or revocation of Licensee's Alcoholic Beverage licenses and/or forfeiture of Licensee's bond by the Commissioner;
 - (d) All Alcoholic Beverages transported in violation of these regulations shall be declared contraband and subject to seizure by the Commissioner or his agents;
 - (e) The transportation and delivery of Alcoholic Beverages shall be made in unbroken Packages only to the permitted event site by the Licensee of an Alcoholic Beverage catering establishment or employees of the Licensee who are twenty-one (21) years of age or older;
 - (f) Vehicles used by a licensed Alcoholic Beverage caterer for the transportation and delivery of Alcoholic Beverages in connection with a permitted catered event shall be marked only with the state license number;
 - 1. The lettering shall be two (2) inches high and one (1) inch wide on each side of the vehicle.
 - 2. No other wording or advertisements relating to the catering service shall be allowed.
 - (g) While transporting and delivering Alcoholic Beverages in connection with an authorized catered event, the licensee or the employee of the licensed Alcoholic Beverage caterer shall have in his or her possession:
 - 1. A copy of the caterer's valid state Alcoholic Beverage license.
 - 2. A copy of the caterer's valid local Alcoholic Beverage catering license.
 - 3. A copy of the caterer's valid local Alcoholic Beverage catering event permit from the local governing authorities in the jurisdiction the event is being held.
 - 4. The Alcohol Beverage Catering Quantity/ Destination Report.
 - (h) Delivery of all Alcoholic Beverages by a Licensee to an authorized catered event must be made in unbroken container;

(i) The serving of all Alcoholic Beverages at the authorized catered event must be by the drink

How to submit Quantity and Destination Report ATT-CA-1

- Log into [Georgia Tax Center](#)
- Click on the alcohol license number
- Click on “Submit Report” in the “I Want To” section
- Choose the correct filing period by clicking on the drop down arrow
- Click “Attach Report” or “Add Attachment” button to browse
- Attach the completed report (saved as a PDF)
- Click Submit and receive a confirmation number

Please contact the Georgia Department of Revenue Macon Regional Office with any questions or comments.

ASAC Regginal Perry

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