

# TEMPORARY LIQUOR LICENSE (CATERING PERMIT) CHECKLIST



In order to qualify for a temporary catering event permit (temporary liquor license), you must be the holder of a retail sales-by-drink liquor license. This temporary liquor license checklist is a guide intended to serve as a reference document and in no way attempts to provide all the information necessary to obtain a temporary liquor license (catering permit) in the City of Kansas City, Missouri. The advice of an attorney and/or accountant should be sought before conducting any business activities. Additional paperwork and/or requirements may be required depending on your type of business activity.

Each permit requires its own application and lasts for a period of up to 5 days max. Applications must be filed with the Regulation Industries Division at least **FIVE** weekdays prior to the date of the scheduled function, occasion, or event. For more details regarding requirements for temporary catering event permits, nonprofit special event (liquor) permits, and how to apply for and receive annual catering event permits: <https://www.kcmo.gov/city-hall/departments/neighborhoods-housing-services/regulated-industries>.

<b>Apply for Temporary Liquor License</b> (named Catering License on Regulated Industries website) <ul style="list-style-type: none"> <li>Permit fee for Kansas City, Missouri is \$15 per day for a max of 5 days</li> <li>Permit fee for Jackson County is \$10 per day (included with Kansas City temporary liquor permit)</li> </ul>		<b>Regulated Industries Division</b> 635 Woodland Ave, Suite 2101, Kansas City, MO 64106   816-513-4560 <a href="https://www.kcmo.gov/neighborhoods">kcmo.gov/neighborhoods</a> <a href="#">KC Temporary Liquor License Permit Application</a>
<b>State of Missouri Temporary Catering Permit</b> The catering permit is only authorized to sell the same type of alcohol during the same hours as specified on the licensee's current license.		<b>State of Missouri, Division of Alcohol &amp; Tobacco Control</b> 8800 E 63rd St, Suite 180, Raytown, MO 64133   816-743-8888 <a href="#">Alcohol &amp; Tobacco Control Website</a>
<b>REQUIRED DOCUMENTATION FOR APPLICATIONS</b>	<b>Parks and Recreation Approval Letter</b> Only if taking place in a public park	<b>CONTACT:</b>  <b>KC Parks &amp; Recreation</b> 4600 E 63rd St Kansas City, MO 64130   816-513-7500 <a href="https://kcparks.org">kcparks.org</a>
	<b>Property Owner Approval</b> Must state the following: location, dates, and time for when the event is to take place.	
	<b>Contract Agreement</b> Copy of contract between the you and the Sponsor of the function.	
	<b>Security Contract</b> Must include: crowd control measures, number of security employees, and breakdown of all times that security will be present	
	<b>Detailed Diagram of the Layout of Premise</b> Must include all points where alcoholic beverages will be sold/served, location of security station, all events, and exits	
	<b>Health or Temporary Health Permits</b> Noise permit is required for outdoor events	<b>KC Health Department</b> 2400 Troost Ave, Suite 3200 Kansas City, MO 64108   816-513-7500 <a href="https://kcmo.gov/health">kcmo.gov/health</a>

**FOR QUESTIONS CONCERNING LIQUOR LICENSING PLEASE CONTACT REGULATED INDUSTRIES**

635 Woodland Ave, Suite 2101, Kansas City, MO 64106

Website: [kcmo.gov/neighborhoods](https://www.kcmo.gov/neighborhoods) Phone: 816-513-4560 Email: [regulatedindustries@kcmo.org](mailto:regulatedindustries@kcmo.org)