

City of Austin



**500 Fourth Avenue NE  
Austin, Minnesota 55912-3773  
Phone: 507-437-9940**

**[www.ci.austin.mn.us](http://www.ci.austin.mn.us)**

## LIQUOR CATERING LICENSE

### **NEW LICENSE REQUIREMENTS**

*The Catering License is incidental to food catering. To obtain a Minnesota State Caterer's License or a City of Austin Catering License, applicant must currently hold a valid retail on-sale liquor license at a restaurant.*

- Copy of Caterer's Permit from the State of Minnesota
- Liquor liability with a certificate showing off premises coverage
- Annual fee: \$200. May be prorated.

Fee \$200.00  
Receipt No. \_\_\_\_\_  
Date \_\_\_\_\_

**CITY OF AUSTIN**  
**APPLICATION FOR \*CATERING LICENSE**

**The Catering License is incidental to food catering. To obtain a Minnesota State Caterer's License or a City of Austin Catering License, applicant must currently hold a valid retail on-sale liquor license at a restaurant.**

Applicant must have an on-sale intoxicating liquor license from the City of Austin and provide the following:

- Caterer's permit from the State of Minnesota
- Liquor liability with a certificate showing off premises coverage

Applicant Name: \_\_\_\_\_

DBA, if any: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Manager or other agent in charge of catering:

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Such other information as the Council shall deem necessary considering the nature of the business, for which the license application is made, may also be required.

It is unlawful for any applicant to intentionally make a false statement or omission upon an application form. Any false statement or willful omission on such application shall upon discovery, be grounds for the refusal of a license, or if already issued, shall render any license or permit issued void.

**Liquor caterers must submit a Catering Event Notification to the City Clerk at least five days in advance of each event to receive approval.**

\_\_\_\_\_  
Applicant Signature and Title

\_\_\_\_\_  
Date

**CITY OF AUSTIN**  
**LIQUOR CATERING EVENT NOTIFICATION**

**Liquor catering is incidental to food catering. Applicant must serve food in addition to the liquor catering event. Licensees must hold a valid retail on-sale liquor license at a restaurant.**

**Liquor caterers need to submit a Catering Event Notification at least five days in advance to the City Clerk to receive approval of each catering event.**

CATERER INFORMATION

Catering License Holder Name: \_\_\_\_\_

Address: \_\_\_\_\_

Catering Manager: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

EVENT INFORMATION

Event Name: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Location: \_\_\_\_\_ Phone: \_\_\_\_\_

Hours of Event: \_\_\_\_\_ Estimated Guests: \_\_\_\_\_

Type of Alcohol Served:      Liquor              3.2 Beer              Wine

If event will be held outdoors, attach drawing showing how area will be enclosed.

Type of food to be served: \_\_\_\_\_

Additional event information: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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City Use Only

Date Received: \_\_\_\_\_ Event Number: \_\_\_\_\_

City Clerk Verification: \_\_\_\_\_ Date: \_\_\_\_\_

Police Chief Approval : \_\_\_\_\_ Date: \_\_\_\_\_

Additional Comments : \_\_\_\_\_