



City of Star
P.O. Box 130
Star, Idaho 83669
P: 208-286-7247
cityclerk@staridaho.org

ALCOHOL BEVERAGE CATERING PERMIT

THE SERVICE OR SALE OF ALCOHOL BEVERAGES CATERED WITHIN THE CITY OF STAR IS SUBJECT TO CITY ORDINANCES AS WELL AS PROVISIONS OF IDAHO CODE TITLE 23. EVERY LICENSE ISSUED UNDER THE PROVISION OF IDAHO CODE TITLE 23 IS SEPARATE AND DISTINCT AND NO PERSON EXCEPT THE LICENSEE NAMED SHALL EXERCISE ANY OF THE PRIVILEGES GRANTED BY SUCH LICENSE.

- A \$20.00 PER DAY FEE (NOT TO EXCEED FIVE (5) DAYS) IS REQUIRED UPON FILING OF THIS APPLICATION.
- SUBMIT APPLICATION ALONG WITH COPIES OF CURRENT STATE AND COUNTY ALCOHOL BEVERAGE LICENSES
- APPLICATIONS CAN BE SUBMITTED VIA EMAIL TO CITYCLERK@STARIDAHO.ORG OR IN PERSON AT STAR CITY HALL
- APPLICATIONS MUST BE SUBMITTED AT LEAST FIVE (5) DAYS PRIOR TO THE EVENT

State License # _____ Premises # _____

County License # _____ City License # _____

Business Name _____ DBA _____
(As listed on Idaho State Alcohol License)

Business Address _____ City _____, Idaho Zip Code _____

Licensee Name _____ Phone _____

Email _____

THE UNDERSIGNED HEREBY ACKNOWLEDGES THAT THE PERMIT CAN ONLY BE EXERCISED BY THE LICENSEE, CANNOT BE USED ON AN ALREADY LICENSED PREMISES AND MAKES APPLICATION FOR A CATERING PERMIT TO ALLOW THE SALE OR SERVICE OF THE FOLLOWING BEVERAGES UNDER THE ABOVE LICENSES (Mark all that apply must match State, County and City license endorsement):

_____ Bottled/Canned Beer _____ Draft Beer _____ Wine by the Glass _____ Wine by the Bottle _____ Liquor

Organization, Group or Individual Sponsoring the Event _____

Phone Number _____ Email _____

Venue Name _____ Type of Event _____

Venue Address _____

Event Date(s): From _____ To _____ Hours: From _____ To _____

Total Fee _____ (# days x \$20.00) Approximate number of Attendees at Event _____

Has Security been Obtained? _____ If yes, Security Company Name and Phone _____

I verify under penalty of perjury that the licensee named is the holder of the Idaho State Police Alcohol License Number entered on this application.

Authorized Alcohol Beverage Licensee Signature* _____ Date _____

*Must be signed by Alcohol Beverage Licensee or verifiable Employee with proof of employment provided (if an employee is signing, provide copy of their Driver's License and proof of employment i.e. pay stub or signed letter listing authorized business owners/employees). Cannot be signed by a Contractor.



City of Star
P.O. Box 130
Star, Idaho 83669
P: 208-286-7247
cityclerk@staridaho.org

All applicants are required to submit the following:

| Applicant (v) | Description | Staff (v) |
|---------------|--|-----------|
| | Completed and signed Alcoholic Beverage Catering Permit Application | |
| | Permit Fee | |
| | Copy of State Liquor License | |
| | Copy of County Liquor License | |
| | Driver's License and proof of employment (if an employee is signing application) | |

FOR INTERNAL USE ONLY

State License Verified _____ County License Verified _____ City License Verified _____

Is the catering permit signed by the Alcohol Beverage License Applicant or Employee? Yes _____ No _____
(Employee must be a W2 Employee cannot be a 1099 Contractor)

Attach copy of Alcohol Beverage License Application Attached _____

If signed by an Employee, a copy of Driver's License and Pay Stub or signed letter listing authorized business owners/employees is attached Attached _____

Is the event 5 days or less in duration Yes _____ No _____

Is the application submitted at least 5 days prior to event Yes _____ No _____

Does the type of alcohol listed match the State, County and City license(s) Yes _____ No _____

Copy of current State license attached Attached _____

Copy of current County license attached Attached _____

Does the applicant's name match the license on record Yes _____ No _____
(Can check website or Secretary of State's Office)

Is the Phone Number and Email Address the same as the Licensed Business Yes _____ No _____

The answer to the questions above must be YES for a permit to be issued, documents attached are for verification

Is the event being held at a location already licensed Yes _____ No _____

If Yes, cannot issue permit unless the state license has the On-Premise Consumption Endorsement

Endorsement Verified Yes _____ No _____

**Police and Fire approval must be obtained prior to issuing permit*

Star Police Chief _____ Star Fire Marshall _____

_____ Approved _____ Denied By _____ Date _____

Form emailed to: Idaho State Police: abc@isp.idaho.gov Date _____