



# One Day Beer/Wine License Request

To request a temporary beer/wine license from the City of Decatur, please include a memo using the guidelines below on your organizational letterhead and send to Cheryl Burnette. Note: **The organization requesting the license must be a 501(c)3.**

The request will be sent to City Manager Peggy Merriss to be included on the agenda at an upcoming city commission meeting. The commission meets the first and third Monday of each month. The person representing the organization must be present at that meeting to request the temporary liquor license.

**Fax:** 404-371-1593 • **Email:** [cheryl.burnette@decaturga.com](mailto:cheryl.burnette@decaturga.com)

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***Information to be put on your letterhead:***

**To:** Cheryl A. Burnette  
**From:**  
**Date:** 8/25/2017  
**RE:** One Day Beer/Wine License Request

**Event Name:**

**Event Location:**

**Sponsoring Organization:**

**Contact name:**

**Event Date:**

**Time:**

**Type of Permit:**  Beer  Wine  Both Beer & Wine

**Overview of Event:**

If approved, make arrangements to pick up city license from the Decatur City Clerk, Karen desIslets, 404-371-4100.

Complete application for State of Georgia One Day Special Event Alcohol Beverage Permit.

Download the application from:

[www.etax.dor.ga.gov/alcohol/TSD\\_Alcohol\\_Special\\_Event\\_Application\\_ATT4SP.pdf](http://www.etax.dor.ga.gov/alcohol/TSD_Alcohol_Special_Event_Application_ATT4SP.pdf)

Send a copy of each permit to Decatur Special Events Coordinator Cheryl Burnette, PO Box 220, Decatur GA 30031 or fax to 404-371-1593. Copies must be received ten working days before the event is to be held.

- Original copies of both permits must be displayed at the point of sale.