



10 N. Bemiston Ave.
Clayton, MO 63105
www.claytonmo.gov

**INSTRUCTIONS FOR OBTAINING A CATERER/PICNIC LICENSE
COMPLETE AT LEAST FOUR WEEKS PRIOR TO EVENT**

1. **City of Clayton Temporary Liquor License** – The application attached below can be mailed or delivered in person to City of Clayton, 10 N. Bemiston Ave., Clayton, MO 63105. The license certificate and letter will be mailed to the applicant unless requested otherwise. You will need to present the license and letter when applying for your State liquor license.
2. **Missouri Department of Safety Temporary Caterer Permit** – Please note: The State liquor control office in St. Louis has permanently closed and all business is being conducted out of the Jefferson City, MO central office. Go online to www.atc.dps.mo.gov and download a form or contact them directly by dialing (573) 751-2333. The fee is \$10.00 per day (in 2016).
3. **St. Louis County Revenue Temporary Caterer Permit** - Take or mail the Caterer's Permit you received from the State to the St. Louis County Government Building located at 41 S. Central Ave., 4th Floor, Clayton, MO 63105. If you have questions, please contact them at (314) 615-4217 or view their liquor license code on their website at: <http://revenue.stlouisco.com/Licensing/AlcoholicBev.aspx>

CITY OF CLAYTON, MISSOURI
10 NORTH BEMISTON AVE.
CLAYTON, MO 63105

Application for Temporary License for Sale of Alcoholic Beverages

Name of organization _____

Address of organization _____
Street

City, State, Zip Code

Name of applicant _____ S.S. #

Address of applicant _____
Street

City, State, Zip Code

Applicant's phone number _____

Name of event _____

Location of event _____

Date(s) of event _____

Hours of event _____

Number of Stands at event: _____

Please check one:

- Caterer's License - \$15.00 (each day)
- Picnic License - \$25.00 (per event)

Fee due and payable at time application is submitted. Make check payable to the City of Clayton.

Signature of Applicant

Date