



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 e-mailed, mailed, or delivered in person to City of Clayton, 10 N. Bemiston Ave., Clayton, MO 63105. The license certificate will be e-mailed to the applicant unless requested otherwise.
2. **Missouri Department of Public Safety - Alcohol & Tobacco Control Temporary Caterer Permit** - Contact the State of Missouri's local St. Louis district office at 3256 Laclede Station Rd., Suite 101, St. Louis, MO 63143. You can also go online to www.atc.dps.mo.gov for more information.
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: <https://stlouiscountymo.gov/st-louis-county-departments/revenue/licensing/alcoholic-beverages/caterer-application/>

Please note: Due to changing COVID-19 regulations, operations and procedures may be subject to change. Please contact the State of Missouri and St. Louis County to verify if appointments are required for in-person visits

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