



City of Caldwell Alcohol Beverage Catering Permit Application

An Alcohol Beverage Catering Permit from the Caldwell City Clerk's office is required when a licensed business is hired to sell or serve alcoholic beverages in Caldwell. Please complete the application and click 'submit'. An email window will open that will allow you to forward your application to cityclerk@cityofcaldwell.org. **Submit application at least 5 working days prior to the event.**

Alcohol Licensee Holder: _____
(Business name as listed on Idaho State Alcohol License)

Address: _____ City _____ County _____

Idaho State Alcohol License No. _____ Expires _____
(If applicant does not hold an alcohol beverage license with the City of Caldwell, a copy of their Idaho State Alcohol Beverage License must be provided with the application.)

Permit to be used: Month _____, Date(s) _____ Hours: _____ m, _____ m

Location: _____ Beer Wine Liquor
(Premises, Rooms, Suites, Address)

Catering for: _____
(Type of Event: Private Party, Convention, Wedding, Reception, Festival, etc.)

Name of party or convention sponsoring the event: _____

Expected attendance at the event: _____

- Alcohol Inside (dispensed and consumed inside a building)
- Alcohol Outside (dispensed and consumed outside in the open). Attach a detailed site plan of the area to be used in relation to adjacent properties, show location of dispensing area (beer garden).

This sponsored event will be open to the named organization(s), group(s), or person(s) and guests for a period of _____ days, not to exceed two (2) days for a party, or five (5) consecutive days for a festival event, at the fee of twenty dollars (\$20.00) per day.

Responsible Licensee Name: _____

Official Title: _____

Date: _____ Email Address: _____

Contact Phone Number: _____

For questions, contact the Caldwell City Clerk's office:

E-mail: cityclerk@cityofcaldwell.org

Phone: (208) 455-4656 or (208)455-4773

Fax: (208) 455-3003

Office Use Only:

Approved Denied Caldwell Police Chief: _____

Approved Denied Caldwell Fire Chief: _____