

**PLEASE READ INSTRUCTIONS THOROUGHLY!**

Please complete the attached application for Special Permit to Sell Alcoholic Beverages at Special Event at Designated Premises and return it with the following to the City of Jamestown, 102 3rd Avenue SE, Jamestown, ND 58401:

1. Permit Fee: \$60.00

(Check should be made payable to the City of Jamestown.)

**CITY OF JAMESTOWN  
102 3RD AVENUE SE  
JAMESTOWN, NORTH DAKOTA 58401  
TELEPHONE 701-252-5900 - FAX 701-252-5903**

**APPLICATION FOR SPECIAL PERMIT FOR ALCOHOLIC BEVERAGES  
AT SPECIAL EVENT AT DESIGNATED PREMISES**

**PERMIT FEE: \$60.00**

**Off Premises Alcohol Liability Insurance Certificate**

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1. **Name of Special Permit Applicant** \_\_\_\_\_

**Contact Person** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

2. **Mailing Address** \_\_\_\_\_

**Physical Address** \_\_\_\_\_

3. **State of ND Alcoholic Beverage License Number** \_\_\_\_\_

4. **City Alcoholic Beverage License Number** \_\_\_\_\_

5. **Date(s) of Special Event** \_\_\_\_\_

(limited to 3 days)

6. **I have contacted the Police Department and have arranged Security for this event.** \_\_\_\_\_ **(Initial)**

**Hours of Police Security at Event** \_\_\_\_\_ **TO** \_\_\_\_\_

**(Permit will not be issued until hours for Security have been scheduled with the Police Department)**

7. **Detailed description of Special Event** \_\_\_\_\_

8. **Name of property where event will be held** \_\_\_\_\_

**Address** \_\_\_\_\_

9. **Will you be responsible to ensure this event meets Local and State requirements regarding Health, Sanitation and Safety?**      ( ) Yes      ( ) No

**DATED THIS** \_\_\_\_\_ **DAY OF** \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
**Signature of Corporate Officer or Manager**

\_\_\_\_\_  
**Title**

Permits to sell alcoholic beverages at Special Events is governed by Jamestown City Code Section 5-39. This application does not indicate approval. Applicant will be notified of the status within 31 days of application, or sooner depending upon whether the matter will be reviewed by the City Council. Applications are required to be submitted 10 days prior to the event. Applications submitted late will receive a surcharge.