

**Request to Cater Malt and  
Vinous Beverages &  
Spirituos Liquors**

Caterer's Permit Number \_\_\_\_\_

APPROVED	DISAPPROVED
	Date: _____
Reason: _____	
_____	
<i>(for department use onlu)</i>	

To: Board of Selectmen/Alderman at catered location and Vermont Liquor Control Board.

From: Licensee name: \_\_\_\_\_

d/b/a: \_\_\_\_\_

Street: \_\_\_\_\_ Town/City: \_\_\_\_\_

Contact name and phone number: \_\_\_\_\_

**Email or Fax #** \_\_\_\_\_

**BE SURE TO READ INSTRUCTIONS BELOW, BEFORE COMPLETING APPLICATION.**

(Each catered affair must have a recommendation from the local Board of Selectman or Alderman acting in their capacity as local control commissioners and must have the approval of the State Liquor Control Board.)

Please answer the following questions:

1. Describe type of party to be catered: \_\_\_\_\_

\_\_\_\_\_

2. Location of catered party (street, town or city; if no address, describe location): \_\_\_\_\_

\_\_\_\_\_

3. Date of catered party (not more than five days, unless specifically authorized): \_\_\_\_\_

4. Hours of operation: Beginning \_\_\_\_\_ hrs. Ending \_\_\_\_\_ hrs. No. of Persons \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(caterer)

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We recommend:            approval            disapproved

If you recommend disapproval, please state reason(s): \_\_\_\_\_

\_\_\_\_\_

Town/City Clerk's signature                      Town/City                      Date  
Of CATERED location.                      Fax Number or email address: \_\_\_\_\_

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**SUBMIT AT LEAST 5 DAYS PRIOR TO DATE OF FUNCTION**

Submit to Town/City Clerk for recommendation.

Town/City Clerk will email, fax or mail to Vermont Liquor Control Board, 13 Green Mountain Drive, Montpelier, VT 05602 email address: { [HYPERLINK "mailto:DLC-Licensing@state.vt.us"](mailto:DLC-Licensing@state.vt.us) } Fax number is 802-828-1031

**LIQUOR CONTROL BOARD'S PROCEDURAL REQUIREMENTS FOR CATERER'S PERMIT HOLDERS:**

1. All liquor control laws and regulations that apply to 1<sup>st</sup> and 3<sup>rd</sup> class licenses also apply to caterer's permits.
2. Before a catered event is approved in any open area, the following requirements must be fulfilled:
  - a) A defined area, for serving and consumption of alcohol beverages, designated with physical barriers.
  - b) Separate toilet and lavatory facilities available for both men and women.

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c) Provide sufficient number of employees for control purposes.