



CITY OF FESTUS, MISSOURI  
711 WEST MAIN STREET  
FESTUS, MO 63028  
www.cityoffestus.org

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

1. City of Festus Temporary Liquor License – The application is attached below and can be mailed or delivered to 711 West Main Street in Festus. The license will be mailed to the applicant. Take this license with you when applying for a state license.
2. Missouri Department of Safety Temporary Permit – Go online at <http://atc.dps.mo.gov> to download a form. Form should be mailed in or returned to that office, in person, at least twenty-one days prior to the event. If you have questions, the telephone number is 573-751-2333.
3. Jefferson County Revenue Temporary Permit – Take the Caterer’s Permit you receive from the state to Jefferson County, 729 Maple Street, in Hillsboro. Or mail them in. You will be issued a license from the County while you wait. If you have questions, the telephone number is (636) 797-5478.

Please note: While mailing the forms in to their respective agencies saves time relative to a trip to Jefferson City and Hillsboro, the processing and mail travel time takes longer. Phone calls to the agencies may expedite the process.

If you have any questions, please call the City Clerk’s Office at 636-937-4694.

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**Application for Temporary License for Sale of Alcoholic Beverages**

Name of Organization \_\_\_\_\_

Address of Organization \_\_\_\_\_

Street

\_\_\_\_\_  
City, State, Zip Code

Name of Applicant \_\_\_\_\_

SS#

Address of Applicant \_\_\_\_\_

Email \_\_\_\_\_

Name of Event \_\_\_\_\_

Location of Event \_\_\_\_\_

Date(s) of Event \_\_\_\_\_

Hours of Event \_\_\_\_\_

Number of Stands at Event: \_\_\_\_\_

Please check one:

Caterer's License - \$37.50

Picnic License - \$37.50

Tasting License - \$37.50

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

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date