

**FAIRBANKS POLICE DEPARTMENT  
APPLICATION FOR TEMPORARY CATERER'S PERMIT**

**INSTRUCTIONS:**

1. Application and all items listed in **Section 3** are submitted to the Fairbanks Police Department Administrative Offices. Your application will be delayed if all items are not completed.
2. Application fee: \$25.00 per event when received 3 or more business days in advance.  
\$50.00 per event when received less than 3 business days in advance.
3. Questions should be directed to Yumi McCulloch, Administrative Assistant @ 450-6510.

**SECTION ONE – EVENT INFORMATION:**

DATE OF EVENT: \_\_\_\_\_ TIMES OF EVENT: \_\_\_\_\_

NUMBER OF ATTENDEES: \_\_\_\_\_

LOCATION OF EVENT \_\_\_\_\_

ORGANIZATION HOSTING EVENT: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ CITY/STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE # \_\_\_\_\_

**ONSIGHT CONTACT PERSON (S):**

- |               |                    |
|---------------|--------------------|
| 1. NAME _____ | PHONE NUMBER _____ |
| 2. NAME _____ | PHONE NUMBER _____ |
| 3. NAME _____ | PHONE NUMBER _____ |
| 4. NAME _____ | PHONE NUMBER _____ |
| 5. NAME _____ | PHONE NUMBER _____ |

**SECTION TWO – LIQUOR LICENSE HOLDER:**

BUSINESS NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE # \_\_\_\_\_

**SECTION THREE – REQUIRED ATTACHMENTS**

- |   |   |
|---|---|
| <input type="checkbox"/> ABC SPECIAL EVENT PERMIT APPLICATION | <input type="checkbox"/> PREMISES DIAGRAM |
| <input type="checkbox"/> SECURITY PLAN                        | <input type="checkbox"/> APPLICATION FEE  |

This application is submitted in accordance with the provisions of the Fairbanks Police Department Manual of Directives Procedure 10.35.

\_\_\_\_\_  
Signature of Liquor License Holder

\_\_\_\_\_  
Date

*FPD Use Only:* Date Rec'd \_\_\_\_\_ Rec'd by \_\_\_\_\_ Administration Rec'd/Data: \_\_\_\_\_

To DC: \_\_\_\_\_ Deputy Chief:  Approve  Disapprove Date \_\_\_\_\_

Applicant Contacted: \_\_\_\_\_ By: \_\_\_\_\_ Copy To WC \_\_\_\_\_ AA/FINANCE to File: \_\_\_\_\_