Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Catering Permit Application

(Authorized by MCL 436.1547)

For information on licenses and permits, please visit the Liquor Control Commission's frequently asked questions website by clicking this link.

Catering Permit Requirements Pursuant to MCL 436.1547

1. A Catering Permit is a permit issued by the Commission to a Specially Designated Distributor, Specially Designated Merchant, or holder of a public on-premises license for the sale of beer, wine, or spirits, or any combination thereof, that is also licensed as a food service establishment or retail food establishment under the Food Law of 2000, MCL 289.1101 to 289.8111, which permit authorizes the permit holder to sell and deliver beer, wine, and spirits in the original sealed container to a person for off-premises consumption but only if the sale is not by the glass or drink and the permit holder serves the beer, wine, or spirits. The permit does not allow the permit holder to deliver, but not serve, the beer, wine, or spirits

2. Spirits sold by a Specially Designated Distributor, Specially Designated Merchant, or on-premises licensee under a Catering Permit shall not be sold at less than the minimum retail selling price fixed by the commission, including under rules promulgated by the commission for specially designated distributors under section 229.

3. The Commission may issue a Catering Permit to a Specially Designated Distributor, Specially Designated Merchant, or public on-premises licensee, as a supplement to that license, to allow the sale and delivery of beer, wine, or spirits in the original sealed container at locations other than the licensed premises and to require the Catering Permit holder to serve beer, wine, or spirits at the private event where the alcoholic liquor is not resold to guests. The Commission shall not issue a Catering Permit to an applicant who delivers beer, wine, or spirits but does not serve the beer, wine, or spirits.

4. A Catering Permit holder may use the catering permit at multiple locations and events during the same time period.

5. A Catering Permit holder may sell beer, wine, or spirits to a person who has obtained a special license if that catering permit holder serves the beer, wine, or spirits and complies with all catering permit rules promulgated by the commission.

6. The person delivering the beer, wine, or spirits under a catering permit shall verify that the individual accepting delivery is at least 21 years of age. The Catering Permit holder may utilize a third party that provides delivery service to municipalities in this state that are surrounded by water and inaccessible by motor vehicle to deliver beer, wine, or spirits to the designated location of the private event if the delivery service is approved by the commission and agrees to verify that the individual accepting delivery of the beer, wine, or spirits is at least 21 years of age.

7. A Catering Permit holder providing the service, or an employee of the catering permit holder, shall successfully complete a server training program approved by the Commission before providing the service.

8. A Catering Permit holder delivering the beer, wine, or spirits, or an employee of the Catering Permit holder, shall have in his or her possession while delivering the beer, wine, or spirits documentation demonstrating that the beer, wine, or spirits being delivered are for a private event being conducted under this section.

9. A Catering Permit holder who prepares food or drink for direct consumption through service on the premises or elsewhere shall comply with the requirements for food service establishments under the Food Law of 2000, MCL 289.1101 to 289.8111.

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Business ID: _____

Request ID: _____

(For MLCC Use Only)

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Part 1 - Licensee Information

Individuals, please state your legal name. Corporations or Limited Liability Companies, please state your name as it is filed with the State of Michigan Corporation Division.

Licensee name(s):		
Address:		
City:	Zip Code:	
Contact name:	Phone:	Email:

Part 2 - Fees & Required Documentation

☐ $70.00 inspection fee - Not required if request for Catering Permit is part of a request for a new license or transfer of an existing license.

☐ $100.00 Catering Permit Fee - Note: Catering Permit fee is an annual fee required at the time the license is renewed.

TOTAL FEES DUE: _____ Make check payable to **State of Michigan**.

☐ A copy of the licensee's Food Service Establishment license or Retail Food Establishment license issued under the Food Law of 2000, pursuant to MCL 436.1547(1)(b).

Part 3 - Signature of Licensee

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. Approval of this application by the Michigan Liquor Control Commission does not waive any of these requirements. The licensee must obtain all other required state and local licenses, permits, and approvals for this business before using this license for the sale of alcoholic liquor on the licensed premises.

I certify that the information contained in this form is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. I also understand that providing **false** or **fraudulent** information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

Print Name of Licensee & Title	Signature of Licensee	Date

Please return this completed form along with corresponding documents and fees to:
Michigan Liquor Control Commission
Mailing address: P.O. Box 30005, Lansing, MI 48909
Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Fax to: 517-373-4202

LARA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

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Credit Card Authorization Form

*** * FAX COMPLETED FORM TO SECURE FAX LINE: 517-373-4202 * ***
*** * DO NOT EMAIL OR MAIL THIS FORM * ***

Requests with credit card payments that are not faxed to the above secure fax line will be destroyed along with the credit card authorization in order to ensure the security of applicants' personal credit card numbers.

*** *IF YOU ARE NOT SUBMITTING AN APPLICATION FORM WITH THIS CREDIT CARD AUTHORIZATION, YOU MUST PROVIDE AN ITEMIZATION OF THE FEES FOR WHICH YOU ARE SUBMITTING PAYMENT OR YOUR PAYMENT WILL NOT BE PROCESSED* ***

Name: _____

Address: _____

City: _____

State: _____

Zip Code: _____

Phone: _____

Applicant/Licensee Name: _____ Request or Business ID #: _____

Payment is for:

_____

Transaction Amount: _____

Card Number: _____

Check One:

◯ MasterCard ◯ Visa ◯ Discover

Expiration Date: _____

_____
Signature

IF YOU ARE NOT SUBMITTING AN APPLICATION FORM WITH THIS CREDIT CARD AUTHORIZATION, YOU MUST PROVIDE AN ITEMIZATION OF THE FEES FOR WHICH YOU ARE SUBMITTING PAYMENT OR YOUR PAYMENT WILL NOT BE PROCESSED.

Credit Card Payment Itemization:

Fee Type	Fee Amount	*MLCC Fee Code*
☐ Inspection Fee(s):	_____	*4036*
☐ Special License Fee(s):	_____	*4008*
☐ Temporary Authorization Fee:	_____	*4037*
☐ License Renewal Fee(s):	_____	*4004*
☐ Manufacturer / Wholesaler License(s):	_____	*4038*
☐ New Retailer License(s):	_____	*4012*
☐ Transfer Retailer License(s):	_____	*4034*
☐ New Add Bar ☐ Transfer Add Bar:	_____	*4012/4034*
☐ Sunday Sales Permit (AM):	_____	*4033*
☐ Sunday Sales Permit (PM):	_____	*4032*
☐ Catering Permit:	_____	*4031*
☐ Secondary Location Permit:	_____	*4011*

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