



CHECKLIST OF REQUIREMENTS FOR TEMPORARY PICNIC LICENSE

FOR LICENSED OR UNLICENSED CHURCH, SCHOOL, CIVIC, SERVICE, FRATERNAL, VETERAN, POLITICAL, OR CHARITABLE CLUBS OR ORGANIZATIONS

ALLOWS WHOLESALERS TO PROVIDE CUSTOMARY STORAGE, COOLING AND/OR DISPENSING EQUIPMENT FOR USE BY LICENSEE AT SUCH PICNIC, BAZAAR, FAIR OR SIMILAR GATHERING.

ALLOW 10 – 21 DAYS FOR PROCESSING

1. APPLICATION FOR PICNIC LICENSE – Complete online.
2. LICENSE FEE – Payment options include **credit card or electronic check**. A separate transaction fee will apply. Fee is \$25.00. Licenses are valid for seven (7) consecutive days.
3. NATURALIZATION CERTIFICATE OR PASSPORT – If the managing officer was born outside the U.S., a copy of their naturalization certificate or valid U.S. Passport is required.
4. MISSOURI RETAIL SALES TAX LICENSE – Copy of the Missouri Retail Sales Tax License or exemption letter from the Missouri Department of Revenue, (573) 751-5860.
5. CERTIFICATE OF NO TAX DUE – From the Missouri Department of Revenue; must be dated within 90 days and addressed “To Supervisor of Liquor Control.” **Required regardless of exemption status**. Can be obtained [online](#) with the Tax ID and PIN, or by phone at (573) 751-9268.
6. TAX RECEIPT – Copy of the managing officer’s paid personal property tax or real estate tax receipt for the preceding year. A waiver of non-assessment will be accepted in lieu of the paid receipt if taxes were not owed.
7. VOTER REGISTRATION – Proof of voter registration (ex. copy of voter registration card, letter, etc.) or printout from the Missouri Secretary of State’s [voter verification website](#).
8. PROPERTY OWNER PERMISSION – Written notice from the property owner giving the applicant permission to sell/serve alcohol at a specific location on a specific date(s).
9. MULTIPLE STANDS – If there will be multiple stands/booths at the temporary event, EACH STAND MUST HAVE A SEPARATE LICENSE (a separate application, fee, and property owner permission per stand).



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10. NEW APPLICATION ATTESTATION – This form must be completed and notarized by the sole owner, all partners, or managing officer and attach as an upload document with the new application.

REMINDER: LICENSEES ARE REQUIRED TO OBTAIN CITY AND COUNTY LICENSES, WHERE APPLICABLE.

In addition to the foregoing requirements, applicants applying for Retail Liquor by the Drink (Picnic) licenses are required by law to notify the Director of Revenue. Notification should be submitted on the organization’s letterhead if possible and include the event name, date(s), and include the statement that the organization accepts responsibility for the collection and payment of any applicable sales tax. Notice can be submitted by mail to the Truman State Office Building, Room 330, 301 West High Street, Jefferson City, Missouri 65101, or by fax (573) 522-1271.

REVIEWED BY:

District I – Kansas City	District II – Jefferson City	District III – St. Louis	District V – Springfield
Division of Alcohol & Tobacco Control 8800 E. 63 rd Street, Ste. 180 Raytown, MO 64133 (816) 743-8888 Servicing: Andrew, Atchison, Bates, Benton, Buchanan, Caldwell, Carroll, Cass, Clay, Clinton, Daviess, DeKalb, Gentry, Grundy, Harrison, Henry, Holt, Jackson, Johnson, Lafayette, Livingston, Mercer, Nodaway, Pettis, Platte, Ray, Saline, Vernon, Worth	Division of Alcohol & Tobacco Control 1738 E. Elm St. – Lower Level Jefferson City, MO 65101 (573) 526-4026 Servicing: Adair, Audrain, Boone, Callaway, Camden, Chariton, Clark, Cole, Cooper, Crawford, Franklin, Gasconade, Howard, Knox, Lewis, Linn, Macon, Maries, Marion, Miller, Moniteau, Monroe, Montgomery, Morgan, Osage, Pike, Putnam, Ralls, Randolph, Schuyler, Scotland, Shelby, Sullivan, Warren, Washington	Division of Alcohol & Tobacco Control 7545 S. Lindbergh Blvd., Ste. 150 St. Louis, MO 63125 (314) 416-6280 Servicing: Bollinger, Butler, Cape Girardeau, Dunklin, Jefferson, Lincoln, Madison, Mississippi, New Madrid, Pemiscot, Perry, Scott, St. Charles, St. Francois, St. Louis City, St. Louis Co., Ste. Genevieve, Stoddard, Wayne	Division of Alcohol & Tobacco Control 505 B East Walnut St. – (Lower Level) Springfield, MO 65806 (417) 895-5004 Servicing: Barry, Barton, Carter, Cedar, Christian, Dade, Dallas, Dent, Douglas, Greene, Hickory, Howell, Iron, Jasper, Laclede, Lawrence, McDonald, Newton, Oregon, Ozark, Phelps, Polk, Pulaski, St. Clair, Reynolds, Ripley, Shannon, Stone, Taney, Texas, Webster, Wright