



# LIQUOR CONTROL DIVISION

## *Frequently Asked Questions*

### ***Catering Special Events:***

- Q. What is considered a special event?**
- A. A special event is a short, infrequent, out of the ordinary occurrence, such as a fair, wedding reception, or sporting contest.
- Q. Who may cater a special event?**
- A. A beer/wine licensee or an all-beverage licensee who has been granted a catering endorsement may cater a special event upon premises not otherwise licensed for the sale of alcoholic beverages. Only the licensee, the licensee's employees, or the licensee's agents are authorized to sell and serve alcoholic beverages at the event.
- Q. Where and when may a licensee cater a special event?**
- A. A licensee who holds a catering endorsement may cater an event within 100 miles of their regular place of business. A licensee may not cater an event in which the licensee is a sponsor. The sale and service of alcoholic beverages must be confined to the specified premises or designated enclosure described in the notice given to local law enforcement.
- Q. Are there catering event requirements a licensee must follow?**
- A. Yes. A licensee must notify their local law enforcement agency that the catered event is to be held. A fee of \$35.00 is to be paid to the appropriate law enforcement agency. In addition, the licensee must have a written contract with the individual or entity that is hosting the event.
- Q. May a catering endorsement be used at a tailgate party for a football game?**
- A. Yes, if the licensee follows the criteria outlined above. A licensee may sell or give away alcoholic beverages to the guests of the individual or entity hosting the tailgate party. Alcoholic beverages may not be sold or given to members of the general public.
- Q. Are there any other requirements for using a catering endorsement?**
- A. Yes. Every licensee granted a catering endorsement must, on or before the 15<sup>th</sup> day of each month, report in writing, the events the licensee catered in the previous month. The report shall include the date, time and place of the catered event. The report should be mailed to the Department of Revenue, Liquor Licensing Bureau, P.O. Box 1712, Helena, MT 59624.
- Q. Can a beer wholesaler or table wine distributor sell or serve alcoholic beverages at a catered event?**
- A. Only the licensee, the licensee's employees, and the licensee's designated agents may sell and serve alcoholic beverages at an event. A beer wholesaler or table wine distributor may help set up equipment for the sale and service of alcohol.