



City of Lawrence

Temporary Liquor Permit Application

Temporary permit means a permit, issued in accordance with the laws of the State of Kansas, which allows the permit holder to offer for sale, sell or serve alcoholic liquor for consumption on unlicensed premises, which may be open to the public.

APPLICANT INFORMATION				
Last Name:		First Name:		Middle Name:
Home Address	Street:	City:	State:	Zip:
Business Address	Street:	City:	State:	Zip:
Home Phone:		Alternate/Business Phone:	E-Mail Address:	
Group for which Event is Planned:				
Location of Event:				
Date of Event:			Time of Event:	
Please State Anticipated Need for Police, Fire or other Municipal Services:				

Upon presentation of a State temporary permit, payment of the City’s temporary permit fee and written application, the City Clerk shall issue a local temporary permit to the applicant if there are no conflicts with any zoning or other ordinances of the City.

The City Clerk shall notify the Chief of Police whenever a temporary permit has been issued and forward a copy of the permit and application to the Chief of Police (Ord. 5828).

I hereby certify the above information to be true and correct to the best of my knowledge. I have read a copy of Chapter IV of the City Code of the City of Lawrence. I have attached a copy of the temporary liquor permit from the State of Kansas and the appropriate fee has been paid to the City Clerk’s Office.

- PLEASE INCLUDE
- \$25.00 Temporary Liquor Permit Fee
 - Copy of State of Kansas Temporary Liquor Permit

 APPLICANT’S NAME (Printed) APPLICANT’S SIGNATURE TODAY’S DATE

If you have any questions, or there is a need for additional information, please feel free to contact our offices.

City Clerk’s Office
6 East 6th St.
PO Box 708
Lawrence, KS 66044
cityclerk@lawrenceks.org
(785) 832-3200



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FREQUENTLY ASKED QUESTIONS

Q: Where are temporary permits allowed?

A: Temporary permits are allowed only with the following requirements:

- The permit holder must meet the local zoning;
- the location cannot be on licensed premise;
- the location must be one where liquor can be legally consumed; and
- the permit holder must have control over property.

Q: Are fundraising events exempt from obtaining a temporary permit?

A: To be exempt from obtaining a temporary permit, the following conditions must be met:

- The event at which the alcoholic liquor is served must be an official fundraising event of the organization.
- The event must be sponsored by either a charitable organization or by a candidate, party, or political committee.
- The alcoholic drinks served must be complimentary.
- The city will defer to the judgment of Kansas Alcoholic Beverage Control in determining whether an event requires a temporary permit. If ABC requires a temporary permit, the city will require a temporary permit also.

Q: Are there special restrictions for selling near schools or churches?

A: Alcohol cannot be sold within 400' of a school or church unless the City Commission holds a public hearing and passes a distance limitation waiver. Any school or church within 400' must be given at least 30 days notice before the hearing may be held.