



LEE'S SUMMIT

M I S S O U R I

Liquor License TYPE M Permit Instructions

Pursuant to Sec. 4-143 of the Code of Ordinances of the City of Lee's Summit, a temporary license for the privilege of retail selling, by a caterer or other person within the City of Lee's Summit, of intoxicating liquor by the drink for consumption on the premises where sold of a temporary function, may be granted to the applicant who completes the following steps:

1. Complete the attached Type M Permit with a notarized signature;
2. Provide a letter from the owner or tenant of the property where the event will be held granting the applicant permission to cater the temporary function;
3. **OUT OF TOWN APPLICANTS ONLY** – applicants who do not possess a valid and current City of Lee's Summit Liquor License must provide a copy of their State of Missouri liquor license;
4. Send the required documents and the permit fee of \$15.00 to the Liquor Coordinator - Lee's Summit Police Department, 10 NE Tudor Road, Lee's Summit, MO 64086. The forms may also be emailed to LiquorLicensing@cityofls.net and arrangements can be made to process payment remotely, at the discretion of the Liquor Coordinator.

Once the Type M Caterer's Permit and all requested documentation and payment is provided, the permit will be reviewed for approval by the Chief of Police. Approved Type M Permits can then be emailed or mailed to the applicants.

Please allow 10 business days for processing.

Thank you,
LSPD Liquor Coordinator - 816-969-1747



CITY OF LEE'S SUMMIT
TYPE "M" CATERER'S PERMIT (\$15.00)

Application must be submitted a minimum of 10 days in advance of the event.

Licensee's Name: _____

Licensee's Email Address: _____

Business Address: _____ Phone: _____

Type of Current Liquor License Held: _____ License #: _____

Applicant's Name: _____

Applicant's Address: _____ Phone: _____

Location where off-premises services are to be furnished: _____

Name of client requesting services: _____

Date services are to be furnished: _____ Time services are to be furnished: _____

This temporary permit is valid for the listed location only. **A State of Missouri Caterer's Permit and written permission from the property owner must also be provided.** All provisions of the Liquor Control Code and State Liquor Control Law shall extend to such location and will be enforced. No package sales are permitted.

State of Missouri
County of Jackson

I, (please print) _____ being of lawful age and duly sworn upon my oath, do swear that the answers and information given in this application are true and complete to the best of my knowledge and belief.

Applicant

Subscribed and sworn to before me this _____ day of _____, 2____.
My commission expires _____.

Notary

It is recommended this application be APPROVED/DISAPPROVED this _____ day of _____, 2____.

Director of Liquor Control