



# Catering Event Request

## Local Law Enforcement Notification Form

**Montana law requires the licensee to notify the local law enforcement agency with jurisdiction over the premises where the catered event is to be held.**

### Section 1 – General Information

*Note: If the Licensee is an individual, list the individual's name below. If the licensee is a partnership, limited liability partnership (LLP), corporation, or limited liability company (LLC), list the business' name below.*

Licensee's Name \_\_\_\_\_

Licensee's Business Location \_\_\_\_\_

Alcoholic Beverage License Number \_\_\_\_\_

### Section 2 – Event Information

Date(s) of the Event \_\_\_\_\_

Sponsor of the Event \_\_\_\_\_

Address of the Event \_\_\_\_\_

Description of the Event \_\_\_\_\_

### Section 3 – Authorization

*Please have your local law enforcement official complete this section prior to catering your event. A fee of \$35 due to local law enforcement must accompany this note.*

Law Enforcement Agency \_\_\_\_\_

Signature of Authorized Representative for Law Enforcement Agency: \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Name of Authorized Representative \_\_\_\_\_ Title \_\_\_\_\_

### Section 4 – Licensee Signature

*I/We declare under penalty of false swearing that the information provided on this application and its attachments are true, correct and complete.*

Licensee Signature \_\_\_\_\_ Date \_\_\_\_\_

Please keep a copy of this form for your records and give the original to local law enforcement along with the \$35 fee.

Questions? Please call us at (406) 444-6900, or Montana Relay at 711 for hearing impaired