



City of Libby

952 E. SPRUCE | POST OFFICE BOX 1428

LIBBY, MT. 59923 | Phone 406-293-2731 | Fax 406-293-4090 | Website: www.cityoflibby.com

Catering Event Notice | Fee: \$35.00

Montana law (MCA 16-4-204) and City of Libby Ordinance (5.10.030) requires the licensee to notify Libby Police Department and the City of Libby where the catered event is to be held.

Name: _____ Permit No:(City Use) _____

Address: _____

Phone: _____ Email: _____

State Liquor License No: _____ City Liquor License No: _____

Sponsor of Event: _____ Date of Event: _____

Address of Event: _____

Description of Event: _____

The sponsored event will be open to the above-named organization(s), Group(s), and guests for a period of _____ days.

Date

Signature of Licensee

Unless licensee is disqualified, approval of this permit does certify that the licensee is entitled to hold and use their Montana Liquor Catering License at the above premises, subject to the provisions of the Montana Laws applying to catering events.

Approved: _____ Disapproved: _____ Date: _____

Approved By: _____

City of Libby Mayor

Approved By: _____

Libby Police Department

Application fee MUST be received five (5) days PRIOR to the event. The original is to be signed by the Mayor **and** the Libby Police Department. ****A COPY is to go to the catering service and the original is to be kept on file at Libby City Hall.**

This license **MUST** be kept continuously POSTED in a conspicuous place, in the same area that the event is taking place.