



# FAIRBANKS POLICE DEPARTMENT APPLICATION FOR TEMPORARY CATERER'S PERMIT

911 CUSHMAN STREET FAIRBANKS, ALASKA 99701



## INSTRUCTIONS

1. Application and all items listed in **Section 3** are submitted to the Fairbanks Police Department Administrative Office. Your application will be delayed if all items are not completed.
2. Application Fee: \$25.00 per event when received 3 or more business days in advance.  
\$50.00 per event when received less than 3 business days in advance.
3. Questions should be directed to the Administrative Assistant at FPD@Fairbanks.us

## SECTION ONE - EVENT INFORMATION

DATE OF EVENT \_\_\_\_\_ TIME OF EVENT \_\_\_\_\_  
 LOCATION OF EVENT \_\_\_\_\_ NUMBER OF ATTENDEES \_\_\_\_\_  
 ORGANIZATION HOSTING EVENT \_\_\_\_\_  
 MAILING ADDRESS \_\_\_\_\_  
 CONTACT PERSON \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_  
 EMAIL \_\_\_\_\_  
 ON-SITE CONTACT NAME \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_  
 PERSON(S) NAME \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

## SECTION TWO - RESPONSIBLE PARTY FOR THE EVENT

BUSINESS NAME \_\_\_\_\_  
 CONTACT PERSON \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

## SECTION THREE - REQUIRED ATTACHMENTS

- |  |   |
|--|---|
| <input type="checkbox"/> AMCO PERMIT APPLICATION<br>Caterer's Permit (Form AB-04)<br>Special Events Permit (Form AB-05)<br>Restaurant Caterer's Dinner Permit (Form AB-06)<br>Club License Caterer's Permit (Form AB-20)<br>Wine Auction Permit (Form AB-23) | <input type="checkbox"/> PREMISES DIAGRAM<br><br><input type="checkbox"/> SECURITY PLAN<br><br><input type="checkbox"/> APPLICATION FEE |
|--|---|

For definitions and forms refer to: <https://www.commerce.alaska.gov/web/amco/PermitApplicationForms.aspx>

This application is submitted in accordance with the provisions of the Fairbanks Police Department Manual of Directives Procedure 10.35.

\_\_\_\_\_  
Signature of Responsible Party for the Event

\_\_\_\_\_  
Date

### *FPD Use Only:*

Date Rec'd \_\_\_\_\_ Rec'd by \_\_\_\_\_  Approve  Disapprove Date \_\_\_\_\_ By \_\_\_\_\_

Applicant Contacted \_\_\_\_\_ By \_\_\_\_\_ AA/FINANCE to File \_\_\_\_\_ Account # \_\_\_\_\_