



**CITY OF ST. LOUIS
DEPARTMENT OF PUBLIC SAFETY
EXCISE DIVISION
(314) 622-4191**

PICNIC LICENSE REQUIREMENTS

1. NOT FOR PROFIT ORGANIZATION ONLY.
2. COMPLETED APPLICATION MUST BE PRESENTED IN PERSON AND SIGNED IN THE PRESENCE OF AN EMPLOYEE OF THE EXCISE DIVISION.
3. A FEE OF **\$37.50** PER BOOTH TO BE LICENSED.
4. LETTER FROM THE ORGANIZATION APPOINTING A MANAGING OFFICER FOR THE LICENSE WITH THE DATES, TIMES AND LOCATION OF EVENT SPECIFIED.
5. PHOTO OF THE MANAGING OFFICER. **NO DRIVER'S LICENSE PHOTO'S.**
6. PROOF OF VOTER REGISTRATION OF THE MANAGING OFFICER.
7. PAID PERSONAL PROPERTY TAX RECEIPT OR WAIVER OF THE MANAGING OFFICER.
8. FEDERAL ID NUMBER OF THE NOT FOR PROFIT ORGANIZATION.
9. COPY OF THE ORGANIZATION'S FEDERAL 501 © (3) LETTER FROM THE IRS.
10. COPY OF THE ORGANIZATION'S MISSOURI STATE TAX EXEMPTION LETTER.
11. COPY OF THE ORGANIZATION'S MISSOURI CERTIFICATE OF NO TAX DUE.
12. PERMISSION LETTER FROM THE VENUE WHERE EVENT IS GOING TO BE HELD.
13. COPY OF STREET PERMIT FROM ST. LOUIS CITY STREET DEPARTMENT (IF STREETS ARE TO BE CLOSED).
14. COPY OF PARK PERMIT FROM ST. LOUIS CITY PARKS DEPARTMENT (IF IN A CITY PARK).
15. COPY OF BOARD OF PUBLIC SERVICE PERMIT (IF THE EVENT IS IN A CITY BUILDING).
16. FIRE MARSHALL APPROVAL (IF APPLICABLE).
17. CONTACT THE BUILDING DIVISION @622-3313 TO SEE IF YOU NEED AN OCCUPANCY PERMIT.
18. APPLICANT SHALL ALSO OBTAIN A PICNIC LIQUOR LICENSE FROM THE MISSOURI DIVISION OF ALCOHOL AND TOBACCO. PLEASE CONTACT THEM AT THE BELOW LISTED LOCATION:

MISSOURI DIVISION OF ALCOHOL & TOBACCO

**1738 East Elm St (Lower Level)
Jefferson City MO 65101
Office Number 575-751-2331
Fax Number 573-526-4540**