



**Catered Event
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 prior to the event.

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/Entity Name _____

Licensee's Business Name _____

Licensee's Business Location Address _____

Alcoholic Beverage License Number _____

Event Information (One form per event)

Date(s) (List each date, include start/end times. Up to 3 days OR 7 days for one fair event.)

Name of Sponsor _____

Exact Location Address (i.e., 1234 Fairgrounds LN, Bldg A, Great Falls; 1234 Happy LN Parking Lot, Helena)

Event Name & Description _____

Licensee or Location Manager Signature's Only Are Authorized to Sign This Form

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

Licensee/Location Manager Signature _____ Date

M	M	D	D	Y	Y	Y	Y
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Authorization

Law Enforcement Agency _____

Name of Authorized Representative _____ Title _____

Signature _____ Date

M	M	D	D	Y	Y	Y	Y
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You must keep a copy of this form for your records, submit the form with your online catering reporting before the 15th of the following month. Give the original to local law enforcement along with the \$35 fee, if applicable. [16-4-111](#), [16-4-204](#), [MCA](#) & [ARM 42.12.128](#).

Questions?

Please email us at DORAlcoholicBeverageControl@mt.gov, call us at (406) 444-6900, Montana Relay at 711 for hearing impaired, or fax us at (406) 444-0722.