

Letter of Entertainment

READ ALL INSTRUCTIONS BEFORE COMPLETING THIS FORM

- Both the tenant and property owner are required to sign the form.
- All signatures must be original. Fax and Xerox signatures are not acceptable.
- Both signatures must be individually notarized (two seals, two stamps, etc.).
- *Agents (holding companies, property managers, attorneys, etc.) signer for property owner must attach any and all documentation necessary to prove they have authorization to act on behalf of the owner. Failure to provide such information **will delay** approval of all permits and licenses necessary to open this business.

DEPARTMENT USE ONLY	
TAX ID #	_____
AP #	_____

Current Name of Business: _____

Previous Name of Business (if name has changed in past twelve (12) months): _____

Address of Business: _____

Business Contact Number: _____

EACH OF THE FOLLOWING QUESTIONS MUST BE ANSWERED COMPLETELY:		YES	NO
1.	Does this establishment sell tobacco products, allow smoking, or otherwise allow consumption of tobacco products on the premises including but not limited to Hookah Services? <i>Smoking means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, e-cigarette, oral smoking device, or pipe, or any other lighted or heated tobacco intended for inhalation, in any manner or in any form.</i> (Please Refer to DeKalb County Clean Indoor Air Ordinance) File No. 52-1548		
2.	Is this Letter of Entertainment request for a new establishment or renewal of an existing establishment? <input type="checkbox"/> New Establishment <input type="checkbox"/> Renewal of Existing Establishment		
3.	Does this establishment include a patio or deck? If yes, please specify:		
4.	Is this establishment a Freestanding bar? <i>Definition of Freestanding bar: An establishment that is devoted to the serving of alcoholic beverages for consumption by guests on the premises and which derives at least fifty (50) percent of its total annual gross food and beverage sales from the sale of beverages, including but not limited to taverns, nightclubs, cocktail lounges, and cabarets.</i>		
5.	Is this establishment a restaurant? <i>Definition of Restaurant: An establishment where food and drink are prepared, served, and consumed primarily within the principal building.</i>		
6.	If yes, does this restaurant serve beer, wine, and alcohol no later than 12:30 a.m.?		
7.	Is this a late-night establishment? <i>Definition of Late Night Establishment: Any establishment licensed to dispense alcoholic beverages for consumption on premises where such establishment is open for use by patrons beyond 12:30 a.m.</i>		
8.	Is this establishment a nightclub with dancing and musical entertainment? <i>Definition of Nightclub: A commercial establishment dispensing alcoholic beverages for consumption on the premises and in which dancing and musical entertainment is allowed.</i>		
9.	Is this an "Adult Entertainment" establishment as defined by the DeKalb County Zoning and Adult Entertainment licensing and alcohol beverage ordinances?		
10.	Has a Special Land Use Permit (SLUP) been approved for this establishment? If yes; please provide Case Number _____.		
11.	Are you permitted to sell alcohol on Sunday? Licensed establishments deriving a minimum of sixty (60) percent of their total annual gross food and beverage sale from the sale of prepared meal or food are authorized to apply for a Sunday sales permit to sell and serve distilled spirits by the drink from 11:00 am on a Sunday until 2:00a.m. of the following Monday.		

Operation hours cannot exceed time permitted by the Alcohol Licensing Ordinance in chapter 4 of the DeKalb Code.

Hours of operation: A.) Monday through Wednesday pouring hours are from 9:00a.m. until 2:00a.m. closing hours 2:30 B.) Thursday through Saturday pouring hours are from 9:00a.m. until 2:30a.m. closing hours 3:00 C.) Sunday pouring hours are from 11:00 a.m. until 2:00a.m. closing hours 2:30



DeKalb County
GEORGIA

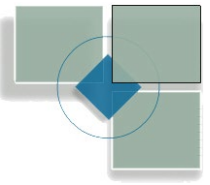
Chief Executive Officer
Michael Thurmond

DeKalb County Department of Planning & Sustainability

178 Sams Street
Decatur, GA 30030

Phone: (404) 371-2155
Fax: (404) 371-2778
www.dekalbcountyga.gov
Andrew A. Baker, AICP

Director



Letter of Entertainment

I, THE UNDERSIGNED, DO HEREBY SWEAR OR AFFIRM, UNDER PENALTY OF PERJURY, THAT I HAVE ANSWERED THE ABOVE QUESTIONS AND STATEMENTS TRUTHFULLY AND ACCURATELY AND I UNDERSTAND THAT THE BUILDING PERMIT(S) AND CERTIFICATE(S) OF OCCUPANCY ISSUED IN RELATION TO THIS "ENTERTAINMENT STATEMENT" ARE CONDITIONED ON THE ANSWERS TO THE ABOVE QUESTIONS AND STATEMENTS.

I, THE UNDERSIGNED, AFFIRM THAT THE BUSINESS OPERATING NAME IS THE SAME AS THE NAME REFERENCED ON ALL COUNTY APPLICATIONS.

I ALSO UNDERSTAND THAT SHOULD I, IN THE FUTURE, OFFER ANY USE NOT EXPRESSLY PERMITTED BY THE DEKALB COUNTY CODE OR STATE LAW AND/ OR CHANGE THE USE OF THE ESTABLISHMENT FROM THE APPROVED PERMITTED USE, THAT MY CERTIFICATE OF OCCUPANCY SHALL BE IMMEDIATELY NULL AND VOID.

Sworn to and subscribed before me this _____
day of _____ 20 _____

Notary Public

Sign _____
Tenant or authorized agent
(Print/Type name) _____

Sworn to and subscribed before me this _____
day of _____ 20 _____

Notary Public

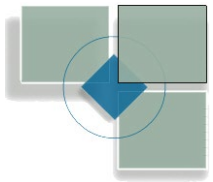
Sign _____
Property owner or authorized agent
(Print/Type name) _____



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TO BE COMPLETED BY PLANNING DEPARTMENT STAFF AFTER REVIEW OF LETTER OF ENTERTAINMENT AND SUPPORTING DOCUMENTATION

Alcohol Serving Establishments Within 1,500 feet of residentially zoned property

License Review Type	Approved	Denied	Not Applicable
New License close at 12:30 am			
New License – Nightclub- SLUP granted			
New License- Late Night – SLUP granted			
Renewal License close at 12:30 am			
Renewal License –Late Night- No SLUP Required (grandfather documents submitted/validated)			
Renewal License -Nightclub- No SLUP Required (grandfather documents submitted/validated)			

Alcohol Serving Establishments Beyond 1,500 feet of residentially zoned property

License Review Type	Approved	Denied	Not Applicable
New License close at 12:30 am			
New License – Nightclub			
New License – Late Night			
Renewal License close at 12:30 am			
Renewal License – Nightclub			
Renewal License – Late Night			

This _____ day of _____, 20____ I have reviewed this letter of entertainment application and have taken the actions set forth above.

(Sign Name)

(Print Name)

(Title)