

Cobb Marietta Coliseum and Exhibit Hall Authority  
d/b/a- Cobb Galleria Centre and Cobb Energy Performing Arts Centre

**Guidelines for Donated Alcohol Products**

**General Statement Regarding Donations of Alcohol Product**

Donations of alcoholic products (herein referred to as “donated product”) to not for profit or civic organizations for a one day event is allowed under certain conditions in the State of Georgia and in Cobb County through the use of a temporary, one-day permit, as noted below in an excerpt of the Department of Revenue Code 560-2-2.43. Please see the following website for the complete code: <http://rules.sos.state.ga.us/docs/560/2/2/43.pdf>.

(2) Except as provided in this paragraph, manufacturers, brokers, importers, shippers, wholesalers and retailers shall not make any donations of beverage alcohol to any non-profit charitable or civic organization that has obtained a one day permit. Where a non-profit charitable or civic organization has obtained a one-day permit, wholesalers shall be authorized to make donations of alcoholic beverages, obtained through proper distribution channels and upon which all applicable state and local taxes have been paid, to such non-profit charitable and civic organizations. No alcoholic beverages shall be donated to a non-profit charitable or civic organization unless such organization has the appropriate state license or permit. The amount of such donations shall not exceed the amount necessary for the event for which a one day permit has been obtained.

(3) Provided a permit has been issued to a non-profit charitable or civic organization, said organization shall be considered the same as any other licensee and subject to all laws, rules and regulations relating thereto.

As noted in the code above the not-for-profit or civic organization must have

- √ **a one-day permit for**
- √ **wholesalers to donate through**
- √ **proper distribution channels**

**How do I identify events that require a permit for donated product?**

The sales manager must ask the contact for each fundraising dinner and/or social event if they will use donated product. If the client says yes, please proceed with the following guidelines.

**How do I get a donation for alcohol products?**

Each not-for-profit or civic organization seeking donations for alcohol product is solely responsible for the solicitation of the product. Once the organization obtains the commitment for the donation, the organization must obtain 1). a temporary liquor license through Cobb County that is then used to obtain 2). a one-day permit from the state.

**How do I obtain a one-day permit?**

Before the state will issue a one-day permit, the organization must have a temporary alcohol license from Cobb County. This license is obtained by completing the attached application **“Temporary Alcoholic Beverage License for Nonprofit Fundraiser”**.

The temporary liquor license is issued in the name of an officer of the organization so select an officer who is attending the event to complete the application.

**Are there instruction for completing the application?**

There is a complete list of instruction on the first page of the document, and all required documents are attached for your convenience.

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*Please note the following for certain application requirements:*

- Requirement #1- the Contract Billing Coordinator of the CGC or CEPAC will complete questions 9-17 and question 20 of the application.
- Requirement #3- a photo of the applicant **must** be attached to the personal statement.
- Requirement #5- a copy of the **executed lease** will be attached to the application once we complete sections 9-17 and 20. The lease document must be signed by both parties.

The **application** should be mailed to Cobb County Business License Division, 191 Lawrence Street, Marietta, GA 30060.

**How long does it take for the county to process the application?**

Cobb County requires one week to process the application. Once the application is complete, the client can pick-up the permit or the county will mail it to them.

**What do I do with the license once I receive it?**

Complete the attached State of Georgia Application For State of Georgia One Day or Special Event Alcohol Beverage. Attach the Cobb County Temporary License and follow the instructions listed and mail to Georgia Department of Revenue, Registration and Licensing Unity, PO Box 49512, Atlanta, GA 30359. The State of Georgia will issue the one-day permit and mail it back to the applicant.

**How long does it take for the state to process the application?**

The State of Georgia requires two weeks to process the application and return the permit to the applicant.

**What do I do with the one-day permit once I receive it for the State?**

Once you receive the one-day permit from the state, forward the permit to the company donating the product and fax a copy of the permit to the event coordinator who will forward the permit to the Director of Food & Beverage. The donating company will then deliver the product to the CGC or CEPAC for use during your event.

**What happens to product left over from the event?**

It is against the law to return the product to the not-for-profit organization. Left over product will be returned to a secured inventory area for donated product housed at the Cobb Galleria Centre and disposed of properly.

**What happens if I don't have 3 weeks before my event?**

If you don't have time to obtain the proper permits, then we cannot accept any donated product.