

Guidelines to Obtain Donated Alcoholic Products

Cobb Galleria Centre and Cobb Energy Performing Arts Centre (Venue) are allowed to accept **donations of alcoholic products** for non-profit charitable or civic organizations for non-profit fundraisers or charitable fundraising events.

To be eligible, you must apply for and obtain both a **temporary liquor license** and a **special event permit** as outlined below **AND** provide the Venue with copies of each 30 days prior to the event date. The application processes below can take **up to 90 days** to complete.

Each organization seeking donations of alcoholic products is solely responsible for the solicitation of the goods. Once the commitment of a **licensed distributor to donate through proper distribution channels** has been received, the following must be obtained:

1. A **temporary liquor license** (issued by Cobb County)
 - A PDF version of the **Temporary Alcoholic Beverage License for Non-profit Fundraiser** application can be found here: <https://www.cobbcounty.org/community-development/business-license/forms>
Questions 9-17 and 20 are Venue-specific, and we have provided responses in **Attachment A**.
 - Once the application has been completed in its entirety, please contact the Business License Division for review.
 - The completed application is uploaded to the **Georgia Tax Center** a minimum of 45 days prior to the event date.
2. A **special event permit** (issued by the State of Georgia's Department of Revenue)
 - Online account with the state is necessary for application of the **State of Georgia Special Event Alcohol Beverage Permit**.
 - All required documentation must be scanned and saved as individual PDF files and uploaded to the [Georgia Tax Center \(GTC\)](#) Centralized Alcohol Licensing portal during the application process.

Please forward a copy of the temporary liquor license and state permit to Venue representative a minimum of 30 days prior to the event date.

Please forward the original State Permit to the distributor donating the product.

At any point during the application process, please do not hesitate to contact the Venue representative with any questions.

Please note:

- Corkage fees related to donated product are charged to applicant at prevailing rates.
- It is against the law to return the product to the not-for-profit organization. Leftover product will be housed at the venue and disposed of properly.
- Donated product cannot be accepted without proper license and permit.

ATTACHMENT A

9.	Name of Property Owner Cobb-Marietta Coliseum & Exhibit Hall Authority	Address 2 Galleria Parkway Atlanta, GA 30339	Relation to applicant or owner(s) Lessor
10.	List the full name and address of every lessor and sub-lessor of the property where the event is to be conducted. ***		
11.	Name the person(s) that will be the manager(s) of this event. Employees responsible for managing the event include the F&B Department's Banquet Manager and Assistant Banquet Manager.		
12.	Please indicate the dates, day(s) and the hours of operation for this event. ***		
13.	Please provide the complete address of the event including street number and suite. ***		
14.	Are you aware that the sale of alcoholic beverages to an underage person(s) by you or your employees may result in the suspension or revocation of the alcoholic beverage license? YES		
15.	What written procedures do you have in place to ensure that alcoholic beverages are not sold to underage person(s)? Please attach all documentation relating to such procedures and include an explanation as to their usage. Servers who are licensed to serve alcoholic beverages are TIPS trained. Additionally, servers receive the attached policies and procedures related to serving alcoholic beverages and are trained on these procedures. The server must sign acknowledging they have received the training and understand these policies.		
16.	What procedures do you have in place to ensure that alcoholic beverages are not sold in violation of the Cobb County Code of Ordinances and State Law? Please attach all documentation relating to such procedures and include an explanation as to their usage. Servers who are licensed to serve alcoholic beverages receive the Cobb County Alcohol Beverage Regulations and related state laws upon employment. Additionally, servers receive the attached policies and procedures. The servers must sign acknowledging they have received the training and understand these policies.		
17.	Whose responsibility is it to ensure that all alcohol is secured and served responsibly? There are several layers of management safeguarding the alcohol and overseeing the service of those served. They include: Food & Beverage Manager/Director, Beverage Manager, Purchasing Manager, Assistant General Manager, and the General Manager. The front-line supervisor is the Beverage Manager.		
20.	Please describe the security that will be provided for this event in terms of personnel, procedures and facility arrangements. Attach pertinent documents describing policies and procedures regarding the security for the event. Our Public Safety Department employs event officers to patrol the event. These officers are TIPS trained and work in coordination with the Beverage Manager to ensure underage guests are not served and legal guests are not over served. Additionally, public safety officers monitor the exits to ensure beverages do not leave the property.		