



# *LIQUOR CONTROL DIVISION*

## *Frequently Asked Questions*

### *Catering and Special Events*

Q. [What is considered a special event?](#)

A. As stated in 16-1-106, MCA, a special event is a short, infrequent, out of the ordinary occurrence, such as a fair, wedding reception, or sporting contest.

Q. [Who can cater a special event?](#)

A. A beer and wine licensee or an all-beverage licensee who has been granted a catering endorsement may cater a special event upon premises not otherwise licensed for the sale of alcoholic beverages. (16-3-111, MCA) Only the licensee, the licensee's employees, or the licensee's agents are authorized to sell and serve alcoholic beverages at the event.

Q. [Where and when may a licensee cater a special event?](#)

A. A licensee who holds a catering endorsement may cater an event within 100 miles of their regular place of business. A licensee may not cater an event in which the licensee is a sponsor. The sale and service of alcoholic beverages must be confined to the specified premises or designated enclosure. All included within the notice given to the local law enforcement.

Q. [What are the catering event requirements a licensee must follow?](#)

A. A licensee must notify the local law enforcement agency that the catered event is to be held. A fee of \$35.00 must be paid to the appropriate law enforcement agency. In addition, the licensee must have a written contract with the individual or entity that is hosting the event.

Q. [Can a catering endorsement be used at a tailgate party for a football game?](#)

A. Yes. The licensee must follow the endorsement criteria. A licensee may sell or give away alcoholic beverages to the guests of the individual or entity hosting the tailgate party. Alcoholic beverages may not be sold or given to members of the general public.

Q. [Are there other requirements for using a catering endorsement?](#)

A. Yes. Every licensee granted a catering endorsement must, on or before the 15<sup>th</sup> day of each month, report in writing, the events the licensee catered in the previous month. The report shall include the date, time, and place of the catered

event. The report must be mailed to the Department of Revenue, Liquor Licensing Bureau PO Box 1712 Helena, MT 59624.

Q. [Can a beer wholesaler or table wine distributor sell or serve alcoholic beverages at a catered event?](#)

A. Only the licensee, the licensee's employees, and the licensee's designated agents can sell and serve alcoholic beverages at an event. A beer wholesaler or table wine distributor can help set up equipment for the sale and service of alcohol.

Q. [If I cater an event, can I share part of the profits with the sponsor of the event?](#)

A. Yes. A licensee can share revenue from the sale of alcohol with the sponsor of a catered event. That is if the sponsor is the state of Montana, a political subdivision of the state, or a qualified entity under section 501 (c) of the Internal Revenue Code.

Q. [If I have a catering endorsement, can I sell and serve alcohol at a dance hall across the street a couple nights a week if bands/concerts and dances are taking place?](#)

A. No. A licensee that holds a catering endorsement can sell and serve alcoholic beverages at a special event which is a short, infrequent, out of the ordinary occurrence, such as a fair, wedding reception, or sporting contest as stated in Code.

Q. [If I have a banquet room, can I allow another licensee to cater there?](#)

A. No. A licensee with a catering endorsement cannot cater at a location already occupied with a retail license. In addition, a licensee cannot have any product on their licensed premises that they did not purchase from a wholesaler, distributor, winery, brewery, or Agency liquor store.

Q. [Can I sell alcohol at locations other than my bar?](#)

A. No and Yes. A license is issued for specific licensed premises as indicated on the face of your license. However, if you have a catering endorsement, you may be hired to sell and serve alcohol at special events within 100 miles of your licensed premises.

Q. [Can I cater alcohol at an event?](#)

A. Yes. Licensees can apply for a catering endorsement to their license. Licensees with a catering endorsement can cater special events within 100 miles of their licensed premises that is sponsored by someone else and not on another licensed premises.