

**APPLICATION FOR LARGE ATTENDANCE FACILITY OR
SATELLITE CATERING PERMIT**

City of Malvern Permit Office, 712 West Moline St., Malvern, AR 72104
Regulated by Ordinance No. 2023-04 Adopted February 13, 2023

Please print or type the following:

Type of Permit: _____ Large Attendance Facility _____ Satellite Catering

Business

Applicant

Name: _____ (Must be person listed on State Permit)
Address: _____
City, State, Zip: _____
Phone: _____
Mailing Address: _____ Date of Birth: _____
Email: _____ Driver's License#: _____

- **ANNUAL PERMITS RENEWAL DUE JUNE 30TH EACH YEAR FOR SUCCEEDING YEAR**
New Annual permit fee issued between January 1- June 30 will issue at one-half of the annual rate

Permit fee - Large Attendance Facility:

- **Seating capacity of no less than 500** **\$1000.00**

Permit fee - Satellite Catering:

- **On-premises consumption large meetings/attendance facilities** **\$250.00**

TOTAL DUE AND PAYABLE: **\$ _____**

I declare under penalty of perjury that all above information is true and accurate to the best of his or her knowledge and belief.

Applicant's Signature _____ **Date:** _____
(Must be person listed on State Permit)

- * **ALL INFORMATION MUST BE FILLED OUT BEFORE APPLICATION WILL BE PROCESSED.**
- * **MONTHLY SUPPLIMENTAL REPORT DUE THE 20TH OF EACH MONTH TO CITY CLERK/TREASURE OFFICE**

REMIT PAYABLE TO: CITY OF MALVERN
CODE ENFORCEMENT/PERMITS
712 WEST MOLINE STREET
MALVERN, AR 72104

A COPY OF YOUR CURRENT STATE PERMIT MUST ACCOMPANY THIS APPLICATION