

FACT SHEET:

HOW TO OBTAIN YOUR EVENT/RENTAL HALL BUSINESS LICENSE IN THE CITY OF MONTGOMERY

This fact sheet is designed to give inspired entrepreneurs general information regarding the requirements in becoming licensed to conduct business as an Event Center/Rental Hall within the City of Montgomery.

Selecting Your Business Location

Before you commit to a location for your Event Center/Rental Hall, it is advisable for you to call the [City's Land Use Division \(Zoning\)](#) at 334-625-2722 to make certain your chosen location is zoned for your proposed type of business, and business activities. It could be very costly to purchase or rent a location that is not, or cannot be zoned for your business type.

Complete a Business License Application

After you have cleared your proposed business location with the City's Land Use Division, you should complete a [City of Montgomery Business License Application](#) and submit it to:

License & Revenue Office | 25 Washington Ave., 3rd Floor | Monday thru Friday (7:30 AM- 4 PM)

Please Note: Business owner(s) must appear before the City Council and obtain approval to conduct business as an Event Center/Rental Hall. [*Code of Ordinance Ch. 6, §6-2\(4\)](#).

Complete a Certificate Of Occupancy (C.O.)

After the City Council approves your business activities, you are required to contact the [City's Inspection Division](#) to obtain a [Certificate of Occupancy \(C.O.\)](#). The C.O. is required under the City of Montgomery Code of Ordinance to certify that the business' building meets a reasonable level of safety for the general welfare of the public. Because there is a fee associated with obtaining the C.O., contact the building department at 334-625-2073 for more info.

The [Certificate of Occupancy \(C.O.\) Application](#) can be obtained from the License & Revenue office or completed online at: <https://cityofmontgomery.seamlessdocs.com/f/COapplication>

Alcohol Service/Presence at Event/Rental Hall Location

Because the use and/or sale of alcoholic beverages is a state-regulated industry, you will not be permitted to serve or have any alcoholic beverages on the premise of your business *until* you have obtained a liquor license by the ABC Board and have been approved for the liquor license by the City Council.

If you did not apply for your liquor license prior to or when you applied for the Event /Rental Hall license, you will meet with the City Council on a minimum of two (2) occasions.

- Please be prepared to answer questions regarding how alcohol will be served at your approved location.
- If you have operated unlicensed, be prepared to answer questions regarding any unlicensed activity at your proposed business location.

To learn more about the **Liquor License Application Process**, contact the City Clerk's Office at 334-625-2096. To obtain your [ABC Board License Application](#) call 334-213-6309 or visit: [ABC Board](#), 8413 Crossland Loop, Montgomery, AL 36117

Important Numbers & Quick Links:

[License & Revenue Division](#) - 334-625-2036

[Land Use Division](#) - 334-625-2722

[Inspection Division](#) - 334-625-2073

[City Clerk's Office](#) - 334-625-2096

[ABC Board](#) - 334-213-6309

