

## CITY OF BRANSON

### INSTRUCTIONS FOR CHANGE IN MANAGING OFFICER APPLICATION

- 1. All questions on application must be fully answered and application must be notarized.**
- 2. The following documentation must accompany the completed application:**
  - a. If a Corporation, Limited Liability Corporation (LLC), or Limited Partnership attach a Letter of Authorization on company letterhead designating the individual on the application as becoming the local Managing Officer.
  - b. A \$100 non-refundable application fee is to accompany the application.
  - c. The application needs to be submitted within 30 days of the date of the change in Managing Officer.
- 3. The following must occur before the City of Branson will provide a Letter of Approval to the applicant to submit to the Mo. Div. of Alcohol and Tobacco Control to change Managing Officers.**
  - a. Receipt of a Missouri State Highway Patrol Background Report for the new Managing Officer;
  - b. Payment to the City finance department for any Tourism taxes due the city (including any penalties & interest) from the business and for any services (i.e. water, sewer) provided the business by the City;
  - c. Copy of the most recent year's paid personal property tax receipt for the Managing Officer;
  - d. Copy of a current Missouri voter registration card or voter certificate for the Managing Officer that reflects his/her current residence;
  - e. A readable color copy of a current Missouri driver's license of the Managing Officer that reflects the current address at which the Managing Officer resides and is registered to vote.
  - f. A copy of the Certificate of Naturalization for the Managing Officer if admitted to U. S. citizenship.
- 4. The following items must be done after the city Letter of Approval has been issued.**
  - a. Apply for a Change in Managing Officers with the Mo. Division of Alcohol & Tobacco Control.
  - b. Provide the city a copy of the State Liquor License that has the new Managing Officer's name on it when issued by the Mo. Division of Alcohol and Tobacco Control.

CITY DATE STAMP – APPLICATION  
RECEIVED DATE

**CITY OF BRANSON  
LIQUOR LICENSE APPLICATION  
MANAGING OFFICER CHANGE**

(Application must be typed or printed in black ink)

LICENSEE'S NAME (Legal Name of Business) \_\_\_\_\_ APPLICATION DATE \_\_\_\_\_  
DOING BUSINESS AS \_\_\_\_\_ BUS. PHONE # \_\_\_\_\_  
STREET ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_  
MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_  
Person to contact regarding completion of this application \_\_\_\_\_ Phone # \_\_\_\_\_  
E-mail address \_\_\_\_\_

**1. NEW LOCAL MANAGING OFFICER** (An employee of the business who is actively involved in a day-to-day management role at the Branson location who is responsible for making sure the business and its employees are in compliance with all state and local liquor laws).

Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Place of Birth \_\_\_\_\_ Cell Phone \_\_\_\_\_ Home Phone # \_\_\_\_\_  
Business E-mail for Managing Officer \_\_\_\_\_  
Current Residence \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ How Long? \_\_\_\_\_  
Previous Residence \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ How Long? \_\_\_\_\_  
Prior Residence \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ How Long? \_\_\_\_\_  
Are you a United States citizen? \_\_\_\_\_ Date Admitted for Citizenship (If naturalized) \_\_\_\_\_  
Current Employer \_\_\_\_\_ City \_\_\_\_\_ Date Employed \_\_\_\_\_  
Previous Employer \_\_\_\_\_ City \_\_\_\_\_ Date Employed \_\_\_\_\_  
Are you currently working in a day-to-day management role at the Branson location? (yes or No) \_\_\_\_\_

**2.** Have you ever been convicted of a Felony? \_\_\_\_\_ If Yes, provide details \_\_\_\_\_

Are you legally prohibited from being a Managing Officer? (yes or no) \_\_\_\_\_

Have you ever been arrested and found guilty or pleaded guilty for an offense for which you served jail time, received a suspended sentence, or were placed on probation? \_\_\_\_\_ If yes, provide details, location and approximate dates:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3.** Have you ever been the Managing Officer for any other liquor licensed business? \_\_\_\_\_

If yes, provide the business name and city \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

4. Have you, as a Managing Officer, ever been associated with a business whose liquor license has been suspended, revoked, or fined by the state, county, or city? \_\_\_\_\_ If yes, provide details \_\_\_\_\_

**5. MANAGING OFFICER RESPONSIBILITIES and CERTIFICATION:**

As the new Managing Officer for the licensed business, I certify that all answers on this application are true and accurate. On behalf of the business, I acknowledge and agree to the following:

a. I will report any change in the managing officer, change in ownership, change in location, and any felony conviction within 10 working days to the city’s Finance Department;

b. I understand that if any answers made herein are false, the liquor license may be revoked or suspended and the license holder may also be fined or disciplined in some other way;

c. I agree to have the licensed establishment abide by the provisions of Chapter 311, RsMo State Statutes, the Rules & Regulations of the Mo. Div. of Alcohol and Tobacco Control, and Chapter 6 of the Branson Municipal Code pertaining to alcohol sales and related conduct;

d. I will insure that all servers, bartenders, supervisory personnel, and cashiers and I take a city approved “Responsible Alcohol Selling” class within 60 days of hire date and every two years thereafter;

e. I will allow the Finance Director or his/her designee to examine and make copies of any and all business records or documents related in any way to this business;

f. I understand that my liquor license will be revoked if the place of business is closed or fails to make regular sales to the general public for a continuous period of 120 calendar days;

g. I am an employee of the business and I am actively involved in a day-to-day management role at the Branson licensed location;

h. I agree to immediately stop selling alcoholic beverages and remove all liquor products from my business location if I am not successful in renewing my city liquor license by June 30 each year; and

i. I acknowledge by my signature below that I accept responsibility for service of any citation issued by the city for violation by the business of any provision of Chapter 6 of the Branson Municipal Code or Chapter 311 of the Revised Missouri State Statutes (alcohol sales and related conduct).

I, \_\_\_\_\_, of lawful age, being first duly sworn upon

**(TYPE OR PRINT NAME OF MANAGING OFFICER)**

my oath, depose and say that I have read this application and fully understand same and that I know the contents thereof and the answers and statements contained therein and that the same are true.

Managing Officer Signature \_\_\_\_\_

Name of Business \_\_\_\_\_

**NOTARY PUBLIC**

State \_\_\_\_\_

Subscribed & sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_.

Notary Public Signature \_\_\_\_\_

Notary Public Name (Printed) \_\_\_\_\_

My Commission Expires \_\_\_\_\_