

CITY OF BRANSON
INSTRUCTIONS FOR ORIGINAL LIQUOR LICENSE APPLICATION

- 1. All questions on the 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:
 - (1) A copy of a Certificate of Good Standing from the Missouri Secretary of State.
 - (2) A copy of Articles of Incorporation or Organization as required by the state.
 - b. A current city business license or a copy of a recently submitted city business license application for the location for which the liquor license is being applied for.
 - c. The doing business as (dba) name and the legal name on the liquor license application and the business license application must match.
 - d. A non-refundable application processing fee payable to the City of Branson.
- 3. The following is needed before the City of Branson will provide the applicant with a Letter of Intent to submit to the Mo. Division of Alcohol and Tobacco Control along with a state liquor application:**
 - a. Receipt of a satisfactory Missouri State Highway Patrol Background Report for the Managing Officer, owner (if a proprietorship), each partner in a partnership, and each member in a LLC within 60 days of the date the application is received by the city's Finance Department;
 - b. Review and approval of the application by the city's liquor control specialist;
 - c. Payment to the City finance department for any past due taxes due the city (including any penalties & interest) and for any past due services (i.e. water, sewer) provided by the City;
 - d. A copy of the most recent year's paid personal property tax receipt for the Managing Officer, each partner in a partnership, and owner (if a proprietorship);
 - e. A copy of a current voter registration card for the Managing Officer, the owner (if a proprietorship), and each partner in a partnership;
 - f. A color copy of the Managing Officer's Missouri driver license with an address that matches the voter registration address;
 - g. A copy of a driver's license or other government issued photo document for each partner in a partnership, the owner (if a proprietorship), and for each member of a LLC;
 - h. A copy of the actual or proposed lease/rental agreement for the location to be licensed; and
 - i. A copy of Certificate of Naturalization for the Managing Officer if admitted to U. S. citizenship.
- 4. The following items must be submitted to the City after the Mo. Division of Alcohol & Tobacco Control has issued a liquor license:**
 - a. Payment to the City finance department for any Tourism taxes due the city (including any penalties & interest) and for any services (i.e. water, sewer) provided by the City;
 - b. A copy of all liquor licenses issued by the Missouri Division of Alcohol and Tobacco Control;
 - c. Payment of the Liquor License fees to the City of Branson which is 1 ½ times the amount shown on each of the state liquor licenses.

CITY DATE STAMP – APPLICATION
RECEIVED DATE

CITY OF BRANSON LIQUOR LICENSE APPLICATION

(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 _____
 ORGANIZATION TYPE: _____ SOLE PROPRIETOR _____ PARTNERSHIP _____ CORP. (Non-LLC) _____ CORP. (LLC) _____
 Person to contact regarding completion of this application _____ Phone # _____
 E-mail address _____

1. LOCAL MANAGING OFFICER (An employee of the business who is actively involved in a day-to-day management role at the Branson location and who is responsible for making sure the business and its employees are in compliance with all state & 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? _____
 Are you a U.S. 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? _____
 Convicted of Felony? _____ If Yes, provide details _____
 _____ Are you prohibited from holding a license? _____
 Ever 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:

2. (a) FOR PARTNERSHIPS & SOLE PROPRIETORSHIPS - LIST OF ALL PARTNERS & OWNERS and ANY OTHER PERSON WHO HAS A FINANCIAL INTEREST IN THE BUSINESS

	NAME (Include Middle Initial)	RESIDENTIAL STREET ADDRESS	STATE	ZIP	FELONY CONVICTION (yes/no) ?	BIRTH DATE	% OWNED
A							
B							
C							
D							

(b) FOR CORPORATIONS & LLC's - LIST OF ALL MEMBERS, OFFICERS, and STOCKHOLDERS WITH OVER 10% OWNERSHIP & ANY OTHER PERSON WHO WILL PLAY A SENIOR MANAGEMENT ROLE AT THE BRANSON LOCATION (attach sheet if insufficient space is provided below)

	ROLE	NAME (Include Middle Initial)	RESIDENTIAL STREET ADDRESS	ZIP	FELONY CONVICTION (yes/no)	BIRTH DATE	% OWNED
A	President						
B	VP						
C	Secretary						
D	Treasurer						
E	Member						
F	Member						
G	Member						
H	Local GM						

3. Felony conviction details including location and date for any individual listed in item #2 above _____

4. Has anyone listed in item #2a or 2b ever been arrested and found guilty for an offense for which jail time was served, suspended sentence received, or was placed on probation? _____ If yes, provide name, details, location and dates _____

5. Incorporation/Organization Date _____

6. Total amount of \$ Investment in the business _____

7. Approx. Number of Feet to Nearest Church or School _____ Name of School or Church _____

8. Does any distiller, wholesaler, winemaker, brewer, supplier of gambling devices or any of their employees, officers, or agents have any financial interest in the Liquor License of this applicant? _____ If yes, who and what interest? _____

9. Is any distiller, wholesaler, winemaker, brewer, supplier of gambling devices or any of their employees, officers, or agents providing or loaning equipment, money, credit, or property of any type? _____ If yes, who and what? _____

10. Name (s) of any silent partner(s) not listed in #2 above _____

11. Is or has the Managing Officer ever been the Managing Officer for any other liquor licensed business? _____

If yes, provide the business name and city _____

12. Has the Managing Officer ever been associated with a business whose liquor license has been suspended, revoked, fined, or placed on probation by the state, county, or city? _____ If yes, provide details _____

13. Has anyone listed in Section #2 been associated with the management of a business whose liquor license has been suspended, revoked, fined, or placed on probation by the state, county, or city? _____ If yes, provide individual's name, business name, city and details _____

14. Has anyone listed in Section #2 or any member of his/her immediate family or household ever made application for a liquor license which was denied by the State, County, or City? _____ If yes, provide details _____

15. If a LLC or corporation, has a liquor license associated with the LLC or corporation ever been suspended, revoked, fined, or placed on probation by the state, county, or city? _____ If yes, provide details _____

16. Specify if the premises to be licensed is owned, rented, or leased? _____

17. State agreement length if rented or leased including renewal options _____

18. Name of landlord _____ Telephone _____

19. What interest (if any) does the landlord have in the business? _____

20. Is this a change of ownership of an existing liquor licensed facility? _____ If yes, provide the name of the business being acquired _____ Ownership Change Date _____

21. Is any nude or semi-nude entertainment planned to be conducted on the premises? _____

22. Describe entertainment (if any) to be held on the premises _____

23. Are any games of chance to be installed on the premises? ___ If yes, explain _____

24. Juke boxes? _____ Pool Tables? _____ Pinball Machines? _____ Video Games? _____ Stage Contests? _____

25. Does or will the business have a cover-charge for admission? _____ Customer Dancing? _____

26. ESTIMATED ANNUAL SALES:

First year prepared food sales (if any) _____

First year estimated alcoholic beverages sales _____

27. Provide information on required employee alcohol education attendance. Employees & contracted labor associated with liquor sales must attend an approved training session within **2 months of hire date** and **every 2 years thereafter**. All employees currently employed that are associated with alcohol sales, management, and serving are to be listed below. List both those who have had training and those who have not received training.

	EMPLOYEE NAME	TITLE OR ROLE (i.e. cashier, server, manager, bartender)	HIRE DATE (Mo/Day/Yr)	TERM. DATE (Mo/Day/Yr)	DATE OF LAST ALCOHOL TRAINING TAKEN (Mo/Day/Yr)	NAME OF TRAINING PROVIDED (CPO, SMART, Approved In-house)
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28. PROVIDE A BRIEF ONE SENTENCE DESCRIPTION OF AREA TO BE LICENSED (the Premises) INCLUDING ANY FENCED ATTACHED PATIO AREA. If the area to be licensed is under new construction attach a one page schematic showing approximate dimensions and location of equipment and fixtures to be installed including the location of stored liquor inventory.

29. TYPE of CITY LIQUOR LICENSE(S) APPLYING FOR (please mark – City license costs are listed):

PACKAGE LIQUOR LICENSE TYPES

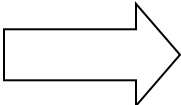
_____ **Sale of 5% Malt Liquor (Beer) in Original Package including Sunday** (restricted to 3 licenses) – must have a minimum of \$10,000 in annual liquor sales to retain license - \$75.

_____ **Sale of Intoxicating Liquor in the Original Package** in establishments of less than 10,000 retail square feet (restricted to 18 licenses) – must have a minimum of \$10,000 in annualized liquor sales to retain license - \$150.

_____ **Sale of Intoxicating Liquor in the Original Package** in establishments of more than 10,000 retail square feet but less than 5% of retail floor space dedicated to liquor related product (no license number restriction) – must have a minimum of \$10,000 in annualized liquor sales to retain license - \$150.

_____ **Sale of Intoxicating Liquor in the Original Package – SUNDAY** - \$300.

ALL PACKAGE LIQUOR APPLICANTS MUST ANSWER THE FOLLOWING 3 QUESTIONS:

- 
- Amount of Overall Square Footage in store? _____
 - Amount of Retail Square Footage in store? _____
 - Amount of Retail Square Feet to be dedicated to liquor products? _____

DRINKING ON THE PREMISES LICENSE TYPES

_____ **5% Malt Liquor (Beer only) by the Drink including Sunday** (restricted to 4 licenses) – must be a restaurant or bar with at least \$75,000 in annual sales of which at least \$50,000 are non-alcoholic sales in order to retain the license - \$75 annual city fee.

_____ **Six Day 5% Beer – Light Wine by the Drink** (no license number restriction) – must be a restaurant or bar with at least \$75,000 in annual sales of which at least \$50,000 are non-alcoholic sales in order to retain the license - \$75 annual city fee.

_____ **Retail Liquor by the Drink – Restaurant/Bar** (no license number restriction) – must be a restaurant or bar with at least \$200,000 in annual food sales or with at least 50% of its annual sales coming from prepared foods in order to retain the license – licensed to sell beer, wine, and mixed drinks - \$450 annual city fee.

_____ **Retail Liquor by the Drink – Resort – Lodging Facility** (no license number restriction) – must be a restaurant, bar, or similar facility associated with a property having 30+ rental rooms for transients. At least 60% of annual restaurant sales must come from prepared foods or the restaurant must have a minimum of \$75,000 in annual sales of which at least \$50,000 were from non-alcoholic sales in order to retain the license - \$450 annual city fee.

_____ **Commercial Boat Liquor by the Drink** (no license number restriction) – must be a boat authorized by the U.S. Coast Guard to accommodate at least 100+ passengers. Licensed to sell beer, wine, and mixed drinks - \$450 fee.

_____ **Microbrewery Liquor by the Drink** (no license number restriction) – must be a restaurant with a minimum of 50% of its annual sales coming from prepared foods in order to retain the license – licensed to sell beer, wine, mixed drinks and in the original package - \$450 annual city fee.

_____ **Retail Liquor by the Drink – SUNDAY** (Must also specify one other license type above.) - \$300.

OTHER LICENSE TYPES

_____ Other License Type (Please Specify) _____

_____ Other License Type (Please Specify) _____

30. CITY APPLICATION FEES:

**ORIGINAL APPLICATION PROCESSING FEE - \$250 SUNDAY APPLICATION PROCESSING FEE - \$50
OTHER LICENSE TYPES (i.e. Tasting License) PROCESSING FEE - \$50 Each**

In addition to application processing fees, Branson’s liquor license fees costs one and a half (1.5) times the fees charged by the State of Missouri and are to be paid when a copy of the state liquor license is provided by the applicant to the City’s finance department. The city liquor license is not issued until all fees, water bills, and tourism taxes are paid current and a business license has been issued. The City of Branson will issue the applicant a “Letter of Intent” to be provided to the Missouri’s Division of Liquor Control once a background check and a preliminary review of the application is completed. Application fees are non-refundable.

31. MANAGING OFFICER RESPONSIBILITIES and CERTIFICATION:

I, as the Managing Officer, to the best of my ability, have determined that all answers on this application are true and accurate. On behalf of the business, I acknowledge and agree to the following as a condition of obtaining and retaining a liquor license:

- 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 Statues, 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 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 automatically revoked if my 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 the business location if I am not successful in renewing my city liquor license by June 30 of 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.

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 _____