

CITY OF BRANSON

INSTRUCTIONS FOR 2016 LIQUOR LICENSE RENEWAL APPLICATION

1. All questions on the application must be fully answered.
2. The following documentation must accompany the completed application that is returned to the city's Finance Department by **APRIL 30** in order for the city to complete the review of the application in a timely manner and to avoid having to pay a **\$100 late application processing fee**:
 - a. A check payable to the City of Branson for 1.5 times the annual amount of the total of all state liquor licenses.
 - b. A clear and readable copy of the most current driver's license for the Managing Officer.
 - c. A copy of a Missouri Dept. of Revenue "Tax No Due Certificate" dated on or after March 1, 2016.
3. The following must take place between **MAY 1** and **JUNE 30** before the City of Branson will issue the required 2016 liquor license:
 - a. The business must be current on all city tourism taxes (including any penalties & interest) and services provided by the city (i.e. water, sewer) up to the date the city liquor license is actually issued;
 - b. A 2016-2017 city business license must have been issued by the Finance Department;
 - c. The city's Finance Department must be provided with a copy of all State Liquor Licenses when issued to the business between June 1, 2016 and June 15, 2016;
 - d. Review and approval of the renewal application by the city liquor control specialist:
 - (1) Required minimum sales levels and/or prepared food sales to alcohol sales ratios must have been met in 2015 in order to retain the liquor license.
 - (2) Required server/cashier "responsible alcohol selling" training requirements must be met.
 - (3) There has been no change in Managing Officer in the past year unless a Change in Managing Officer application has been submitted to the city and approved.

Branson Municipal Code Chapter 6-63 –Late Fees & Penalties:

Renewal application deadline. All completed renewal applications and associated documents are to be submitted to the finance department accompanied with new year license fees on or before April 30. A late processing fee of \$100 will be assessed to an applicant whose application is received late or postmarked after that date.

Incomplete application, missing documents, missing fees, missing signature. Renewal applications that need to be reprocessed because of missing information, missing documents, lack of proper signature, or lack of payment will be assessed \$25 to cover costs associated with reprocessing the application.

CITY DATE STAMP – RENEWAL
APPLICATION RECEIVED DATE

CITY OF BRANSON LIQUOR LICENSE RENEWAL

(Application must be typed or printed in black ink)

LICENSEE'S NAME (Legal Name of Business) _____ 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. 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 and local liquor laws).

Full Name _____ Date of Birth _____
Cell Phone _____ Home Phone # _____ Business E-mail _____
Current Residence _____ City _____ Zip _____ How Long? _____
Are you an employee of the business? (Yes or no) _____
Are you currently working in a day-to-day management role at the Branson location? (Yes or no) _____
Have you (the managing officer), a partner, or a LLC member been convicted of a felony? (Yes or no) _____
If yes, provide details _____

2. Describe entertainment (if any) to be held on the premises this year _____

- 3.** Is any nude or semi-nude entertainment planned to be conducted on the licensed premises? _____
- 4.** Are any games of chance to be installed on the premises? ___ If yes, explain _____
- 5.** Did the business have an entertainment cover-charge at times during 2015 or planned for 2016? _____
- 6.** 2015 (Jan-Dec) Total Sales for the Business:

2015 Alcohol Related Sales	\$ _____
2015 Prepared Food & Non-Alcoholic Beverage Sales (exclude grocery items) . .	\$ _____
2015 Gasoline & Diesel Fuel Sales	\$ _____
2015 All Other Type of Sales (include grocery items not subject to tourism tax)	\$ _____
TOTAL SALES FOR 2015 (As reported on state tax returns)	\$ _____
% of Total 2015 sales that were alcohol related	_____ %

7. If a package liquor license holder, indicate the number of square feet occupied by liquor product located in the retail space area assessable by the general public (include associated aisle area): _____ .

8. Provide information on **2016** employee alcohol education attendance (attach additional sheets if needed). The managing officer and employees involved with liquor sales must attend an approved training session within **60 days of hire date** and **every 2 years thereafter**. All employees (**active & terminated**) that are or have been employed so far in 2016 as servers, cashiers, managers, bartenders, or direct supervisors that are associated with alcohol sales are to be listed below.

	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 (City Hall, On-line, Approved In- house, None)
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City Hall – Class conducted at **Branson city hall** by the Community Partnership of Ozarks
Approved In-house – must have written approval of City of Branson for the training to qualify

SMART – U. of Missouri **on-line class**

9. OTHER INFORMATION:

- a. Has there been a change in ownership or business type (i.e. LLC, Inc.) in 2015 or 2016? _____
- b. Has there been any new partners added or removed from the business in 2015 or 2016? _____
- c. If a LLC, has there been any members added or removed from the business this past year? _____
- d. If answered "yes" in a, b, or c above, please provide names and explanation _____

10. 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 of the 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, 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 automatically 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; 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, _____

(TYPE OR PRINT NAME OF MANAGING OFFICER)

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

Managing Officer Signature _____

Name of Business (dba):

(Print) _____