



Minnesota Department Of Public Safety
ALCOHOL AND GAMBLING ENFORCEMENT DIVISION

444 Cedar Street - Suite 222
 St. Paul, MN 55101-5133

(651) 201-7507 Fax (651) 297-5259 TDD (651) 282-6555



NOTE: ALL CLUB 'ON-SALE' INTOXICATING LIQUOR LICENSEES ARE EXEMPT FROM APPLYING.

APPLICATION FOR CONSUMPTION AND DISPLAY (Set Up) PERMIT
PERMIT FEE \$250 (Permits expire March 31st of each year)

WORKERS COMP. INS. CO. _____
 POLICY NO. _____ DATES OF COVERAGE _____
 LICENSEE'S MN SALES & USE TAX ID # _____ To apply for MN Tax ID # 651-296-6181
 LICENSEE'S FEDERAL TAX ID # _____ A \$30.00 service charge will be added to all dishonored checks. You may also be subjected to a
 civil penalty of \$100.00 or 100% of the value of the check, whichever is greater, plus interest and attorney fees.

**Amount
 received** _____

Applicants Full Name (Business, Partnership, LLC, Corporation)	DOB	SS #	Trade Name or DBA	
Business Street Address or Box Number			County	Business Phone ()
City			State	Zip Code

PERMIT TYPE <input type="checkbox"/> Private Club <input type="checkbox"/> Public Business	Type of Business (Restaurant, Dance Hall, etc.)			
Full Name of Business or Club Manager	DOB	Address of Manager		
Name of Building Owner	Address of Owner			

ARE THE CLUB OR BUSINESS PREMISES SEPARATE FROM ANY OTHER BUSINESS ESTABLISHMENT? <input type="checkbox"/> Yes <input type="checkbox"/> No	IS THERE A CURRENT 3.2 BEER LICENSE TO THIS BUSINESS AT THIS LOCATION? <input type="checkbox"/> Yes <input type="checkbox"/> No
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IS APPLICATION ORIGINAL TRANSFER IF TRANSFER, FORMER LICENSEE'S NAME AND BUSINESS TRADE NAME

**If a Partnership, state the name and address of each partner. If a Corporation, state the name and address of each officer.
 If a Club, state the name and address of each Officer or Director.**

Full Name	DOB	SS #	Address
Full Name	DOB	SS #	Address
Full Name	DOB	SS #	Address

FOR A PRIVATE CLUB

A CLUB MUST ATTACH A COPY OF THE CONSTITUTION AND BYLAWS OF THE CLUB AND A CURRENT LIST OF MEMBERS.

Date Club Organized	Number of Members	Amount of Dues	Membership Requirements
Length of Time Club At Present Location	Is Club Building Owned or Rented?	Does Club Store Liquor For Members? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Has applicant; if partnership, any partner; if corporation, any officer or director; if club, any club officer or director, ever had a license under the Minnesota Liquor Control Act revoked or suspended or been convicted for any violation of State Laws or local ordinances; if so, give date and details. _____

I hereby certify that the answers are true of my own knowledge and understand that the giving of false information or the failure to give pertinent information constitutes cause for revocation of this permit. **THIS PERMIT DOES NOT ALLOW THE SALE OF INTOXICATING LIQUOR.**

Permittee Signature _____ Date _____
 (Signature certifies all above information to be correct and permit has been approved by city/county.)

City Clerk/County Auditor Signature _____ Date _____
 (Signature certifies that a consumption and display permit has been approved by the city/county as stated above.)

LIQUOR LICENSE POLICY

APPLICATION PROCEDURES AND GUIDELINES

A. NO APPLICATION SHALL BE ACCEPTED UNLESS:

1. All questions are answered in full.
2. A map of the layout of the facility is attached showing where liquor will be served.
3. A copy of the Articles of Incorporation (if corporation) and a copy of the By-Laws is attached.
4. A copy of the food menu (if applicable).
5. A business plan.
6. The application is signed and notarized.
7. The required investigative fee is paid in full. If payment does not clear bank, application process will be stopped until cash payment is made. Investigation fees are:

Individual	\$200
Partnership	\$300
Corporation	\$500
Wine	\$200

B. COUNCIL APPROVAL OF LIQUOR LICENSE APPLICATION:

1. No application will be presented to the Common Council until the criminal investigation is completed and a report made available to the City Clerk.
2. The liquor license application shall be presented to the Council at the next available Council meeting following the investigative report to the City Clerk.

C. MY APPLICATION HAS BEEN APPROVED...NOW WHAT?

1. The applicant is responsible for obtaining all necessary permits, prior to opening, related to the operation of their business. Permits may include:
 - (a) Building Permits, Inspections & Certificate of Occupancy
-Contact the Building Safety Department, 2122 Campus Drive SE,
(507) 328-2600
 - (b) Fire & Assembly Permits
-Contact the Fire Department, 201 4th Street SE, (507) 328-2800
 - (c) Health and Food Handling Permits
-Contact Olmsted County Health Department, 2100 Campus Drive SE,
(507) 328-7500

2. At least three weeks prior to opening, the applicant needs to deliver the following documents to the City Clerk's Office. The City Clerk will certify the license information to the Secretary of State for further approvals. All information will be sent as soon as possible to allow the Buyer's Card to be returned to allow the licensee to purchase and stock liquor prior to opening.
 - (a) An Insurance Certificate showing liquor liability coverage running from the start of the business license through March 31 of the current licensing period. All renewals shall require an updated certificate showing the licensing period of April 1 through March 31 of the following year.
 - (b) An Insurance Certificate showing Worker's Compensation Coverage.
 - (c) A completed Buyer's Card (available from the City Clerk) with a \$20.00 check made payable to MINNESOTA ALCOHOL AND GAMBLING ENFORCEMENT. (The Buyer's Card allows the purchase of wholesale liquor for your business.)
 - (d) If you are planning on staying open to 2:00 AM, an application from the State Alcohol and Gambling Enforcement will need to be completed and submitted to the City Clerk with the required fee. (available from the City Clerk)

3. If you are obtaining an On-Sale Wine, On-Sale Club Intoxicating Liquor or an Off-Sale Intoxicating Liquor license, an enforcement inspector from the State Alcohol and Gambling Enforcement Office will visit your business prior to State approval of the license.

D. WHEN CAN I OPEN THE BUSINESS AND START TO SELL ALCOHOL?

The City Clerk's Office will work closely with you in the final weeks prior to opening to try to accommodate you in opening on schedule. You must have a Certificate of Occupancy from the Building Safety Department before you can open and the approved liquor license before you can sell liquor to the public.

License fees are paid on a pro-rated basis to the City Clerk prior to opening. Please check with the City Clerk on the appropriate fee for your license(s).

E. RENEWALS OF LIQUOR LICENSES

Renewal information for the next licensing period will be sent from the City Clerk's Office at the end of January. Licensees have until the end of February to complete and return all materials to the City Clerk as instructed.

Renewal licenses will be presented to the Common Council for approval the first week of March. All license fees are due prior to April 1st.

IF YOU HAVE QUESTIONS

Office Hours - Monday through Friday, 8:00 AM to 5:00 PM

City Clerk's Office
201 Fourth Street S.E.
Rochester, Minnesota 55904

(507) 328-2900 – telephone
(507) 328-2901 – fax

www.rochestermn.gov

RIGHTS OF SUBJECTS OF GOVERNMENT DATA

LICENSE AND PERMIT DATA

“TENNESSEN WARNING”

In accordance with the Minnesota Government Data Practices Act, the City of Rochester is required to inform you of your rights as they pertain to the information collected about you. Public information is that information which is available to the general public; Private information is that information which is available to you, not to the public; and confidential information is that information which is not available to you or the public. The information we collect from you is either public or private. The separation of that information is as follows:

PUBLIC – NAME AND ADDRESS OF APPLICANT(S) AT THE TIME OF APPLICATION

PRIVATE – SOCIAL SECURITY INFORMATION, BIRTH DATE INFORMATION

(MS 13.355 & 13.37(a))

The information collected and required from you is to determine your eligibility for a City of Rochester License or Permit. If you do not supply the required information, the City of Rochester will not be able to determine your eligibility.

The dissemination and use of the private data we collect is limited to that necessary for the administration and management of the licensing program. Persons or agencies with whom this information may be shared include:

CITY, COUNTY, AND STATE PERSONNEL INVOLVED IN DETERMINING YOUR ELIGIBILITY, CONTRACTED PUBLIC AUDITORS, AND THOSE INDIVIDUALS TO WHOM YOU GIVE YOUR EXPRESS WRITTEN PERMISSION.

Unless otherwise authorized by state statute or federal law, other government agencies utilizing the reported private data must also treat the information private.

You may wish to exercise your rights as contained in the Minnesota Government Data Practices Act. These rights include:

**THE RIGHT TO SEE AND OBTAIN COPIES OF THE DATA MAINTAINED ON YOU.
THE RIGHT TO BE TOLD THE CONTENTS AND MEANING OF THE DATA.
THE RIGHT TO CONTEST THE ACCURACY AND COMPLETENESS OF THE DATA.**

To exercise these rights, contact the City Clerk’s Office, Room135, City Hall, Rochester, Mn. 55904

I HAVE READ AND UNDERSTAND THE ABOVE INFORMATION REGARDING MY RIGHTS AS A SUBJECT OF GOVERNMENT DATA.

(Signature of Data Subject)

(Date)

White Copy - City Clerk's Office

Buff Copy - Applicant