



Minnesota Department of Public Safety
ALCOHOL AND GAMBLING ENFORCEMENT DIVISION
 444 Cedar St., Suite 222, St. Paul, MN 55101-5133
 (651) 201-7507
 FAX (651) 297-5259 TTY (651) 282-6555
 WWW.DPS.STATE.MN.US



APPLICATION FOR CLUB ON SALE RETAIL LIQUOR LICENSE

An officer of the club seeking a license shall complete this application. This application and the proof of liquor liability insurance must be filed with the city clerk or the county auditor. To qualify for a license a club must have at least fifty members, been in continuous existence for at least three years, have an elected governing board and limit sales to members and bona fide guests only. The annual license fee is set by statute (M.S. 340A.408). Granting of a license by the city or county is discretionary.

Workers Compensation Insurance Company _____ **Policy #** _____
Licensee's MN Sales and Use Tax ID Number _____ *To apply for MN sales and use tax number call (651) 296-6181*
Licensee's Federal Tax ID # _____

| | | | |
|---|--------|---------------------------------------|---|
| Corporation Name | | Club Trade Name or DBA | |
| License Location (Street Address) | | License Period FROM _____ TO _____ | Business Phone () _____ |
| Municipality | County | State | Zip Code |
| Building Owner's Name | | Building Owner's Address | |
| Are there any delinquent taxes on the property? <input type="checkbox"/> Yes <input type="checkbox"/> No | | Club Manager's Name | |
| Name of Member of Managing Board | DOB | Social Security # | Address |
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| The Licensee must have one of the following: CHECK ONE <input type="checkbox"/> A. Liquor Liability Insurance (Dram Shop) - \$50,000 per person: \$100,000 more than one person: \$10,000 property destruction: \$50,000 and \$100,000 for loss of means of support. ATTACH "CERTIFICATE OF INSURANCE" TO THIS FORM OR <input type="checkbox"/> B. A Surety bond from a surety company with minimum coverage as specified above in A. OR <input type="checkbox"/> C. A certificate from the State Treasurer that the Licensee has deposited with the State, Trust Funds having a market value of \$100,000 or \$100,000 in cash or securities. | | | |
| Give Date of Club Charter If Veterans or Fraternal Organization | | Date of Incorporation | Number of Years of Continuous Existence of the Club |
| Number of Years in Current Quarters _____ Members _____ | | Number of Club | Will the Club be issued a Lawful Gambling License? <input type="checkbox"/> YES <input type="checkbox"/> NO |
| | | | |

- Yes No 1. Are any members, officer, agents or employees paid profits from the sale of beverages to club members?
- Yes No 2. Are any employees paid salaries?
- Yes No 3. Has applicant, partners, officers or employees ever had any liquor law violations in Minnesota or elsewhere? If yes, give names, dates, and final outcome. _____

- Yes No 4. Does any wholesaler or manufacture of alcoholic beverages own or have any interest in furniture, fixtures or equipment for the licensed premises?
If yes, give details. _____

- Yes No 5. During the past license year, has a Summons been issued under the Liquor Civil Liability Law (Dram Shop) M.S. 340A.802?
If yes, attach a copy of the Summons.
- Yes No 6. Will you serve liquor on Sunday? Amount of Sunday License Fee _____

I certify that I have read the above questions and that the answers are true and correct of my own knowledge.

Signature of Applicant

Date

IF LICENSE ISSUED BY THE COUNTY BOARD: REPORT OF COUNTY ATTORNEY

Yes No I certify that to the best of my knowledge the applicants named above are eligible to be licensed.
If no, state reason. _____

Signature County Attorney

County

Date

REPORT BY POLICE DEPARTMENT OR SHERIFF'S OFFICE

This is to certify that the applicant, and the associates, named herein have not been convicted within the past five years for any violation of Laws of the State of Minnesota, or Municipal Ordinances relating to Intoxicating Liquor, except s follows:

Police Department or Sheriff's Name

Title

Signature

LICENSE APPROVAL OR DENIAL

License Granted Denied

Signature City Clerk or County Auditor Date

LICENSE APPROVAL OR DENIAL

License Granted Denied

Signature Director Alcohol & Gambling Enforcement Date

NOTICE

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 attorneys fees. MS 604.113

ALL RETAIL LIQUOR LICENSEES MUST REGISTER WITH THE ALCOHOL, TOBACCO TAX AND TRADE BUREAU.
FOR INFORMATION CALL (513) 684-2979 OR 1-800-937-8864

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