

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:

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 and his/her duties for the Branson business that has the Liquor License.

3. The following must occur before the City of Branson will provide a Letter of Approval to the applicant to submit to the Mo. Division of Alcohol and Tobacco Control to begin the State change process:

- a. Receipt of a Missouri State Highway Patrol Background Report for the new Managing Officer;
- b. Review and approval of the change in Managing Officer by the city liquor control specialist;
- c. Payment to the City finance department for all 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;
- d. Copy of the most recent year's paid personal property tax receipt for the managing officer;
- e. Copy of a county voter registration card or voter certificate for the managing officer;
- f. A color copy of a current Missouri driver's license of the managing officer;
- g. A passport size photograph of the Managing Officer (an additional color copy of a current drivers license is acceptable).

4. The following items must be done after the Letter of Approval has been issued and after State Liquor license approval before the City will issue a liquor license reflecting the new managing officer:

- a. Payment to the City finance department for all Tourism taxes due the city (including any penalties & interest) and for any services (i.e. water, sewer) provided by the City;
- b. Copy of the new State Liquor License with the new Managing Officer's name when issued by the 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) _____ 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. NEW LOCAL MANAGING OFFICER (An employee of the licensed business who is actively involved in the day-to-day management of the Branson establishment and who is responsible for the business and its employee's compliance with state and local liquor laws.)

Full Name _____ SSN _____ Date of Birth _____
Place of Birth _____ Cell Phone _____ Home Phone # _____
E-mail _____ Driver's License # _____ State _____
Current Residence _____ City _____ Zip _____ How Long? _____
Previous Residence _____ City _____ Zip _____ How Long? _____
Prior Residence _____ City _____ Zip _____ How Long? _____
Date Admitted for Citizenship (if naturalized) _____ Court Name _____ City _____
Registered to Vote in CITY or TOWNSHIP: _____ County _____ State _____

Current Employer _____ Address _____ Date Employed _____
Previous Employer _____ Address _____ Date Employed _____

Managing Officer's Business Mailing Address _____

Are you currently involved in the day-to-day management of the licensed business location? _____

Convicted of Felony? _____ If Yes, provide details _____

Prohibited from holding license? _____

Ever arrested and found 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. 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 _____

3. 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 _____

4. 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 & 312, RsMo State Statues, the Rules & Regulations of the Mo. Div. of Alcohol and Tobacco Control, and Section 10 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 may be revoked if my business is closed for business (have no sales to the general public) for a continuous period of 90 calendar days;
- g. As the named Managing Officer herein, I am an employee of the business and am actively involved in the day-to-day management of 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 of any provision of city code Section 10 (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 _____