

CITY OF BRANSON

INSTRUCTIONS FOR 2012 LIQUOR LICENSE RENEWAL APPLICATION

1. All questions on application must be fully answered and the application must be notarized.
2. The following documentation must accompany the completed, notarized 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:

A check payable to the City of Branson for 1.5 times the amount printed on the state liquor license.

3. The following must occur between **MAY 1** and **JUNE 30** before the City of Branson will issue a 2012 liquor license:
 - a. The City's finance department must receive payment for all taxes due the city (including any penalties & interest) for the business and payment for all services (i.e. water, sewer) provided by the City up to the date the city liquor license is actually issued;
 - b. A 2012-2013 renewed City business license must have been issued by the Finance Department;
 - c. The city Finance Department must be provided with a copy of the State Liquor License(s) when issued to the business around the middle of June;
 - d. Review and approval of the renewal application by the city liquor control specialist:
 - (1) Required minimum sales levels must have been met in 2011 to keep the license
 - (2) Required server/cashier "responsible alcohol selling" training requirements must have been met.

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) _____ 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 licensed business who is 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 # _____
Business E-mail _____ Driver's License No. _____ State of Issue _____
Current Residence _____ City _____ Zip _____ How Long? _____
Are you (the managing officer) currently involved in day-to-day management activities at the licensed Branson location? _____ Have you (the managing officer) ever been convicted of a felony? _____
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. Juke boxes? ___ Pool Tables? ___ Pinball Machines? ___ Video Games? ___ Stage Contests? ___

6. Does or will the business have a cover-charge for admission? _____

7. 2011 (Jan-Dec) Total Sales for the Business:

2011 Alcohol Related Sales	\$ _____
2011 Prepared Food & Non-Alcoholic Beverage Sales	\$ _____
2011 All Other Type of Sales	\$ _____
TOTAL SALES FOR 2011 (As reported on state tax returns)	\$ _____

Note: A liquor license type may require a minimum number of sales in a particular category in order to have the license renewed for 2012.

8. Provide information on **2011 & 2012** employee alcohol education attendance (attach additional sheets if needed).

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 (**active & terminated**) that were employed in 2011 as well as any 2012 newly hired servers, cashiers, bartenders, or direct supervisors 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 (CPO, SMART, Approved In-house)
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CPO – Community Partnership of Ozarks conducted class at Branson city hall
 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 since last year? _____
 - b. Are there any new partners in the business this year? _____
 - c. If a LLC, has there been any new members added or removed this past year? _____
 - d. If answered "yes" in a, b, or c above, please provide names and explanation _____
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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 & 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 _____