

## CITY OF BRANSON

# INSTRUCTIONS FOR 2020 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 amount paid for your corresponding renewed annual State Liquor License(s).
  - 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 "No Tax Due Certificate" dated on or after March 1, 2019.
3. The following must take place between **MAY 1** and **JUNE 30** before the City of Branson will issue the required 2021 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 2020-2021 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 corresponding renewed State Liquor Licenses when received by the business between June 1 and June 30
  - 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 2019 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 the appropriate 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 2017 or planned for 2018? \_\_\_\_\_

**6.** 2018 (Jan-Dec) Total Sales for the Business:

2019 Alcohol Related Sales . . . . .	\$ _____
2019 Prepared Food & Non-Alcoholic Beverage Sales (exclude grocery items) . .	\$ _____
2019 Gasoline & Diesel Fuel Sales . . . . .	\$ _____
2019 All Other Type of Sales (include grocery items not subject to tourism tax) . . . .	\$ _____
TOTAL SALES FOR 2019 (As reported on state tax returns) . . . . .	\$ _____
% of Total 2019 sales that were alcohol related . . . . .	_____ %

**7.** If a holder of a package liquor license for a store with more than 10,000 sq. feet, 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 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 that are currently employed as servers, cashiers, managers, bartenders, direct supervisors, and managing officers that are associated with alcohol sales are to be listed below.

	<b>EMPLOYEE NAME</b>	<b>TITLE OR ROLE</b> (i.e. cashier, server, manager, bartender)	<b>HIRE DATE</b> (Mo/Day/Yr)	<b>DATE OF LAST ALCOHOL TRAINING TAKEN</b> (Mo/Day/Yr)	<b>NAME OF TRAINING PROVIDED</b> (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  
**Missouri Division of Alcohol and Tobacco Control** – Can be held at business if requested

**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 2019 or 2020? \_\_\_\_\_
- b. Has there been any new partners added or removed from the business in 2019 or 2020? \_\_\_\_\_
- 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) \_\_\_\_\_