



LIQUOR LICENSE APPLICATION

City of Lake Saint Louis
Office of the City Clerk
200 Civic Center Drive
Lake Saint Louis, Missouri 63367

INSTRUCTIONS

Please read all instructions carefully.

- Please TYPE or PRINT the three (3) page application using only blue or black ink.
- Answer all questions fully or indicate "N/A" if not applicable.
- Attach copies of all additional supporting documents that are requested.
- If the establishment is a corporation and/or a partnership, please provide a list of names, addresses and dates of birth of all Corporate Officers/Partners.
- All new applicants must obtain/submit an application for a City Business License prior to the issuance of a liquor license. All renewal applicants must have a current City Business License or have submitted a renewal prior to the issuance of the liquor license.
- There is no guarantee of issuance with payment.
- New Applicants must submit a MSHP background check.
- All new license applications and renewals are presented to the Board of Aldermen, on the 1st and 3rd Monday of each month.
- All applications must be on file with the City Clerk for a **minimum of thirty (30) days** prior to the issuance of license.
- **LATE FEES:** All renewal licenses must be filed on or before the first day of June of each calendar year. In case of failure to submit the completed renewal application required on or before the first day of June, there shall be added to the amount of the renewal fee a late charge of \$100.00 from the second day of June to the last day of June; a late charge of \$200.00 from the first day of July to the last day of July; and a late charge of \$300.00 if the renewal is submitted after the last day of July.

COMMONLY ASKED QUESTIONS

- Liquor Licenses are due annually. The term runs from July 1st through June 30th (excluding special event licenses).
- If a license is issued in the middle of the term, fees will be prorated. Please contact the City Clerk's office to find out the prorated amount before submitting your application.
- If this is a new license, the City Clerk shall obtain background reports from the Chief of Police relative to the proposed location of the business. It is best to begin the process no later than a month prior to the desired beginning license date.
- Special events often require special permits and approvals. Please contact the City Clerk's office to see if your event/liquor license request will require any additional City permits.
- The City of Lake Saint Louis Municipal Code pertaining to Alcoholic Beverages and Liquor Licensing is Chapter 600, Sections 600.010 through 600.260, please read this. It is available on our website at www.lakesaintlouis.com
- A State of Missouri Liquor License is also required and must be obtained prior to the City liquor license being issued. The State of Missouri Dept. of Public Safety Alcohol & Tobacco Control, issues State Liquor Licenses. Their contact info. is Website www.atc.dps.mo.gov/licensing/ Phone (573) 751-2333, Fax (573) 526-4540
- If you have additional questions, please contact the City Clerk by phone at (636) 625-7932 or by email at Donna.Daniel@lakesaintlouismo.gov

LIQUOR LICENSE APPLICATION

Business Name: _____

Trade Name: _____

Physical Business Address: _____

Business Mailing Address (if different from above): _____

Address license should be mailed to (if different from above): _____

Business Phone Number: _____ Email Address: _____

Detailed Description of premises (i.e. grocery, restaurant, etc.): _____

Applicant Name: _____

Is Applicant: Owner Manager Other (title) _____

Home Address: _____

Home Phone #: _____ Cell #: _____ Work #: _____

Best phone # to reach you at: Home Cell Work Best time to reach you: _____

Date of Birth: _____ Social Security Number: _____

Registered Voter Yes No County: _____

Are you a taxpaying citizen of the County, Town, City or Village where you reside in the state? Yes No

If owner is not the applicant, provide: Owner's Name: _____

Owner's Address: _____

- Has a license held by the applicant manager/owner for the sale of intoxicating liquor or non-intoxicating beer ever been revoked? Yes No

If yes, list date(s) and location(s): _____

- Has the applicant manager/owner ever been convicted of any law applicable to the manufacture or sale of intoxicating liquor or non-intoxicating beer since the ratification of the Twenty-First Amendment of the Constitution of the United States? Yes No

If yes, give date(s) and location(s): _____

- Has applicant ever been convicted of a felony or misdemeanor offense? Yes No

If yes, give date(s), charge(s) and location: _____

I, _____ (Applicant), hereby consent to a complete criminal history check and personal background check for release of any information in Lake Saint Louis Police or Court records involving me to the Mayor and City Council to evaluate my application for a City of Lake Saint Louis Liquor License.

Printed Name of Applicant

Signature of Applicant

Date Signed

I, _____ (Business Owner), hereby testify that the above information is correct, valid, and truthful.

Printed Name of Owner

Signature of Owner

Date Signed

TYPE OF LICENSE REQUESTED

Please CHECK all that apply:

- License Renewal Application New License Application Special Event Liquor

Term of license: _____ through _____ (yearly licenses run from 7/1 – 6/30)

Primary Licenses

By the Drink:

- Beer by the Drink License (Beer - Includes Sunday Sales)** **\$75.00**
This license allows retailers to serve beer by the drink for consumption on the licensed premises between the hours of 6:00 a.m. and 1:30 a.m. every day of the week.
- Beer and Light Wine by the Drink License** **\$75.00**
This license allows retailers to serve beer and light wine by the drink for consumption on the licensed premises between the hours of 6:00 a.m. and 1:30 a.m. weekdays and Saturdays. In order to operate on a Sunday you must obtain a Sunday license.
- Retail by the Drink License (Spirits, Wine and Beer)** **\$450.00**
This license allows retailers to serve intoxicating liquor by the drink for consumption on the licensed premises between the hours of 6:00 a.m. and 1:30 a.m. weekdays and Saturdays. In order to operate on a Sunday you must obtain a Sunday license.

Package:

- Beer Original Package (Includes Sunday Sales)** **\$75.00**
This license allows retailers to sell beer in the original package between the hours of 6:00 a.m. and 1:30 a.m., not for consumption on the premises where sold.
- Package Liquor License (Spirits, Wine and Beer)** **\$150.00**
This license allows retailers to sell intoxicating liquor in the original package between the hours of 6:00 a.m. and 1:30 a.m. not to be consumed upon the premises where sold. In order to operate on a Sunday you must obtain a Sunday license.

Secondary Licenses: Secondary Licenses – Requires a Primary License to Qualify

- Original Package Tasting License** ***\$37.50**
Allows a licensee that is licensed to sell intoxicating liquor in the original package to conduct wine, malt beverage and distilled spirit tastings on the licensed premises between the hours of 6:00 a.m. and 1:30 a.m.
- Sunday License (Spirits, Wine and/or Beer)** **\$300.00**
This license is to sell intoxicating liquor between the hours of 6:00 a.m. Sunday and 1:30 a.m. on Monday.

TYPE OF LICENSE REQUESTED

(Continued)

Other Licenses:

- Consumption of Liquor License (Building and Hall Rentals)** **\$90.00**
Allows a person operating any premise where food, beverages, or entertainment are sold or provided for compensation to permit the drinking or consumption of intoxicating liquor on the premise, between the hours of 6:00 a.m. and 1:30 a.m. every day of the week. A Consumption of Liquor License cannot sell any intoxicating liquor.

- Liquor Wholesaler Solicitor (Spirits, Wine and Beer)** **\$750.00**
Allows licenses to sell intoxicating liquor of all kinds to a person licensed to sell such intoxicating liquor at retail and the privilege of selling to licensed Wholesalers and soliciting order for the sale of intoxicating liquor of all kinds, to, by, or through a licensed Wholesaler in Missouri.

- Microbrewery License** **see description \$ _____**
For a business whose primary activity is the brewing & selling of beer, with an annual production of ten thousand (10,000) barrels or less. Fee - \$7.50 per 100 barrels (A license fee of \$7.50 for each 100 barrels or fraction thereof, up to a maximum license fee of \$375).
Note: Secondary License Options: Retail by drink, Caterer's license.
A Microbrewery must have a Retail by Drink license in order obtain catering license.

Temporary Retail Licenses:

- Picnic License (Not For Profit Organizations Only - Spirits, Wine and Beer)** **\$37.50**
Retail Liquor by the drink permit may be issued to any church, school, civic, service, fraternal, veteran, political or charitable club or organization for the sale of such intoxicating liquor for consumption on the premises at a picnic, bazaar, fair or similar gathering. The permit shall authorize for sale of intoxicating liquor beginning at 6:00 a.m. on each day and be issued only for the day or days named therein. It shall not authorize the sale of intoxicating liquor for more than seven (7) days by any such club or organization.
Date(s) & Time(s) of Event: _____
Location/Address of Event: _____
You will also need to submit a Special Event application online.

- Retail by Drink Caterer's License (Spirits, Wine and Beer)** **\$15.00/day**
A Caterer's permit allows retailers who furnish provisions and services for use at a particular function, occasion, or event at a particular location other than the licensed premises to sell intoxicating liquor by the drink for consumption in the original package for consumption off the extended premises for a specified period of time. The Caterer's Permit can be effective for up to seven (7) days. If the event lasts past midnight, the licensee must also pay for the next day.
Date(s) & Time(s) of Event: _____
Location/Address of Event: _____

Calculation of Fees

Yearly licenses run from July 1st to June 30th.

FEES FOR A PORTION OF THE YEAR WILL BE PRORATED BY THE MONTH.

Call (636) 625-7932 if you have any questions regarding proration of fees.

Add amounts for all licenses applied for on this application. **LICENSE FEE TOTAL TO BE PAID \$** _____

If paid online provide your payment confirmation # _____

How to Make a Credit/Debit Payment Online

1. Go to www.officialpayments.com
2. Click on the "Local Payments" option.
3. In the dropdown menu on the right side of the page:
 - State or Territory: Select "Missouri"
 - Payment Entity: Select "Lake Saint Louis, City of"
 - Payment Type: Select "Merchant/ Liquor Licenses"
4. Click on "Make a Payment"
5. Enter payment amount
6. Choose a "Payment Option"
7. On the total page, read the terms & conditions and click "Accept" to proceed with the payment and agree to pay the service fee.
8. **Write the payment confirmation number on your application (in the field below your license fee total) or include a copy of the confirmation page with your application.**

For Office Use Only

Date Received: _____ Amt. Paid \$ _____ ck# _____ cash rec.# _____ online conf.# _____

Finance Taxes: paid unpaid signature: _____ date: _____

Police Dept. Approved Disapproved signature: _____ date: _____

City Clerk BOA Meeting _____ Approved Disapproved signature: _____