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, and meetings are held on the 1st or 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 ddaniel@lakesaintlouis.com

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)

☐ **Full Liquor by the Drink License** **$450.00**

This license allows retailers to serve intoxicating liquor by the drink for consumption on the licensed premises. Does not include Sunday sales. This includes the sale of intoxicating liquor in the original package.

☐ **Sunday by the Drink License (Spirits, Wine and/or Beer)** * **$300.00**

This license is to sell intoxicating liquor between the hours of 9:00 a.m. and midnight on Sunday.

☐ **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. Does not include Sunday sales.

☐ **Beer Only by the Drink License** **$75.00**

This license allows retailers to serve beer by the drink for consumption on the licensed premises. This license allows retailer to operate between the hours of 6:00 a.m. and 1:30 a.m. on weekdays and Saturdays and between the hours of 9:00 a.m. and midnight on Sunday.

☐ **Original Package Retail License** **$150.00**

This license allows retailers to sell intoxicating liquor in the original package, not to be consumed upon the premises where sold.

☐ **Sunday Sales Original Package License** * **$300.00**

Retail, not for consumption on the premises, sold direct to the consumer, but not for resale, from 9:00 a.m. through midnight.

☐ **Beer Only Original Package** **$75.00**

Sold direct to the consumer in the original package, not for consumption on the premises where sold, not for resale. Includes Sunday sales.

☐ **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.

☐ **Consumption of Liquor License** **$90.00**

Allows a person operating a premises where food, beverages, or entertainment are sold or provided for compensation to permit the drinking or consumption of intoxicating liquor on the premise.

TYPE OF LICENSE REQUESTED
(Continued)

☐ **Liquor Manufacturer - Wholesaler – Solicitor's License** **$750.00**
For a business manufacturing, selling to duly licensed wholesalers and soliciting orders.

☐ **Microbrewery License** **$150.00**
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

☐ **Picnic/Bazaar/Fair License (Not For Profit Organizations only)** **$37.50**
Beer/Liquor by the drink for consumption on the premises where sold. License will be issued for no more than seven (7) days. (church, school, civic, service, fraternal, veteran, political, charitable club or organization)

Date(s) of Event: _____

☐ **One Day Catering License (Charge per Day)** **$15.00/day**
This license allows for retailers to sell intoxicating liquor by the drink at a function, occasion, or event for consumption on the premises. This temporary license shall be effective for a period not to exceed seven (7) consecutive days.

Date(s) of Event: _____

LICENSE FEE TOTAL TO BE PAID $_____

If paid online provide your payment confirmation #_____

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

**** Secondary License – Requires a Primary License to Qualify***

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: _____

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.**