



Carl Larkerbrink, City Collector
102 South Holden – Warrensburg, MO 64093
Phone: 660-747-9131 – Fax: 660-747-8927

Checklist of Required Documentation/Liquor/Dance Hall License Application

	Business license application & cigarette permit application (if applicable) for location.
	Applicant’s current paid real & personal property tax receipts as of December 31, of the applicable year from the City of Warrensburg, Johnson County, Missouri, or if not applicable, in any other town, village, city or county within the State of Missouri.
	Property owner’s current paid real & personal property tax receipts as of December 31, of the applicable year pertaining to the business location.
	Certificate of “no sales tax due” verifying that all state & local sales taxes are paid to date. This document may be obtained from the Missouri Department of Revenue, Business Taxes Bureau, 615 E. 13 th Room 127, Kansas City, MO 64106. Phone: 816-889-2944, Fax: 816-889-2876, e-mail: kctax@dor.mo.gov
	Missouri “certificate of good standing” for all corporations. This document may be obtained from the Secretary of State’s Office, PO Box 778, Jefferson City MO, 65102. Phone: 573-751-4153 or at www.sos.mo.gov
	Applicant’s proof of voter registration within the State of Missouri.
	Breakdown of food & beverage sales by month for liquor by the drink applications. 90 day temporary license is required for new applications with no food sales history
	No age restriction supplement for restaurant/bar.
	Dance hall license (required for dancing of any kind at location).
	Completed applications, notarized affidavit & applicable fees.
	Scheduled inspection time for Fire & Building Inspection.

CITY POLICE DEPARTMENT INFORMATION

Granted: _____ Denied: _____

Investigating Officer Signature & Date: _____

**All required information listed above must be submitted
in order to process license & inspect location**

Applicants must also apply for a State & County Liquor License

County Clerk Phone: 660-747-6161 Fax: 660-747-9332
Liquor Control (KC) Phone: 816-889-2574 Fax: 816-889-3149

Liquor/Dance Hall Application

Date of Application:

Name of Business:

Type of Business:

Phone#:

Address – Location of Business:

City – State – Zip Code:

Mailing Address (if different from above):

City – State – Zip Code:

Owner – Manager's Name:

Birth Date:

Social Security#:

Drivers License#:

Home Address:

Phone#:

City – State – Zip Code:

Name of Corporation: _____

(if applicable "Certificate of Good Standing" required)

Have you ever been convicted or plead guilty to a felony, misdemeanor, or violation of any municipal ordinance? If so, what was the nature of the offense and punishment assessed therefore? Give City and State where the offense occurred.

At the time of the Inspections and Investigations, a Maximum Occupancy Load for the Premises will be established by the City Officials conducting the Investigation. This is in accordance with the Building Codes adopted by the City of Warrensburg.

Liquor Guideline information and Revocation Ordinance is provided with this packet

90 Day Temporary Liquor by the Drink License is required for new applications with no food sales history

Fees must be paid at the time of application with a letter from the City of Warrensburg supplied to applicant for submission of State Liquor application.

CITY INFORMATION

License#:		Amount Paid:	\$
Date Sent:		Date Paid:	

Liquor/Dance Hall License Fees

State of Missouri County of Johnson

The undersigned does hereby make application to the City of Warrensburg, Missouri, for a Liquor License as prescribed by the ordinances of the City of Warrensburg in the following category for the sale of either non-intoxicating beer or intoxicating liquor in the following category

		License#	Fee
NEW AMUSEMENT PLACE			
a. Temporary 90-day	\$112.50	_____	_____
b. Temporary Sunday 90-day	\$ 75.00	_____	_____
AMUSEMENT PLACE			
a. Liquor by the drink	\$450.00	_____	_____
b. Liquor by the drink on Sunday	\$300.00	_____	_____
c. Malt liquor, light wine and non-intoxicating beer	\$ 75.00	_____	_____
NEW RESORT			
a. Temporary 90-day	\$112.50	_____	_____
RESORT			
a. Liquor by the drink	\$450.00	_____	_____
b. Liquor by the drink on Sunday	\$450.00	_____	_____
c. Malt liquor, light wine and non-intoxicating beer	\$ 75.00	_____	_____
NEW RESTAURANT BAR			
a. Temporary 90-day	\$112.50	_____	_____
b. Temporary Sunday 90-day	\$ 75.00	_____	_____
RESTAURANT BAR			
a. Liquor by the drink	\$450.00	_____	_____
b. Liquor by the drink on Sunday	\$300.00	_____	_____
c. Malt liquor, light wine and non-intoxication beer	\$ 75.00	_____	_____
TAVERN			
a. Malt liquor, light wine and non-intoxicating beer	\$ 75.00	_____	_____
b. Malt lqr, lt wine and non-intx beer Sunday	\$ 75.00	_____	_____
c. Malt liquor and non-intoxicating beer only	\$ 75.00	_____	_____
DANCE HALL	\$150.00	_____	_____
CIVIC/NOT-FOR-PROFIT ORGANIZATIONS			
a. Liquor by the drink	\$450.00	_____	_____
b. Liquor by the drink on Sunday	\$300.00	_____	_____
c. Malt liquor and light wine non-intoxicating beer	\$ 75.00	_____	_____
PACKAGE SALES			
a. Malt Liquor, light wine and non-intoxicating beer	\$ 75.00	_____	_____
b. Intoxicating liquor	\$ 75.00	_____	_____
c. Sunday Sales of Intoxicating liquor	\$300.00	_____	_____
d. Malt liquor and non-intoxicating beer only	\$ 75.00	_____	_____

Verification of Food & Alcohol Sales/Schedule of Gross Receipts

Resort License: Annual Gross Receipts shall not have been less than \$75,000 with at least \$50,000 of such Gross Receipts from nonalcoholic sales.

Restaurant/Bar License: At least 50% of Annual Gross Income is derived from the sale of prepared meals or food consumed on such premises or which has an annual Gross Income of at least \$200,000 from the sale of prepared meals or food consumed on such premises.

ACCOUNTS OF BUSINESS SUBJECT TO INSPECTION FOR GROSS RECEIPTS VERIFICATION

BREAKDOWN OF FOOD & ALCOHOL SALES BY MONTH

MONTH	FOOD- CONSUMED ON PREMISE	FOOD- CARRY OUT	ALCOHOL	MONTH	FOOD- CONSUMED ON PREMISE	FOOD- CARRY OUT	ALCOHOL
Jan				July			
Feb				Aug			
Mar				Sept			
Apr				Oct			
May				Nov			
June				Dec			
				TOTAL			
GROSS RECEIPTS (ALL SALES)				ALL NON-ALCOHOLIC SALES (I.E. ALL FOOD SALES, DOOR CHARGES, POOL TABLE RECEIPTS, ETC.)			
\$				\$			

No Age Restriction Supplement – Restaurant Bar

In order to determine eligibility for a “no age restriction from 5:00 a.m. to 11:00 p.m.” or “no age restriction for all hours of operation” endorsement upon the license sought by the applicant, the applicant must demonstrate compliance with certain minimum operating requirements. The City will conduct inspections to verify these minimum requirements prior to issuance of a license and throughout the license period. Failure to maintain the minimum requirements or providing false information on this application may result in revocation, suspension or modification of the license pursuant to Chapter Three of the Code of Ordinances of the City of Warrensburg.

Complete the following regarding the operations carried on at the establishment proposed for licensure:

1. Is the preparation and/or serving of food for consumption on the premises open to general public?

Yes: ____ No: ____

2. What hours of operation for the establishment are in place on a weekly basis?

Sunday	_____	to	_____
Monday	_____	to	_____
Tuesday	_____	to	_____
Wednesday	_____	to	_____
Thursday	_____	to	_____
Friday	_____	to	_____
Saturday	_____	to	_____

3. How many hours per week will the establishment be open for business between 8:00 a.m. and 8:00 p.m. during the license period? _____

4. How many weeks per year will the establishment be open for business during the license period? _____

5. Is food service to the general public offered during all hours of operation between 8:00 a.m. and 9:00 p.m.?

Yes: ____ No: ____

6. Is a commercial kitchen in operation, to include at least the following for any premises whose total square footage for customer occupancy exceeds one thousand two hundred fifty square feet or whose occupancy limit exceeds fifty persons: a commercial stove, a refrigerator, a commercial sink or dishwashing equipment and at least two full time employees working exclusively in the kitchen?

Yes: ____ No: ____

7. Does the establishment include any of the following?

Dance hall permit?	Yes: ____	No: ____
Live or prerecorded music between 11:00 p.m. and 1:30 a.m.?	Yes: ____	No: ____
Pool/Billiard tables?	Yes: ____	No: ____

8. Will the establishment’s operations be in conformity with the information provided above throughout the entire license period? Yes: ____ No: ____

If not, how will the operations differ from the above, and when will this change take place?

Affidavit (must be Notarized)

This license is for use in connection with the operation of a business located at _____, Warrensburg, Missouri, and known as _____. The undersigned is (a General Partner) and/or (the Managing Officer) of the license.

The license covenants to fully comply with all the provisions of the City Ordinances, as amended, pertaining to Liquor Licenses. The undersigned states that he/she is a United States Citizen, a Qualified Voter and Taxpaying Citizen, and is not currently obligated in any way to the City of Warrensburg.

Telephone: Home/ Business

Name of Corporation/Partnership

Social Security Number

Owner/Partner/Officer's Signature

Date of Birth

Home Address

State of Missouri County of Johnson

On this _____ day of _____, _____, before me, the undersigned Notary Public, personally appeared _____ to me known to be the person named in and who executed the foregoing instrument and acknowledged that _____ executed the same as _____ voluntary act and deed.

In witness whereof, I have hereunto set my Hand and Seal in Johnson County, Missouri, the day and year last above written.

Notary Public in and for
said County and State

My Commission Expires _____, _____.

RESOLUTION NO. 1919

A RESOLUTION SETTING FORTH CRITERIA FOR COMMENCING PROCEDURES TO SUSPEND OR REVOKE AN ALCOHOLIC BEVERAGE OR DANCE HALL LICENSE.

WHEREAS, the police department is encountering ongoing difficulties with violations of the City's alcoholic beverage ordinances, including, but not limited to, possession of alcohol by minors, sale of alcohol to minors, allowing individuals below the minimum age in alcoholic beverage establishments, alcoholic beverage establishments operating above occupancy limits, assaults in alcoholic beverage establishments and alcoholic beverage establishments remaining open beyond allowed hours; and

WHEREAS, these violations are continuing and increasing in spite of enforcement of the City's alcoholic beverage ordinances against individuals observed in violation of those ordinances; and

WHEREAS, the Code of Ordinances of the City of Warrensburg allows the suspension or revocation of an alcoholic beverage license, or placing a licensee on probation, under specified conditions; and

WHEREAS, the Code of Ordinances of the City of Warrensburg now allows for the operation of dance halls, and allows the suspension or revocation of a dance hall license under specified conditions; and

WHEREAS, the City Council wishes to provide guidance as to the criteria which will be used to determine whether to commence proceedings to suspend or revoke an alcoholic beverage or dance hall license.

NOW, THEREFORE, BE IT RESOLVED by the City of Warrensburg, Missouri, as follows:

Proceedings to revoke or suspend a licensee's alcoholic beverage or dance hall license shall be commenced upon any of the following:

1. Two convictions in each of three consecutive months or six convictions in any 90-day period of a minor for consumption or possession of an alcoholic beverage on the premises of the licensee.
2. One conviction in a month of the licensee or an employee of the licensee for selling alcoholic beverages to a minor; or two convictions in a month of the licensee or an employee of the licensee for allowing minors on the premises of the licensee; or any combination of two such convictions.

For the purposes of this resolution:

1. The term "conviction" shall mean a plea of guilty, a finding of guilty, and a not guilty plea with a stipulation of finding of facts (technical not guilty plea), and any other plea or finding resulting in an imposition of sentence, suspended imposition of sentence, or suspended execution of sentence.
2. The term "alcoholic beverage" shall mean intoxicating liquor, malt liquor, light wine, and non-intoxicating beer.
3. The term "premises" shall include the interior premises of the alcoholic beverage establishment, and any exterior areas of the establishment covered by the alcoholic beverage license or under control of the licensee, such as courtyards and decks.

4. For determining whether convictions have occurred within the time-frames specified in this resolution, the dates of occurrence of the incidents resulting in conviction shall be considered, and not the dates of the convictions.

Nothing in this resolution shall be construed as a jurisdictional limitation on the hearing officer. All guidelines set forth in this resolution are merely advisory and not mandatory

Passed this 23rd day of June, 2008

RESOLUTION NO. 1920

A RESOLUTION SETTING FORTH CRITERIA FOR CONSIDERATION BY HEARING OFFICER FOR SUSPENDING OR REVOKING ALCOHOLIC BEVERAGE AND DANCE HALL LICENSES.

WHEREAS, the police department is encountering ongoing difficulties with violations of the City's alcoholic beverage ordinances, including, but not limited to, possession of alcohol by minors, sale of alcohol to minors, allowing individuals below the minimum age in alcoholic beverage establishments, alcoholic beverage establishments operating above occupancy limits, assaults in alcoholic beverage establishments and alcoholic beverage establishments remaining open beyond allowed hours; and

WHEREAS, these violations are continuing and increasing in spite of enforcement of the City's alcoholic beverage ordinances against individuals observed in violation of those ordinances; and

WHEREAS, the Code of Ordinances of the City of Warrensburg allows the suspension or revocation of an alcoholic beverage license, or placing a licensee on probation, under specified conditions; and

WHEREAS, the Code of Ordinance of the City of Warrensburg now allows for the operation of dance halls, and allows the suspension or revocation of a dance hall license under specified conditions; and

WHEREAS, the City Council wishes to provide guidance to hearing officers in the criteria to use for determining whether to suspend or revoke an alcoholic beverage or dance hall license.

NOW, THEREFORE, BE IT RESOLVED by the City of Warrensburg, Missouri, as follows:

In determining whether to suspend or revoke an alcoholic beverage license or dance hall license, or to place the licensee on probation, and the period of the probation or suspension, the hearing officer in determining good cause for the suspension, revocation or probation may consider, among other relevant factors, the following:

1. Number of convictions of persons for drinking or being in possession of alcoholic beverages when under the age of 21 years, which drinking or possession occurred in the establishment. The hearing officer may further consider the actual age of the individuals under 21 years of age who were drinking or in the possession of alcoholic beverages in the establishment.

2. Number of convictions of the licensee or an employee of the licensee for sale of alcoholic beverages to any person under 21 years of age. The hearing officer may further consider the actual age of the individuals under 21 years of age who were sold the alcoholic beverages in the establishment.

3. Number of convictions of persons for being present in the establishment while underage. The hearing officer may further consider the actual age of the individuals under 21 years of age who were present in the establishment.

4. Number of convictions of the licensee or an employee of the licensee for allowing underage persons in the establishment. The hearing officer may further consider the actual age of the individuals under 21 years of age who were present in the establishment.

5. Number of convictions of the licensee or an employee of the licensee for serving an intoxicated individual.

6. Number of convictions of the licensee or an employee of the licensee for remaining open, or serving alcoholic beverages, after hours.

7. Number of convictions of the licensee or an employee of the licensee for allowing occupancy of the premises exceeding posted occupancy limits.

8. Number of convictions for violation of any provision of Chapter 6 or Chapter 10 of the Code of Ordinances of the City of Warrensburg, or any other provision of the Code regulating the safety of individuals occupying premises which are open to the public.

9. Prior probation, suspension or revocation of the licensee.

10. Whether or not the owner, manager(s) or employees of the licensee have attended within the current license period training programs of the State Division of Alcohol and Tobacco regarding the lawful and responsible service of alcoholic beverages and proper identification of minors.

In determining whether to suspend or revoke an alcoholic beverage license or dance hall license, or to place the licensee on probation, the hearing officer in determining whether the licensee has failed to keep an orderly place may consider, among other relevant factors, the following:

1. The number of instances in which individuals have been convicted of a violation of Chapter 14 or Chapter 3 of the Code of Ordinance of the City of Warrensburg, which offense occurred on the premises of the establishment.

2. The number of instances in which emergency personnel have been required to respond to the establishment for calls involving assaults, disturbances, fights, property damage, and similar circumstances, and the emergency personnel were able to verify that an assault, disturbance, fight, property damage or similar circumstance actually occurred on the premises.

In rendering a decision, the hearing officer shall consider the following guidelines, which the City Council considers to be reasonable in most circumstances, while recognizing that all final decisions are with the hearing officer, and that more lenient or harsher results may be warranted by the facts in any given case:

1. First suspension: 10 consecutive business days, commencing with a Tuesday.
2. Second suspension: 90 consecutive calendar days, commencing with a Tuesday.
3. Third suspension: 180 consecutive calendar days, commencing with a Tuesday.
4. Fourth action: 365 consecutive calendar days, or revocation of the license.

For the purposes of this resolution:

1. The term "conviction" shall mean a plea of guilty, a finding of guilty, and a not guilty plea with a stipulation of finding of facts (technical not guilty plea) and any other plea or finding resulting in an imposition of sentence, suspended imposition of sentence, or suspended execution of sentence.

2. The term “underage” shall mean that age set by the City ordinance for sale or consumption of alcoholic beverages, or for being present on the premises of an alcoholic beverage establishment.

3. The term “alcoholic beverage” shall mean intoxicating liquor, malt liquor, light wine, and non-intoxicating beer.

4. The term “premises” shall include the interior premises of the alcoholic beverage establishment, and any exterior areas of the establishment covered by the alcoholic beverage license or under control of the licensee, such as courtyards and decks.

5. The hearing officer may consider any combination of factors set out above in determining whether a license should be revoked or suspended or the licensee placed on probation, and the period of any suspension or probation.

Nothing in this resolution shall be construed as a jurisdictional limitation on the hearing officer. All guidelines set forth in this resolution are merely advisory and not mandatory

Passed this 23rd day of June, 2008.