



Carl Larkerbrink, City Collector  
[carll@warrensburg-mo.com](mailto:carll@warrensburg-mo.com)  
 102-A South Holden St. – Warrensburg, MO 64093  
 Phone: 660-747-9131 – Fax: 660-747-8927

## Checklist of Required Documentation Picnic Liquor License Application

	Managing Officer 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.
	Copy of Missouri Retail Sales Tax license in the correct name of the organization and address where the event will be held, or letter from the Missouri Director of Revenue exempting the organization from payment of sales tax.
	Current Statement of “no sales tax due” verifying that all state & local sales taxes are paid to date. Missouri Department of Revenue, Phone: 816-889-2944, Web: <a href="http://dor.mo.gov/">http://dor.mo.gov/</a>
	Copy of organizations tax exemption ruling pursuant to 501(c)(3), 501(c)(4), 501(c)(5), 501(c)(8), 501(c)(10), 501(c)(19) or 501(d) of the Internal Revenue Code.
	Managing Officer proof of voter registration within the State of Missouri.
	Managing Officer Personal Identifier (name based) search Criminal Record Check ( <i>not more than 30 days old</i> ) from the Missouri State Highway Patrol, Phone: 573-526-6153, Web <a href="http://www.mshp.dps.missouri.gov/MSHPWeb/Root/index.html">http://www.mshp.dps.missouri.gov/MSHPWeb/Root/index.html</a>
	Completed suspension of open container application. (if applicable)
	Completed picnic application, notarized affidavit & applicable fees.

### CITY POLICE DEPARTMENT INFORMATION

Granted: \_\_\_\_\_ Denied: \_\_\_\_\_

Investigating Officer Signature & Date: \_\_\_\_\_

***All required information listed above must be submitted with application.  
 A letter of approval from the City of Warrensburg will be supplied to the applicant for  
 submission of State Picnic application upon completion of City approval.***

# Picnic Liquor License Application

Fee: \$15.00

State Picnic Application: <http://www.atc.dps.mo.gov/>

## Applicant Organization Information

Date of Application:

Legal Name of Entity:

E-mail Address:

Doing Business As:

Business Phone #:

Physical Location Address:

City – State – Zip Code:

## Managing Officer of the Organization Information

Last Name:

First Name:

Middle Initial:

Date of Birth:

Place of Birth:

Social Security #:

Sex:

Male: \_\_\_\_\_ Female: \_\_\_\_\_

Home Phone #:

Drivers License #:

E-mail Address:

Current Address:

City – State – Zip Code:

City Town or Village where the Sole Owner, Managing Officer of Partner pays taxes:

Managing Officer registered to vote in the following:

Precinct:

City:

Ward:

County:

Have you ever used another name? Yes: \_\_\_\_\_ No: \_\_\_\_\_ If yes, list first & last name/names:

Has the applicant **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.

## Event Information

Picnic Dates: (not to exceed 7 days):

Physical Address of Picnic Location: (with written permission from the property owner of the location)

Start & End Times of Event:

From: \_\_\_\_\_ To: \_\_\_\_\_

## CITY INFORMATION

License#:

Amount Paid:

\$

Date Paid:

# MANAGING OFFICER APPOINTMENT FORM

Date \_\_\_\_\_

\_\_\_\_\_, has appointed  
(Name of Corporation or Organization)

\_\_\_\_\_, as Managing  
(Name of Managing Officer)

Officer for the corporation/organization. The Managing Officer is a person in the licensee's employ, either as an officer or as an employee who is vested with the general control and superintendence of a whole, or a particular part of, the licensee's business in accordance with State Rules and Regulation 11 CSR 70-2.30(7)

\_\_\_\_\_  
Officer of the Organization  
(Signature & Date)

## Affidavit (must be Notarized) *Notary available at City Hall*

The applicant understands that false answers are grounds for denial of a license.

The applicant understands that if any statements or answers made herein are untrue and the license herein applied for is granted, such license may be revoked or suspended.

All license applicants must provide a copy of their approved Missouri State Liquor license in order to approve/process the local licenses.

*No license will be issued and the establishment must not sell alcohol until State approval documentation is provided to the City.*

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.

Signature of Managing Officer:

Date:

## NOTARY INFORMATION

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, appeared before me \_\_\_\_\_, to me personally known, and who did, upon their oath swear and affirm that they executed the above and foregoing document as their free act and deed, and that all information contained therein is true and complete to their best knowledge and belief.

Notary Public Embosser or Black  
Ink Rubber Stamp

State of

County

Subscribed and Sworn Before Me, This

Day of                      Year

Notary Public Signature

My Commission  
Expires

Use Rubber Stamp in Area Below

Notary Public Name (typed or printed)

## Liquor Picnic License Guidelines

In order to have a Suspension of Open Containers Picnic Liquor License, with a maximum of three (3) days, the event must be sponsored by a not for profit organization with a copy of their tax exemption documentation as listed on the Application for Suspending Section 3-14, Open Containers.

The Application for Suspending Open Containers must be filled out and submitted at least seven (7) days prior to a City Council meeting. It is in the organization's interest to be present at the council meeting to present information and justifications for the application.

In accordance with the application for suspending open containers a detailed drawing and description by address of the proposed location with an outline of where the liquor area will be and the security measures proposed to contain the event.

Additional fees may be associated to cover city costs in connection with the event.

If the event is being held in a public street a request for street closure must filled out and submitted to the Police Department for approval.

The event may be required to obtain an Amplified Music Permit from the Police Department.

To provide liquor for the event the not for profit applicant must apply for a Picnic License with the City as well as the State. The fee for the City Picnic License is \$15.00.

The liquor for the event may be provided by caterers who hold licenses to sell intoxicating liquor by the drink at retail for consumption in the City of Warrensburg, or to persons operating a catering business who hold a license to sell intoxicating liquor by the drink at retail for consumption on their premises issued by another municipality or county government. The applicant must apply for a Catering License with the City as well as the State. The fee for the City Catering License is \$15.00.

All applications must be submitted, paid for and approved on the City level before the letter of approval will be issued for the State Picnic application.

Upon approval by the City Council for the suspension of open containers and verification by the State that a Picnic License has been obtained all licenses will be issued.

All applications listed above may be obtained from the City Collector.

## Picnic Ordinance

### Sec. 3-1. Definitions.

*Public place* for purposes of this chapter shall mean any public way, park, parking lot, cemetery, school yard or open space adjacent thereto; or any place open to access by the public including any business to which the general public has access, regardless of any age restriction which apply to that place, unless that location is licensed under the provisions of this Code.

### Sec. 3-34. Same-Sales of malt liquor by certain organizations.

(a) Notwithstanding any other provision of this chapter, a permit for the sale of malt liquor or light wine, for consumption on premises where sold, may be issued to any church, school, civic, service, fraternal, veteran, political or charitable club or organization for the sale of such malt liquor or light wine at a picnic, bazaar, fair or similar gathering. Such permit shall be issued only for the day named therein and it shall not authorize the sale of malt liquor for more than seven (7) days.

## Open Container Ordinance

### Sec. 3-14. Drinking in public places prohibited; exception.

(a) It shall be unlawful for any person to drink from or have in his possession an open container of intoxicating liquor in any public place within the city, except when a liquor license has been issued and is in effect for such public place.

(b) The city council shall have the power to suspend the provisions of section 3-14 only upon the written application of an organization as defined in section 3-34. City council's authority to suspend shall be by vote of the city council for an ordinance suspending the provisions of section 3-14. City council shall be required to pass a new ordinance suspending the provisions of section 3-14 for each application it deems sufficient to warrant a suspension. The exception to this section 3-14 set forth in subsection 3-14(e) shall not be considered a suspension of this section, but instead an exception to its applicability.

(c) An organization making a request to suspend the provisions of section 3-14 must designate the specific public place by street address, street description or legal description and the date and duration desired for the suspension. The application must be made not less than seven (7) days in advance of the council meeting at which the council will consider the application.

(d) After consideration of an organization's application, the city council may, in its discretion, suspend the provisions of section 3-14. The city council shall suspend the provisions of section 3-14 for only a specified public place and a specific date and duration not exceeding three (3) calendar days. The council may, from time to time, establish a fee for granting approval to an event under this section based upon anticipated city costs in connection with the event. No suspension of this section shall be effective until payment of such fee.