



Carl Larkerbrink, City Collector
carl@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: http://dor.mo.gov/
	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 http://www.machs.com.gov
	Completed Exception to open container application. (if applicable)
	Completed picnic application, notarized affidavit & applicable fees.

***All required information listed above must be submitted with application.
 License will be issued upon approval of City application and
 approved State liquor license documentation.***

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
Officer

(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 _____
Notary Public Name (typed or printed) _____		

Liquor Picnic License Guidelines

In order to have an Exception to Open Containers, 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.

The Application for Exception to Open Containers must be filled out and submitted to the City Manager not less than thirty (30) days in advance of the proposed event.

In accordance with the application 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.

If the not for profit is to provide liquor for the event they 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.

Upon payment of fees, approval by the City Manager for the exception to open containers and verification by the State that a Picnic or Catering 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 provisions of this section 3-14 may be temporarily suspended only upon the written application of an organization as defined in section 3-34(b).and issuance of a permit granting the temporary suspension. The exception to this section 3-14 set forth in subsection (g) 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 thirty (30) days in advance of the proposed event. The City Council may from time to time establish a fee for application and for issuance of the permit by resolution. No application may be considered effective until the applicable fee is paid. No suspension of the requirements of this section shall last longer than three (3) days in duration.

(d) The application shall be presented to the City Manager for consideration. In determining whether to grant or deny the exception, the City Manager shall consider the following, and may grant or deny the exception as is reasonably likely to assure that the public peace is preserved, that the provisions of law concerning service, possession and use of intoxicating liquor will be observed provision. The application shall contain, at a minimum:

- 1) The name and address of the sponsoring entity;
- 2) The location, date and time of the proposed event;
- 3) The name and address of the licensee(s) that will serve intoxicating liquor;
- 4) The type of activities proposed for the event
- 5) The number of personnel which will be provided to administer the event for the applicant;
- 6) The estimated attendance for the event;
- 7) Proof of public liability insurance naming the City as an additional insured in at least the amounts listed in Section 537.610 RSMo and as the same is annually adjusted;
- 8) A certification that neither membership in the organization nor admission to the event shall be limited based upon race, religion, color, creed, national origin, gender or other legally protected class;
- 9) Past performance of the applicant for similar events or under a separate liquor license; and
- 10) Safeguards proposed by the applicant to advise the public of the boundaries of the event and to assure that only license holders will dispense liquor to be consumed in the event area.

(e) No person or group shall charge a fee for access to an event area hereunder that encompasses City property, or for the privilege of possessing an open container within the event area.

Fee Resolution #2182

Section 1 The application fee provided for in Section 3-14(c) of the Code of Ordinances is set at \$25.00. Such fee is nonrefundable and is to defray partially the cost of processing the application.

Section 2 The fees for issuance of an approved suspension of Section 3-14 pursuant to Section 3-14(c) and (d) shall be charged based upon ten percent (10%) the following, and shall be due upon approval of the application, and paid at least seven days prior to the event:

- a) Actual staff time required to establish barriers or provide other public equipment or infrastructure for the event, calculated at the current rate of wages and benefits for the employees provided, and
- b) Rates for the usage of City owned equipment by city staff, at the rates established by the then current Federal Emergency Management Agency Equipment Rate Schedule.