



INSTRUCTIONS FOR TEMPORARY (PICNIC) LIQUOR LICENSE APPLICATION

NOT-FOR-PROFIT ORGANIZATIONS ONLY

All applicants must submit the following:

1. Maryland Heights Picnic Liquor License Application, completed in full, signed by the managing officer and notarized.
2. Completed Applicant Release form, Attachment A.

NOTE: Any application by a not-for-profit partnership or not-for-profit group other than a not-for-profit corporation, shall submit a list of all individuals who are members of said partnership, joint venture or group and a Supplemental Applicant Release form (Attachment B) for each.

3. Check for applicable fees.
4. If business is a corporation, supply the names and addresses of its: (1) Registered Agent; (2) Officers of the Corporation; and (3) Directors of the Corporation.
4. Letter of permission from the not-for-profit organization authorizing the applicant to obtain a picnic license in the organization's name for the day(s) and times the event will be held.
5. Letter from property owner giving permission to the organization to sell alcoholic beverages at described premises on the day(s) and times event will be held.
6. One (1) photograph of Applicant/Managing Officer.
7. Proof of paid taxes (personal property tax receipt) of the applicant for the City, County and State in which the applicant resides.
8. Proof of voter registration in the State of Missouri.
9. Proof of paid taxes of the business for the County and State in which the business is located, including those taxes to the City of Maryland Heights where applicable. A "No Sales Tax Due" letter issued from the Missouri Department of Revenue dated within the last 90 days is the standard document that satisfies this criteria. The following link can be used to generate such a letter: <https://dors.mo.gov/tax/notaxdue/>.
10. Background check to be processed by the Maryland Heights Police Department (free of charge).

APPROVAL OF LICENSE -

License requests must be submitted to the City Clerk's office at least fifteen days prior to the event to allow for processing.

LICENSE FEES - All fees are to be paid in advance.

**IF YOU HAVE ANY QUESTIONS, CONTACT EMERY RANSOM OR JOANN COVA, CITY CLERK'S OFFICE,
(314) 291-6550.**



City of MARYLAND HEIGHTS

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APPLICATION FOR TEMPORARY LIQUOR LICENSE (PICNIC) NOT-FOR-PROFIT ORGANIZATIONS ONLY

FOR CITY USE ONLY

APPROVALS: Planning & Zoning _____ Date _____
Chief of Police _____ Date _____
Mayor or Designee _____ Date _____

Fee Paid: _____ Date Effective: _____ Date Expires: _____

NOTE: This Application must be completed in full, signed by the managing officer and Notarized.

The undersigned organization hereby applies to the City of Maryland Heights for a temporary liquor license (Picnic) for the premises described herein, and for the purpose of seeking approval, makes the statements and answers hereinafter set out. A SEPARATE LICENSE AND FEE IS REQUIRED FOR EACH BOOTH, STAND, AND/OR BEER TRUCK.

CHECK LICENSE/S APPLIED FOR

No. of Booths ____ X \$37.50 each booth = \$ _____ Picnic-Retail liquor by the drink
No. of Booths ____ X \$37.50 each booth = \$ _____ Picnic-5% beer/wine by the drink
No. of Booths ____ X \$37.50 each booth = \$ _____ Picnic-5% beer by the drink

1. Legal Name Of Church, Civic, Service, Fraternal, Veteran, Political, or Charitable Club or Organization

2. Location of Principal Office: _____ Phone No. _____
3. Mailing Address (if different than above):

4. Description of Event: _____
5. Dates and Times of Event: _____
6. Description of Premise (Note: Must be the same as described on your State application)

7. Please submit the following information for Managing Officer of organization for which license is sought:
NAME _____ DATE OF BIRTH _____ SS# _____
PLACE OF BIRTH _____ TELEPHONE _____
ADDRESS _____
Registered Voter: Precinct _____ of _____ Township in _____ County, Missouri.

8. State the following for each officer of the organization:

NAME	RESIDENCE	DATE OF BIRTH	OFFICE HELD

9. Has the organization itself, the managing officer, any officer, or any person with a director indirect financial interest in the organization ever been charged with, indicted for, or convicted of a violation, any Federal law, law of the State of Missouri, or any other state or country?

_____ Yes _____ No

10. Has the organization itself, the managing officer, any officer, or any person with a direct or indirect financial interest in the organization ever had a license revoked or suspended by the Supervisor of Liquor Control or by the licensing authority of any other state, county, or city?

_____ Yes _____ No

If you answered yes to Questions 9 or 10 above, please list the details:

11. State the basis of organization's right to occupy the premises for which it seeks a picnic license (own, lease, rental agreement):

The Organization understands that false answers may be grounds for denial of license. The organization agrees that if any statements or answers made herein are untrue and the license applied for is granted, such license may be revoked or suspended.

The Organization acknowledges that any license granted will be subject to the current provisions of Chapter 311 and 312, RSMo, as amended, and to all ordinances and regulations of the City of Maryland Heights.

STATE OF MISSOURI)
) SS
COUNTY OF ST. LOUIS)

I, _____, of lawful age, being first duly sworn upon my oath, say that I have read this application and fully understand same and the answers and statements contained therein and the same are true.

Signature of Managing Officer

Exact Name of Corporation

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public

My Commission expires: _____

IF YOU HAVE ANY QUESTIONS, CONTACT EMERY RANSOM OR JOANN COVA, CITY CLERK'S OFFICE (314) 291-6550.

