



City of MARYLAND HEIGHTS

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LIQUOR LICENSE APPLICATION FOR EXTENSION OF PREMISES

FOR CITY USE ONLY

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

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 liquor license Extension of Premise. An extension of premise is defined as a special event where alcohol will be dispensed in a location that is contiguous / adjoined to the establishment.

The following criteria are required to apply for an Extension of Premise:

- You must already hold a current liquor license with the City of Maryland Heights, as well as the State of Missouri and St. Louis County.
- The event must be located outside of your licensed premise description and be contiguous to the building described in the current liquor license. No amount of space separating the building and the event location will be permitted.

If the above conditions exist please complete the following steps:

1. Inquire with the Maryland Heights Police Department's Records group at (314) 298-8706 to determine if your event requires a [Special Event Permit](#).
2. Create a drawing of the applicable property boundaries. Highlight and label where the event will be located. As discussed above, the area must be contiguous to the building where the primary license is held. Reference Figure 1 at the end of this application for an example.
3. Please submit this application and drawing and (if directed by the Maryland Heights Police Records Department) your [Special Event application](#) at least one week in advance of your proposed event.

1. Legal Name of Business or Organization hosting the Extended Premise: _____
2. Location of Principal Office: _____
 _____ Telephone: _____
3. Mailing Address (if different than above): _____

4. Description of Event associated with the Extension of Premise: _____

5. Details as to how the extended area will be secured so that alcohol is contained to just the building and extended premise: _____

6. Details as to how security will be handled (ex: number of security officers or employees dedicated to security during the event and how access/egress will be secured): _____

7. Details where patrons of the event will park: _____

5. Dates and Times of Event: _____
6. Liquor License Manager (as listed on Liquor License): Name: _____
Primary telephone: _____ Alternate telephone: _____
E-Mail Address: _____
7. Name of Property Owner granting permission: _____
Signature: _____
Primary Telephone: _____ Alternate Telephone: _____
E-MAIL ADDRESS: _____

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

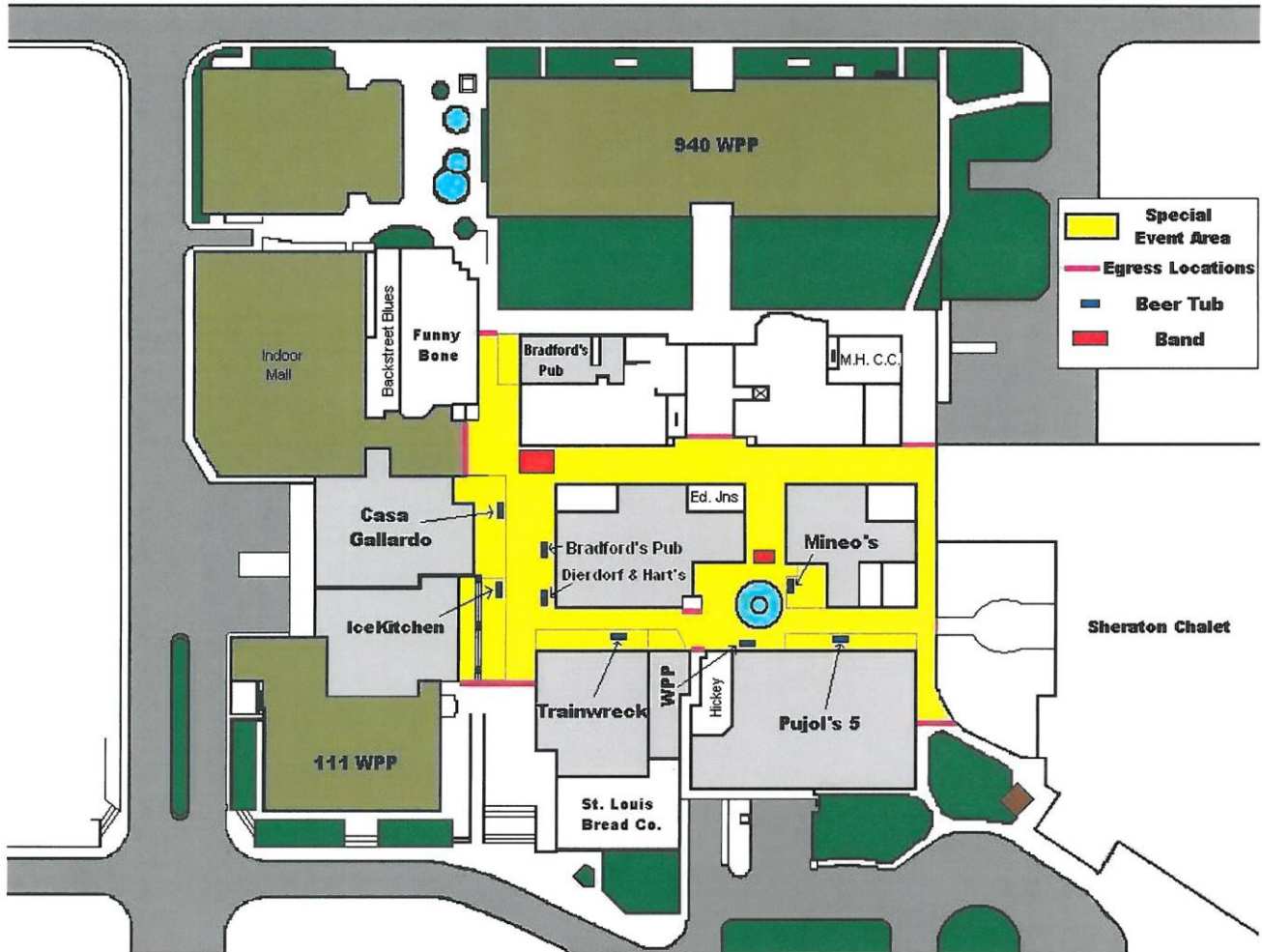
Exact Name of Corporation

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

Notary Public

My Commission expires: _____

Westport Plaza



IF YOU HAVE ANY QUESTIONS, CONTACT THE CITY CLERK'S OFFICE AT (314) 291-6550

Figure 1 – Special Event Boundaries Map Example