



1685 CROSSTOWN BOULEVARD N.W. • ANDOVER, MINNESOTA 55304 • (763) 755-5100
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CITY OF ANDOVER ALCOHOL LICENSING APPLICATION

TYPE OF LICENSE: Temporary On-Sale Intoxicating Liquor
 Temporary On-Sale 3.2% Malt Liquor

FEE: \$50.00 (4 Day Maximum)

TYPE OF ENTITY/ORGANIZATION APPLYING FOR LICENSE:

The Entity/Organization applying for this license is classified by the State of Minnesota as:

- Club (*Bona fide Club as defined in Andover City Code*) Charitable Organization Religious Organization
- Other Non-Profit (*which has been in existence for at least three years*) _____
- Licensed Brewer that manufactures fewer than 3,500 barrels of malt liquor in a year, must be for social event within the City which is sponsored by the Brewer.

APPLICANT (ENTITY/ORGANIZATION) INFORMATION:

Full LEGAL Name of Entity/Organization:
Entity/Organization Address (include street address, city, state, zip):
Mailing Address if different:
Phone Number (including area code):
Email Address:
The date the organization was incorporated:

CONTACT INDIVIDUAL FOR LICENSE

Full Name (First, Middle, Last):
Residence Address (include street address, city, state, zip):
Mailing Address if different:
Phone Number (including area code):
Email Address:
Date of Birth:

EVENT INFORMATION

Event Name:
Sponsor of Event:
Date(s) of Event:
<i>Minnesota Statute 340A.410. No more than 12 days per year, any combination of days per Entity/Organization</i>
Time(s) of Event:
Time of Alcohol Sales (beginning/end):
Physical Location of Event (must include street address):
Describe who and what the proceeds of the event will be used for:

OTHER INFORMATION

Are you engaged in the retail sale of intoxicating liquor? No Yes

Have you had an application for liquor licenses rejected previously? No Yes

Have you been convicted of a felony or of violating any national or state liquor law or local ordinance relating to the manufacture, sale or transportation of intoxicating liquor? No Yes

Gambling or gambling devices will not be permitted on the licensed premises.

I have no intention or agreement to transfer this license to another person.

By checking this box, I am acknowledging that I have read and fully understand the regulations and requirements of the Andover City Code pertaining to the issuance of this license and that I understand that the pertinent sections of the Andover City Code are available at www.andovermn.gov or upon request to the City Clerk.

The following items must be submitted with your completed application in order for it to be accepted.

- State of Minnesota Application for a Temporary On-Sale Liquor License (Intoxicating Liquor Only)
- Payment
- Workers Compensation Form (State requirement)
- Tax Clearance Form (State requirement)
- Tennessee Warning Form (State requirement)
- Certificate of Liquor Liability Insurance with City listed as additional insured (must specifically list event location and date)

SIGNATURE

I agree to waive my constitutional rights against search and seizure and will freely permit peace officers to inspect my premises and agree to the forfeiture of my license if found to have violated the provisions of the ordinance providing for the granting of this license.

I do hereby swear that the answers in this application are true and correct to the best of my knowledge. I do authorize the City of Andover, its agents and employees to obtain any necessary information and to conduct an investigation if necessary, into the truth of the statements set forth in this application and the qualifications for said license. I do understand that providing false information shall be grounds for denial of my license. I fully understand that it is my responsibility to be familiar with and abide by the requirements of the City, which is detailed in the pertinent section of the Andover City Code, which is available on the City website at www.andovermn.gov or upon request from the City Clerk and to be familiar with and abide by the laws of the State of Minnesota relating to this licensure. I further understand that the information supplied within this application is classified as public data and will be provided to the public upon request.

Signature: _____

Title: _____ Date: _____

License Fees:

Temporary: \$50.00 (4 day max.)

License # _____

Action by City Council: Approved Denied Date: _____



Minnesota Department of Public Safety
 Alcohol and Gambling Enforcement Division
 445 Minnesota Street, Suite 222, St. Paul, MN 55101
 651-201-7500 Fax 651-297-5259 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization _____ Date organized _____ Tax exempt number _____

Address _____ City _____ State Minnesota Zip Code _____

Name of person making application _____ Business phone _____ Home phone _____

Date(s) of event _____ Type of organization Microdistillery Small Brewer
 Club Charitable Religious Other non-profit

Organization officer's name _____ City _____ State Minnesota Zip Code _____

Organization officer's name _____ City _____ State Minnesota Zip Code _____

Organization officer's name _____ City _____ State Minnesota Zip Code _____

Organization officer's name _____ City _____ State Minnesota Zip Code _____

Location where permit will be used. If an outdoor area, describe.

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

 City or County approving the license

 Date Approved

 Fee Amount

 Permit Date

 Date Fee Paid

 City or County E-mail Address

 City or County Phone Number

 Signature City Clerk or County Official

 Approved Director Alcohol and Gambling Enforcement

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US

**CERTIFICATE OF COMPLIANCE
MINNESOTA WORKER'S COMPENSATION LAW**

PRINT LEGIBLY IN INK OR TYPE

Minnesota Statute, Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in any activity in Minnesota until the applicant presents acceptable evidence of compliance with the worker's compensation insurance coverage requirement of Minnesota Statutes, Chapter 176. The required worker's compensation insurance information is the name of the insurance company, the policy number, and the dates of coverage, or the permit to self-insure. If the required information is not provided or is falsely stated, it shall result in a \$2,000 penalty assessed against the applicant by the Commissioner of the Department of Labor and Industry.

ALL APPLICANTS: I certify that the information provided on this form is accurate and complete. If I am signing on behalf of a business, I certify that I am authorized to sign on behalf of the business.

Signature: _____

Printed Name: _____

Title: _____ Date: _____

I am not required to have worker's compensation insurance coverage because:

- I have no employees
- I have employees but they are not covered by worker's compensation law.
(see Minnesota Statute 176.041 for list of excluded employees)

Explain why your employees are not covered: _____

COMPLETE THIS PORTION ONLY IF YOU ARE INSURED: A valid worker's compensation policy must be kept in effect at all times by employers as required by law.

Business Name (Individual name only if no company name is used): _____

DBA (if applicable): _____

Address (must include street address): _____

Insurance Company Name (not agent): _____

Workers Compensation Policy No.: _____

Effective Date: _____ Expiration Date: _____

IF SELF-INSURED – ATTACH A COPY OF THE PERMIT TO SELF-INSURE

NOTE: If your worker's compensation policy is canceled within the license period, you must notify the agency who issued the license/permit by resubmitting this form.

CITY OF ANDOVER TAX CLEARANCE

Pursuant to Minnesota Statute 270C.72 Tax Clearance: Issuance of Licenses, the licensing authority required to provide to the Minnesota Commissioners of Revenue your Minnesota Business Tax Identification Number and the social security number of each license applicant.

Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we are required to advise you of the following regarding the use of this information:

1. This information may be used to deny the issuance, renewal or transfer of your license in the event you owe the Minnesota Department of Revenue delinquent taxes, penalties or interest;
2. Upon receiving this information, the licensing authority will supply the information only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Agreement, the Department of Revenue may supply this information to the Internal Revenue Service;
3. Failure to supply this information may jeopardize or delay the processing of your licensing application.

Please supply the following information and return along with your application to the agency issuing the license. **DO NOT RETURN TO THE DEPARTMENT OF REVENUE.**

License Being Applied for or Renewed: _____

Licensing Authority: CITY OF ANDOVER

License Renewal Date: _____

Personal Information:

Applicant's Name: _____

Applicant's Address: _____

Social Security Number: _____

Or Individual Tax Identification Number (ITIN): _____

Business Information:

Business Name: _____

Business Address: _____

Minnesota Tax Identification # _____

Federal Tax Identification # _____

If Minnesota Tax Identification number is not required, please explain. _____

Signature: _____

Company: _____



TENNESSEN WARNING

In connection with your request for a license the City of Andover has asked that you provide information about yourself which is classified as either *private* or *confidential* by the Minnesota Government Data Practices Act (M.S.A. 13.04). Accordingly, the City is required to inform you of the following:

1. The private or confidential information requested includes, but may not necessarily be limited to, the following: *Your social security number or Minnesota business identification number.*
2. The purpose and intended use of the information requested is: *To comply with Minnesota Statutes, Section 270.72.*
3. You are required to supply the requested information.
4. The known consequences of supplying the requested information are as follows: *Loss or denial of the requested license if you owe the State of Minnesota delinquent taxes, penalties or interest.*
5. The known consequences of refusing to supply the requested information is: *Your request for a license cannot be processed.*
6. The following persons and entities are authorized by law to receive the information if provided: *State of Minnesota – Department of Revenue and other government agencies as provided by law.*

The undersigned, by signing this notice, acknowledges that he/she has read and understood the contents of this notice.

Date

Signature of Applicant

Print Name