



The City of Clayton

10 N. Bemiston Avenue * Clayton, MO 63105 (314) 290-8439 (314) 863-0294 fax

Attention: Liquor License Applicants

Following is an application for a license to dispense alcoholic beverages within the corporate limits of the City of Clayton. The authority to regulate the trading in and dispensing of alcoholic beverages is granted by State statutes. The manner in which Clayton regulates this trade is established by City ordinance. A copy of the applicable ordinances is appended to this application for your reference.

Upon receipt of your completed application, an investigation will be made of your background, the background of your firm (if a corporation), of credit and of other pertinent items. A report summarizing these findings will be submitted to the City Manager for her recommendation. The Board of Aldermen of the City of Clayton will by resolution at their next regularly scheduled public meeting following the City Manager's recommendation approve or deny granting of a license.

At the present time, the Board of Aldermen's policy is not to restrict the granting of liquor licenses numerically. Rather, the Board has adhered to stringent criteria concerning the apparent quality of operation expected of the applicant. Only those establishments in which at least fifty percent of their trade by dollar value will be realized from the sale of food and which will offer respectable and high quality service will be granted a license to serve liquor by the drink.

Please complete the application carefully and thoroughly. Inaccurate or misleading answers may be grounds for rejection of your application. Please return this form to the Finance Department, City of Clayton, 10 N. Bemiston Ave., Clayton, MO 63105.

CITY OF CLAYTON, MISSOURI
LIQUOR LICENSE APPLICATION

INFORMATION FOR APPLICANT

In order to obtain a liquor license in the City of Clayton, please contact the Finance Department and Planning Department for information and procedures regarding the permits and licenses that are required. The following outlines the general procedure used by the City:

Finance Department (314) 290-8442

The Finance Department will provide you with a liquor license application. Once the completed application has been submitted, a copy will be sent to the Police Department for its review. If all required documentation is received, the request for a liquor license will be placed before the Board of Aldermen for its consideration. The Board of Aldermen meets the second and fourth Tuesdays of each month.

Police Department

After receiving a copy of the liquor license application from the Finance Department, the Police Department will run a background check on the applicant(s) and advise the Finance Department of the results.

Planning and Development Services Department (314) 290-8453

The applicant should contact the Planning and Development Services Department at the time of receiving the Liquor License application to apply for a Conditional Use Permit (if required) and a Commercial Occupancy Permit (required). If construction or remodeling of the premises is contemplated, it may be necessary to also apply for a Building Permit.

Accounts Receivable Department (314) 290-8442

The applicant should contact the Accounts Receivable Department to obtain an application for a Business License. A statement of "No Tax Due" must accompany the Business License application.

****IMPORTANT****

AFTER YOUR CLAYTON LIQUOR LICENSE HAS BEEN APPROVED AND PAID FOR, YOU WILL RECEIVE YOUR CERTIFICATE AND A LETTER YOU MUST PROVIDE TO THE STATE OF MISSOURI.

CONTACT THE STATE LIQUOR CONTROL AND ST. LOUIS COUNTY FOR INSTRUCTIONS ON APPLYING FOR THE APPROPRIATE LICENSES.

State of Missouri

1738 E. Elm, Lower Level
Jefferson City, MO 65102-0837
(573) 751-2333

St. Louis County

41 S. Central Ave.
St. Louis, MO 63105
(314) 615-4217

CITY OF CLAYTON, MISSOURI - LIQUOR/WINE/BEER LICENSE

On behalf of _____
(Name of individual, partnership or corporation)

application is hereby made to the City of Clayton, Missouri for the following type of liquor, wine bar, wine and beer, or beer license, at the annual license fee indicated below.

- () A - All kinds of intoxicating liquor at retail by the drink, including Sunday, \$750.00
- () B - All kinds of intoxicating liquor at retail by the drink, except Sunday, \$450.00
- () C - All kinds of intoxicating liquor at retail by the package, including Sunday, \$450.00
- () D - All kinds of intoxicating liquor at retail by the package, except Sunday, \$150.00
- () E - 5% beer and not to exceed 14% wine at retail by the drink including Sunday \$152.50
- () F - 5% beer and not to exceed 14% wine at retail by the drink, except Sunday \$52.50
- () G - 5% beer at retail by the drink, \$52.50
- () H - 5% beer at retail by the package, including Sunday, \$67.50
- () I - 5% beer at retail by the package, except Sunday, \$22.50
- () J - 3.2% beer at retail by the drink, \$37.50
- () K - Intoxicating liquor at wholesale, not in excess of twenty-two percent (22%) of alcohol by weight, \$300.00
- () KK – All kinds Intoxicating liquor at wholesale, \$450.00
- () L - Special Permit for Wine, Malt Beverage and Distilled Spirit Tastings, \$37.50
- () M - Wine bar, not to exceed 14% wine and 5% beer at retail by the drink, including Sunday, \$750.00 (limited quantity of licenses available)
- () N - Wine bar, not to exceed 14% wine and 5% beer at retail by the drink, except Sunday, \$450.00 (limited quantity of licenses available)
- () CL - All kinds of intoxicating liquor at retail by the package, including Sunday AND Special Permit for Wine, Malt Beverage and Distilled Spirit Tastings, \$487.50
- () DL - All kinds of intoxicating liquor at retail by the package, except Sunday AND Special Permit for Wine, Malt Beverage and Distilled Spirit Tastings, \$187.50

PREMISES

1. The trade name of the business for which this license is sought is

2. The address of the business for which this license is sought is

3. Mailing address for all liquor license correspondence (certificate, renewal app)

4. Please submit a transmittal letter providing a complete description of your proposed operation. Also, attach a drawing showing the location of seating and the dispensing/sale of liquor.
5. If the location of the above described premises is within two hundred (200) feet of a church or school, written approval from such institution is required. Please refer to Section 600.30 of the attached ordinance.

OWNERSHIP AND MANAGEMENT

6. The managing officer must be actively in charge of the business. Explain any special situations: _____

7. In the absence of the managing officer, who will be in active control and supervision of the business during the business hours?
Name _____
Address _____
Phone _____ Race _____
Social Security # _____ Date of Birth _____
Name and address of previous employer _____

8. Give the name of the managing officer for the individual, partnership or corporation for which this license is sought.

	(first)	(middle)	(last)
a.	Residence _____		
b.	How long at present address (attach a copy of prior year's personal property tax receipt) _____		
c.	Addresses where resided last ten years _____ _____ _____		
d.	Primary phone _____		
e.	Business phone _____		
f.	Place of birth _____		
g.	Date of birth _____	Race _____	
h.	Married _____. If so, spouse's name _____		
i.	Names of immediate family _____ _____		
j.	Social Security number _____		
k.	Native born citizen of the United States? _____ Naturalized citizen? _____		
l.	How long a legal voter in the United States _____ (Attach a copy of voter registration documentation.)		

9. Has the managing officer ever been employed by any individual, partnership, or corporation that had a liquor license revoked or suspended by any city, town, village, county or state? If so, give details _____

10. Has the applicant, or the managing officer thereof, or any member of his household or immediate family, ever had a liquor license issued by any city, town, village, county or state suspended or revoked? _____

11. Has the applicant or managing officer ever been convicted of the violation of any ordinance of St. Louis County, the City of Clayton or of any city relating to intoxicating liquor, gambling, immorality, fighting or peace disturbance? If so, give details _____

12. If the applicant is a corporation, has any officer, stockholder, director or managing officer of the corporation ever been employed by any entity that has had a liquor license revoked or suspended by any city, town, village, county or state? _____ If so, give details _____

13. Has the applicant or the managing officer, or if the applicant is a corporation any shareholder, director, officer or any person with a direct or indirect financial interest in the corporation, ever been convicted or pleaded guilty to any liquor law or other criminal law? _____ If so, give details _____

14. Is this application being made by the applicant as a subterfuge to permit any person other than applicant to secure a license from the City of Clayton, in your name for his benefit? _____

15. Specify if the applicant owns, rents or leases the premises for which the license is sought _____

Page 4 of 10

16. What interest, if any, does the landlord have, directly or indirectly, in the business for which this license is sought? (If none, so state) _____

17. State name of individual, partnership, firm or corporation that has advanced, or that will advance, any money, to you to purchase or operate the business for which this liquor license is sought. (If none, so state) _____

18. If the applicant is a corporation, give date and place of incorporation _____

19. Location of principal office of applicant _____

20. State names and residences of all officers of the corporation and office held by each.

Name	Residence	Office

21. State names of all stockholders owning 10% or more of the outstanding common or preferred stock of the corporation.

Name	No. of Shares	Name	No. of Shares

22. State business interests (other than the corporation) of those persons listed in question 20 if that interest exceeds 10% of common or preferred stock. (Use separate sheet if necessary)

Name	Business	Nature of Interest (Owner, Partner, % of Interest)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

EMPLOYERS

23. State names, addresses, dates of birth and race of all persons employed or proposed to be employed in a supervisory position in the business who will physically be present at any time that the retail sale of liquor is being made, who will directly control the retail sale of liquor under the license hereby sought:

24. Has any such employee or proposed employee, ever been convicted or pled guilty to any liquor law or other criminal law? _____ If so, list employee(s)

Provide the following information on a separate sheet for each employee so convicted:

- (a) Nature of charge
- (b) Whether convicted or plea of guilty
- (c) Date of conviction or plea
- (d) In what court (federal, state, municipal)

25. Has any employee, or proposed employee, ever had a liquor license revoked or been employed by an establishment whose license was revoked or suspended?
YES / NO (circle one) If YES, please give details.

AFFIDAVIT

Affiant's oath states that:

26. For the purpose of requesting the Board of Aldermen of the City of Clayton, Missouri to approve and the Director of Finance to issue said license, it is understood and agreed that if any statements or answers made herein are untrue and the license herein applied for is granted, such license may be revoked suspended by the Board of Aldermen, and it is further agreed that if any of the corporation's agents, servants, or employees shall violate any provisions of Chapter 600 of the Municipal Code of the City of Clayton, Missouri or any law of the state of Missouri or other ordinance of the City of Clayton while in or upon the premises herein described, such license may be suspended or revoked, and it is further understood and agreed that after issuance of a liquor license the licensee must notify the City in writing of any changes in items 1 through 31, and that failure to do so may result in suspension or revocation of said license.
27. Affiant is a qualified, legal voter and tax-paying citizen of the state of Missouri.
28. Affiant has not been convicted since the ratification of the 21st Amendment of the Constitution of the United States of a violation of the provisions of any law or ordinance applicable to the manufacture or sale of intoxicating liquor and the applicant does not employ, has not and will not employ in this business, any person whose liquor license has been revoked or who has been convicted of violating the provisions of any such law since the date aforesaid.
29. Affiant or affiant's agents and employees will not violate any law of the state of Missouri or ordinance of the City of Clayton, or knowingly allow any other person to violate any said law or ordinance while in or upon the premises herein described.

30. Affiant will not sell, give away, or otherwise dispose of any intoxicating liquor, nor permit the same to be done, in any quantity between the hours of 1:30 a.m. on Sunday and 6:00 a.m. on the following Monday, unless a license has been issued by the City of Clayton for the sale of liquor on Sunday, nor on week days between the hours of 1:30 a.m. and 6:00 a.m.
31. Affiant has and will keep at all times in his store a stock of goods having a value according to invoices of at least \$1,000.00, exclusive of fixtures and intoxicating liquors, and will conform to all provisions specified in Section 600.140 (a) of the Municipal Code of the City of Clayton (strike out if the application is for the sale of liquor by the drink).

Page 7 of 10

32. Affiant will not permit or allow any blinds, screens, swinging door, curtains, or any obstruction to be placed in the business which will tend to obstruct the public view of the inside of his place of business from the street and will not sell intoxicating liquors in any room not located on the ground floor or level immediately abutting on a public street, except if served in a restaurant, hotel, or private club.

Managing Officer

(Please Print)

Managing Officer

(Signature)

Date

STATE OF MISSOURI)
) SS
COUNTY OF)

_____, of lawful age, being first duly sworn upon _____ oath deposes and says that _____ is the applicant or managing officer of the corporation seeking a license hereunder, that _____ has been authorized by said corporation to make this application in its behalf, that _____ has read this application and the instructions with reference thereto, and that _____ fully understands the same and that _____ knows the contents thereof and the answers and statements contained therein and the same are true.

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

Notary Public

My commission expires _____

INFORMATION WAIVER - APPLICANT

I voluntarily consent to a thorough investigation of my past employment and activities. I give the City of Clayton permission to make checks on the background of my spouse (if any) and me and release from all liability or responsibility all persons, companies or corporations supplying such information.

_____ Signature of Applicant		_____ Signature of Spouse	
_____ Date	_____ Social Security #	_____ Date	_____ Social Security #
_____ Date of Birth	_____ Race	_____ Date of Birth	_____ Race

INFORMATION WAIVER – OWNER(S)

(Complete only if owner(s) is other than applicant)

I voluntarily consent to a thorough investigation of my past employment and activities. I give the City of Clayton permission to make checks on the background of my spouse (if any) and me and release from all liability or responsibility all persons, companies, or corporations supplying such information.

Signature of Owner		Owner's Spouse	
Date	Social Security #	Date	Social Security #
Date of Birth	Race	Date of Birth	Race
Signature of Owner		Owner's Spouse	
Date	Social Security #	Date	Social Security #
Date of Birth	Race	Date of Birth	Race
Signature of Owner		Owner's Spouse	
Date	Social Security #	Date	Social Security #
Date of Birth	Race	Date of Birth	Race

CITY OF CLAYTON - OFFICE USE ONLY

Application issued to _____

on _____
(date)

Completed application received on _____

by _____

Copies disseminated to the following departments for review:

Finance - Application _____
Petition _____
Tax Receipt _____
Voter registration _____

Police - Application _____

Housing & Planning - Application _____

Date _____

Correspondence sent to applicant during application's review (attach copy):

<u>Department</u>	<u>Subject</u>	<u>Date</u>
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