LIQUOR LICENSE APPLICATION

Email - The completed application can be emailed to Kathryn.Bowman@wentzvillemo.org

Or can be mailed/dropped off at:

City Hall – 1001 Schroeder Creek Blvd. Wentzville, MO 63385 (636) 327-5101

INSTRUCTIONS

- Submit completed application to the City Clerk with payment of required license fee(s).
- Answer all questions fully or indicate "N/A" if not applicable.
- Attach copies of any additional supporting documents requested.
- If the establishment is a corporation and/or a partnership, please provide a list of names, address and date of birth of Corporate Officers/Partners.
- All other types of liquor licenses not listed, please contact the City Clerk.
- If a new license, applicant must apply for a "City Business License" prior to the issuance of a liquor license.
- If a renewal license, applicant must obtain a "City Business License" prior to the issuance of a liquor license.
- No guarantee of issuance with payment. If license is not granted, the license charge shall be refunded to the applicant.

COMMONLY ASKED QUESTIONS:

- Liquor Licenses are due annually and the term runs from July 1 through June 30, the following year, excluding Special Event Licenses.
- If a license is issued in the middle of the term, fees will be prorated. The applicant will need to reapply at renewal time. Please contact the City Clerk to find out the prorated amount before submitting the application.
- If this is a new license, the applicant will need to obtain the City's license first, apply with the State and finally St. Charles County. It is best to begin the process no later than a month prior to the desired beginning license date.
- Special Events often require special permits and requests. Please contact the City Clerk to see if your event / liquor license request will require any special permits.

TYPE OF LIQUOR LICENSE REQUESTED

Check the following that apply: □ New □ Renewal

Term of license: _____through _____ (Yearly licenses run from 7/1 - 6/30)

TYPE OF LICENSE	CITY CODE	FEE
☐ Full Liquor By The Drink	Section 600.150.b.5 **(**If a New License, Requires a CUP)**	$450
☐ Original Package	Sections 600.070 and 600.150.b.4.a	$150
☐ Wine by the Drink	Section 600.150.b.5.b **(**If a New License, Requires a CUP)**	$75
☐ Beer By The Drink Wine License	Section 600.150.b.5.c	$75
☐ Sunday Sales - Sale of Intoxicating Liquor at Retail (Restaurant/Bar) **(*Must already have a liquor license)**	Sections 600.150.b.4.b and 600.190	$300
☐ Sunday Original Package	Section 600.150.b.4.b	$300
☐ Picnic Liquor By The Drink License (Maximum Seven Days) **Non For Profit Only – Must supply proof. Must get letter of consent from property owner.**	Sections 600.150.c.1 and 600.200	$37.50
☐ Catering Permit - (charge per day) **(*Must already have a liquor license)**	Section 600.150.c.4	$15
☐ 5% Beer by the Drink License (includes Sundays)	Section 600.150.b.5.a **(**If a New License, Requires CUP)**	$75
☐ 5% Beer Original Package (includes Sundays)	Sections 600.070 and 600.150.b.4.b	$75
☐ Tasting License **(*Must already have a liquor license)**	Sections 600.150.c.2 & 600.210	$37.50
☐ Consumption License	Section 600.150.c.3	$90
☐ Liquor Wholesale Solicitor	Section 600.150.b.3.c	$750
☐ Liquor 22% Wholesale Solicitor	Section 600.150.b.3.b	$300
☐ Not for Profit The Supervisor of Liquor Control may issue a liquor license to a not-for-profit corporation for any type of liquor license for a fee of $150 per, license type.	Section 600.150.f	$150
☐ Manufacturing, Brewing, etc. $7.50/100 barrels. Limits may apply.	Section 600.150.b.1	City Clerk

* Secondary License Type-Requires a Primary License to Qualify.

** Contact the City's Planning Division at (636) 639-2065, to discuss the Conditional Use Permit (CUP) process with regards to obtaining a Liquor License.

Business Name: _____

Trade Name: _____

Physical Business Address: _____

Mailing Address: _____

Business Phone: _____

Owner's Name: _____

Owner's Address: _____

Owner's Phone: Home:_____ Cell:_____

Owner's Email: _____

Applicant/Manager Name: _____

Home Address: _____

Applicant/Manager Email:_____

Phone #: Home:_____ Cell:_____

Managers DOB:_____ Social Security#: _____

Legal Voter at: _____

Are you a taxpaying citizen of the County, Town, City or Village where you reside in the state? YES NO

Description of premises: _____

Has a license held by the applicant manager/owner for the sale of intoxicating liquor or non-intoxicating beer ever been revoked?

YES NO If yes, give times and places: _____

Has the applicant manager/owner ever been convicted of any law applicable to the manufacture or sale of intoxicating liquor or non-intoxicating beer since the ratification of the Twenty-First Amendment of the Constitution of the United States?

YES NO If yes, give times and places: _____

I, _____ (*Manager of Named Business) hereby consent to a complete criminal record check being made. ***(If no manager the owner needs to complete this section)**

_____ _____ _____

Print Name (Manager/Owner) Signature (Manager/Owner) Date

I, _____ (Owner of Named Business) hereby testify that the above information is correct, valid and truthful.

_____ _____ _____

Print Name (Owner) Signature (Owner) Date

CITY USE ONLY - DO NOT WRITE IN THIS SPACE

Police Dept.: ☐ Approved ☐ Rejected

Signature: _____Date:_____

Supervisor of Liquor Control: ☐ Approved ☐ Rejected

Signature: _____Date:_____

Business License#: _____

NOTE: City Ordinance in effect shall take preference over this form on all matters.