

INSTRUCTIONS FOR CITY OF BOWLING GREEN ABC APPLICATION

Complete and submit the entire City Application (including required sign off of local agencies). As part of this City application please include a copy of your State online application and any attached documents submitted with this application (Ex: Lease, Newspaper advertisement, articles of incorporation, management agreements). Forms submitted without all required documentation and fees will not be reviewed by the local administrator. After the local administrator has reviewed and either approved or denied the application, that determination will be submitted to the State of Kentucky via online approval / denial process as established by the Kentucky Alcoholic Beverage. *All properties identified in the application for an alcohol license are subject to inspection during the application approval process.*

Also, for any new business entity, a Bowling Green Business Registration Application must be completed and returned with the appropriate fee attached with this application form. (See below)

Payment of all alcohol license fees to the City of Bowling Green, Kentucky must be submitted with this application in the form of a Check or Money Order are made payable to the City of Bowling Green KY. Credit Card payments are also accepted by Visa, MasterCard, American Express and Discover.

The following City ABC license fees are listed at the “full year rate”: *Fees (not including temporary) are prorated to half price after November. These fees are separate from the State ABC fees and renewed separately from the State renewal fees.*

NQ Retail Malt Bev Package	\$ 200.00	Quota Retail Drink	\$ 1,000.00	Special Sunday Retail Drink	\$ 300.00
NQ-4 Retail Malt Bev Drink	\$ 200.00	NQ-1 Retail Drink	\$ 2,000.00	Supplemental Bar License	\$1,000.00
Microbrewery License	\$ 500.00	NQ-2 Retail Drink	\$ 1,000.00	Extended Hours Supplemental	\$2,000.00
Malt Beverage Distributor	\$ 400.00	NQ-3 Retail Drink	\$ 300.00	ABC Cater License	\$ 800.00
Brewers License	\$ 500.00	Quota Retail Package	\$ 1,000.00	Temp Auction License	\$ 100.00
Temp Beer	\$ 25.00	Temp Wine	\$ 50.00	Temp Liquor by the drink	\$ 50.00

Bowling Green Occupational License Fees:

Registration Fee \$ 50.00 (not pro-rated) Entertainers License \$ 240.00 (pro-rated)

Check List:

1. If you do not own the building where you plan to establish your licensed business, **you must include a copy of the lease, dated and signed by both the lessee and the lessor.** The Lessee must be the same party, or parties, as listed on the Application Forms. The lease must be valid and in force through the full licensing period. The City’s license period ends annually on April 30.
2. Have you completed the four forms for the local agencies and obtained the signature of an authorized representative for that agency?
3. If doing a transitional license, have you provided documentation that the closing has occurred?
4. If a restaurant do you have your health department food permit?
5. Is required fees attached?

If you have questions concerning this application call (270) 393-3000 or visit us at 1017 College Street, City Hall Annex. Our mailing address is P. O. Box 1410, Bowling Green, Kentucky 42102-1410.

ALCOHOLIC BEVERAGE CONTROL APPLICATION FORM

City of Bowling Green, Kentucky

1017 College Street; P. O. Box 1410, Bowling Green, Kentucky 42102-1410

(270) 393-3000

www.bgky.org

SECTION ONE:

Name of Applicant: _____

d/b/a: _____

Address of Premise To Be Licensed: _____

Mailing Address: _____

Business Phone: _____ Contact Email Address _____

Cell Phone: _____ Fed Id _____

Email Address: _____ Desired Opening Dated _____

SECTION TWO:

Fees: (Fill in amount(s) from our attached Schedule for each applicable license)-Note fees for annual licenses are prorated by half if anticipated start of date of business is after November.

NQ Retail Beer Pack	\$ _____	NQ4 Retail Malt Dr	\$ _____	NQ3 Retail Drink	\$ _____
Quota Retail Package	\$ _____	Supplemental Bar	\$ _____	Brewers License	\$ _____
NQ1 Retail Drink	\$ _____	NQ2 Retail Drink	\$ _____	Wholesale Liquor	\$ _____
Quota Retail Drink	\$ _____	Sunday Liquor	\$ _____	Malt Bev Dist	\$ _____
Temporary Beer	\$ _____	Temporary Liquor	\$ _____	Temporary Wine	\$ _____
Other	\$ _____	Temporary Auction	\$ _____		

Total ABC Fees Remitted:	\$ _____
Bowling Green Occupational Fees Included:	\$ _____
Live Entertainment License Fee if Applicable	\$ _____

FEE DUE: \$ _____

SECTION THREE:

Complete the following for the business owner, partner (s) and all persons having an interest in the business to be licensed. List all owners, officers, partners or managing members. If publicly traded, list the three highest ranking officers and any natural person who owns ten (10) percent or more. If a non-profit, list the highest ranking director or officer. Complete below – you may attach a separate listing as long as it contains required information.

NAME	TITLE	STREET ADDRESS	STATE & ZIP CODE	DOB	SS#	PHONE	EMAIL

SECTION THREE:

1. Is this a publicly-traded company? Yes No

If yes, attach the criminal background checks for the three highest ranking officers and any person who owns ten percent (10%) or more interest for the states resided in for the past five (5) years.

If no, **attach** the criminal background checks for all persons listed in Section Three for the states resided in for the past five (5) years .

2. Does the applicant have ownership of the premises by lease, permit, management agreement, or land contract for the entire license period? If yes, attach a legal description of the boundaries of the premises (i.e. drawings, blue prints, a deed, or metes And bounds etc.)

3. Is the applicant a corporation, limited partnership, limited liability company (LLC) or other legally recognized entity?

If yes:

- a. Identify the state in which the applicant is incorporated or organized: _____
- b. **Attach** a copy of the applicant's Certificate of Existence or Certificate of Authority to do business in Kentucky.
- c. Attach a copy of the Articles of Incorporation

4. Has the applicant or any person named in Section C been convicted of a misdemeanor directly or indirectly related to alcohol or a controlled substance within the past two (2) years? YES No

SECTION FOUR:

Affidavit

I, _____ do hereby solemnly swear or affirm that I am aware that all documents contained within the **State application is incorporated and made a part of this application**, and that the answers contained therein plus the questions responded to above are true and correct to the best of my knowledge, information and belief. I further understand that in accordance with Section 4-4.02 of the Alcoholic Beverage Control Ordinance of the City of Bowling Green, Kentucky, I hereby consent to the authority of the Alcoholic Beverage Control Administrator and his investigators for: (a) inspections and searches of the licensed premises listed above; (b) confiscation of articles found on said licensed premises in violation of any Ordinance or Statute; and (c) emergency temporary closure of the licensed premises if the public health, safety, morals and welfare is threatened by multiple violations of any Ordinance or Statute involving disturbance of the peace or public disorder during the course of one day's operation of the licensed premises.

Date of Application: _____ Signature of Applicant: _____

Applicant's Title: _____

This is to certify that the foregoing document was subscribed and sworn to before me this the _____ day of _____, 20 ____.

NOTARY PUBLIC NOTARY NUMBER
County of _____ State of _____ My Commission Expires _____

Approved: _____

Michael Delaney, Alcoholic Beverage Control Administrator Date

Denied _____

Michael Delaney, Alcoholic Beverage Control Administrator Date

VERIFICATION OF BUILDING CODE NOTIFICATION
Related to
City of Bowling Green, Kentucky
APPLICATION FOR ALCOHOLIC BEVERAGE LICENSE

This form must be completed by the City's Department of Neighborhood and Community Services, located at 707 East Main Avenue, Bowling Green, Kentucky, before submitting your application for an Alcoholic Beverage License.

This is to certify that the property located at _____, to be occupied by the business known as _____, has contacted this office in order to obtain information for compliance with the Department of Housing and Community Development.

Signed this _____ day of _____, 20__.

Housing & Community Department Representative

****THIS FORM DOES NOT VERIFY THAT THE ABOVE NAMED BUSINESS IS IN COMPLAINECE, ONLY THAT A CONTACT WITH HOUSING & COMMUNITY DEVELOPMENT DEPARTMENT HAS BEEN MADE.****

VERIFICATION OF FIRE DEPARTMENT NOTIFICATION
Related to
City of Bowling Green, Kentucky
APPLICATION FOR ALCOHOLIC BEVERAGE LICENSE

This form must be completed by the City's Fire Department, 625 E. 6th Ave, Bowling Green, Kentucky, before submitting your application for an Alcoholic Beverage License.

This is to certify that the property located at _____, to be occupied by the business known as _____, has contacted this office in order to obtain information concerning the City's Fire Department requirements for building safety.

Signed this _____ day of _____, 20__.

City Fire Department Representative

****THIS FORM DOES NOT VERIFY THAT THE ABOVE NAMED BUSINESS IS IN COMPLAINECE, ONLY THAT A CONTACT WITH FIRE DEPARTMENT HAS BEEN MADE.****

Business Name _____

Premise Address _____

City Account Number _____

Enclosed is check or money order # _____ for \$ _____
Make payable to the Treasurer , City of Bowling Green and mail to P.O. Box 1410, Bowling Green KY 42102.

OR

Please bill my Visa MC DIS Account # _____ Amt \$ _____

Expiration _____ Security Code (3 digits on back of card)

Authorized Signature _____

Billing Address for Card _____

If paying by credit card, form may be faxed to 270-393-3636