

Have you submitted . . .

- City License Application – Temporary On-Sale 3.2 Percent Malt Liquor
- License Fee
- Certificate of Liquor Liability Insurance
- Facility Use Agreement – provide copy of written agreement signed by owner to use the Brooklyn Center establishment
- Attach a copy of ONE of the following for proof of nonprofit status
 - Nonprofit Articles of Incorporation OR a current Certificate of Good Standing (Don't have a copy? Contact Secretary of State 651-296-2803)
 - IRS income tax exemption [501(c)] letter in your organization's name (Don't have a copy? Contact IRS 1-877-829-5500)
 - IRS – Affiliate of national, statewide, or international parent nonprofit organization (charter)
If your organization falls under a parent organization, attach copies of BOTH of the following:
 - IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
 - the charter or letter from your parent organization recognizing your organization as a subordinate

Questions . . .

To obtain a temporary on-sale 3.2 percent liquor license application or for more information on liquor licensing, please call:

City Clerk

(763) 569-3306

Monday – Friday

8:00 a.m. – 4:30 p.m.



6301 Shingle Creek Parkway
Brooklyn Center, MN 55430-2199
Telephone (763) 569-3300
TTY/Voice 711
Fax (763) 569-3494
www.cityofbrooklyncenter.org

Temporary On-Sale 3.2 Percent Liquor License Procedures

Revised 7/10

City of Brooklyn Center

License Requirements

The City of Brooklyn Center requires the licensing of Temporary On-Sale 3.2 Percent Malt Liquor as defined in Chapter 11 of its City Code.

A Temporary On-Sale 3.2 Percent Malt Liquor License shall be issued only to a club, charitable, religious, or nonprofit organization (must provide copy of nonprofit status) and shall be subject to any special terms and conditions the City Council may prescribe.

Every application for a Temporary On-Sale 3.2 Percent Malt Liquor License shall be made on a form supplied by the City. Every application shall state the name of the organization; name, address, and telephone number of the applicant; date, time, and location of event; and other information as the City Council may require from time to time. No person shall make a false statement in an application. Applications must be filed with the City Clerk a minimum of thirty (30) calendar days in advance of the proposed event.

City Form – License Application – every application for a Temporary On-Sale 3.2 Percent Malt Liquor License shall be verified and filed with the City Clerk.

License Fee – \$10 per day payable to City of Brooklyn Center; license fees are nonrefundable.

Certificate of Insurance – certificate that there is in effect an annual aggregate insurance policy for dram shop insurance of not less than \$300,000 per policy year or \$500,000 per policy year if the event is held on City-owned property.

License Approval – upon the City Clerk's receipt of a completed Application For On-Sale 3.2 Percent Malt Liquor License, license fee, proof of insurance, and copy of nonprofit status if nonprofit organization, the Police Department shall review the application and recommend to the City Council approval or denial of the license application.

References:

- *Minnesota Statutes*
 - 340A.403, subd. 2

- *City Code Chapter 11*
 - Section 11-107.3
 - Section 11-109
 - Section 11-110, subd. 5
 - Section 11-111, subd. 5
 - Section 11-121, subd. 4

Temporary On-Sale 3.2 Percent Malt Liquor License Application

License Fee of \$10 per day must be submitted to City Clerk with application

Temporary Liquor License Fees are Non-Refundable

Application Must Be Submitted 30 Days Prior to Event; City Council Approval Required

Pursuant to City Code Section 11-107, Subdivision 3: Temporary on-sale licenses may be granted to clubs, charitable, religious, or nonprofit organizations. Temporary on-sale licenses shall be subject to any special terms and conditions as the City Council may prescribe.

1. Organization Name: _____

2. Information on **Contact Person**:

Name: _____

(First, Middle, and Last)

Address: _____

(Street, City, and Zip Code)

(Home Telephone Number)

(Work Telephone Number)

3. Information on **Event**:

Name of Event: _____

Location of Event: _____

Dates(s) and Time(s) of Event: _____

Date	Start time of event	End time of event
Day 1	From: a.m./p.m.	To: a.m./p.m.
Day 2	From: a.m./p.m.	To: a.m./p.m.
Day 3	From: a.m./p.m.	To: a.m./p.m.
Day 4	From: a.m./p.m.	To: a.m./p.m.

Security for Event: _____

Insurance Requirement: Brooklyn Center requires proof of \$300,000 dram shop liquor liability insurance with the City of Brooklyn Center named as an additional insured. This should be in the form of a certificate of insurance. However, if your event is being held on City property, such as a City park, you are required to have proof of \$500,000 dram shop liquor liability insurance with the City of Brooklyn Center named as an additional insured.

Information is collected to determine eligibility for license. Failure to provide information requested may result in denial of application.

Signature: _____

Date: _____

City Approval

Approved By: _____

Date: _____

City Clerk