Have you submitted . . .

- State Form – Application and Permit for a 1 to 4 Day Temporary On-Sale Liquor License
- City Addendum License Application
- License Fee ($25 per day)
- 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 intoxicating 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 Intoxicating Liquor License Procedures

Revised 7/10

City of Brooklyn Center

License Requirements

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

A Temporary On-Sale Intoxicating Liquor License may be issued only in connection with a **social event** within the city that is sponsored by a club or charitable, religious, or other nonprofit organization that has existed for at least three years or to a brewer who manufactures fewer than 3,500 barrels of malt liquor in a year.

The license may authorize the sale of intoxicating liquor to be consumed on the Premises for **not more than three consecutive days**, and the City shall issue no more than twelve days' worth of temporary licenses to any one organization or for any one location within a 12-month period.

The temporary license may authorize the sale of intoxicating liquor to be consumed on Premises other than Premises the licensee owns or permanently occupies.

The temporary license may provide that the licensee may contract for intoxicating liquor catering services with the holder of an On-Sale Intoxicating Liquor License issued by any municipality.

The City may not issue more than one Temporary On-Sale Intoxicating Liquor License to any one organization or registered political committee, or for any one location, within any 30-day period unless the licenses are issued in connection with an event officially designated a community festival by the City. Applications must be filed with the City Clerk a minimum of fifty-five (55) calendar days in advance of the proposed event to ensure delivery to the State for approval.

State Form – License Application – every application for a Temporary On-Sale Intoxicating Liquor License shall be in the form prescribed by the Commissioner of Public Safety. The form shall be verified and filed with the City Clerk.

City Form – License Addendum – every application shall include a City addendum

License Fee – $25 per day payable to City of Brooklyn Center; license fees are nonrefundable.

Certificate of Insurance – certificate issued in the organizations' name that there is in effect an annual aggregate insurance policy for dram shop (liquor liability) 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.

If you need assistance obtaining liquor liability insurance for your organization, contact the Minnesota Joint Underwriting Association at 651-222-0484.

License Approval – upon the City Clerk's receipt of a completed Application For 1 to 4 Day Temporary On-Sale Liquor License, City addendum, 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. The license may be issued only upon receiving the approval from the Commissioner of Public Safety.

**The City Council meets the 2nd and 4th Monday of the month.

References:
- *Minnesota Statutes*
    - 340A.404, subd. 10
    - 340A.410, subd. 10

- *City Code Chapter 11*
    - Section 11-107.6
    - Section 11-109
    - Section 11-110, subd. 5
    - Section 11-111, subd. 4
    - Section 11-121, subd. 4

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	Zip Code
		Minnesota	

Name of person making application	Business phone	Home phone

Date(s) of event	Type of organization
	☐ Club ☐ Charitable ☐ Religious ☐ Other non-profit

	Organization officer's name	City	State	Zip
X			Minnesota	

Add New Officer

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/County	Date Approved
City Fee Amount	Permit Date
Date Fee Paid	City/County E-mail Address

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.

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

Temporary On-Sale Liquor License Application Addendum
License Fee of $25 per day must be submitted to City Clerk with application
Temporary Liquor License Fees are Non-Refundable
Application Must Be Submitted 55 Days Prior to Event; City Council Approval Required

Pursuant to City Code Section 11-107, Subdivision 6: The license may be issued only in connection with a social event within the city that is sponsored by a club or charitable, religious, or other nonprofit organization that has existed for at least three years.

Information on Contact Person:

Name:_____
(First, Middle, and Last)

Address:_____
(Street, City, and Zip Code)

_____   _____
(Home Telephone Number)   (Work Telephone Number)

Information on Event:

Name of Event:_____

Location of Event:_____
(Street, City, and Zip Code)

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 (explain in detail how you will ensure no underage sales or consumption, how the area will be secured, i.e. by fence, rope, barricade) _____

_____

_____

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:_____