



# City of Lawrence

## Drinking Establishment License Application

### APPLICANT INFORMATION

Application is hereby made for  Class A Club (\$500.00)  Class B Club (\$500.00)  Caterer (\$500.00) a two-year license fee:  Drinking Establishment (\$500.00)  Retail Liquor (\$600.00)

Name of Individual Owner, Partnership or Corporation:

### BUSINESS INFORMATION

Name of Business to be Licensed:

E-Mail Address:

Business Address	Street:	City:	State:	Zip:	Business Phone:
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Business Mailing Address	Street:	City:	State:	Zip:	Alternate Phone:
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Premises are:  Leased  Owned (If premises are leased, please attach a copy of your current lease.)

**If for a corporation or partnership, please list names, addresses and birthdates of all officers/partners:**

Name:	Street:	City:	State:	Zip:	Birth Date:
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Name:	Street:	City:	State:	Zip:	Birth Date:
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Name:	Street:	City:	State:	Zip:	Birth Date:
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Name:	Street:	City:	State:	Zip:	Birth Date:
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Name:	Street:	City:	State:	Zip:	Birth Date:
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### MANAGER INFORMATION

Place of Business Managed by:

Contact Name:

Contact Phone Number:

Home Mailing Address	Street:	City:	State:	Zip:	E-Mail Address:
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Place of Birth:	Date of Birth:	Length of Kansas Residency:
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I hereby certify the above information to be true and correct to the best of my knowledge. I have read a copy of Chapter IV of the City Code of the City of Lawrence. I have attached a copy of my current alcohol license from the State of Kansas and the appropriate fee has been paid to the City Clerk's Office. It is understood that should ownership or location of this establishment change, the license is null and void, these fees are not refundable or prorated. It is further understood that in the event this license is not approved by the City Commission of Lawrence, Kansas, these fees are not refundable or prorated.

- PLEASE INCLUDE:**
- \$500.00 if for a Class A or B Club, Caterer or Drinking Establishment
  - \$600.00 if for a Retail Liquor
  - Copy of your current lease if premises are leased
  - Copy of your current alcohol license from the State of Kansas
  - For NEW license in the CD (downtown) zoning district, include a Statement of Gross Receipts\*
  - For RENEWAL license in the CD (downtown) zoning district, include copies of your completed and submitted Kansas Department of Revenue Retail Liquor Excise Tax Returns for the last 12 months.\*

\*If the Licensed Premises is located within the CD (downtown) zoning district, the license premises shall be required to derive from the sales of food for consumption on the Premises not less than 55% of all the Licensed Premises' gross receipts for a calendar year from sales of food and beverages on such Premises.

\_\_\_\_\_  
 APPLICANT'S NAME (Printed)                      APPLICANT'S SIGNATURE                      TODAY'S DATE

<b>FOR OFFICE USE ONLY</b>	
Date Application Received:	Date Approved by the City Commission:
<p>Is the location within 400 feet of a school or church? <input type="checkbox"/> Yes <input type="checkbox"/> No            Distance limitation waiver hearing required? <input type="checkbox"/> Yes <input type="checkbox"/> No            Is the location within 200 feet of a school or church? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>I hereby <input type="checkbox"/> approve <input type="checkbox"/> disapprove this application.</p>	
_____ City Clerk	

**LICENSE PROCEDURES  
FOR CLASS A CLUB, CLASS B CLUB, DRINKING  
ESTABLISHMENT, CATERER, OR RETAIL LIQUOR STORES**

***Please keep these procedures on file for your records.***

Attached please find a copy of an application form for your city license. Information regarding the state license procedures may be obtained by calling the State of Kansas Alcohol Beverage Control Division at 785-296-7015 or <http://www.ksrevenue.org/abc.htm>.

Under the requirements of the City Code, the process for licensing is as follows:

- 1) Complete and submit the **enclosed APPLICATION;**
- 2) Submit a copy of your new or renewed **STATE LICENSE; (Important: In order to receive your license, please submit a copy of your current state license)**
- 3) Submit a **current** copy of your **LEASE** (unless one is currently on file in our office); **(Important: If you are leasing your building, in order to receive your license, please submit a current copy of your lease.**
- 4) If corporation or partnership, please attach a listing of **names, addresses, and birthdays of all officers/partners.**
- 5) Submit a **2-YEAR LICENSE FEE OF \$600.00 FOR RETAIL LIQUOR OR \$500.00 FOR CLASS A/CLASS B/DRINKING ESTABLISHMENT/CATERER** to:

City Clerk's Office  
City Hall, Room 310  
6th and Massachusetts  
Post Office Box 708  
Lawrence, Kansas 66044

The application will be placed on the next available agenda of the City commission meeting for their approval. The Commission normally meets each Tuesday, except for holidays and the fifth Tuesday of any month.

If the property is located within the Downtown Commercial (CD) zone district, license premise shall be required to have not less than 55% of food sales from gross receipts for a calendar year from sales of food and beverages combined.

- ***New License - if applying in the CD zoning district, described as the downtown area – New Hampshire, Massachusetts and Vermont between 6<sup>th</sup> Street to 11<sup>th</sup> Street), a statement of Gross Receipts should be attached to license application for a new license;***
- ***Renewing License- Submit your last 12 months of your Kansas Department of Revenue Retail Liquor Excise Tax Returns.***

If approved, the license will be available after 10:00 a.m. the following morning. If it is not picked up by 3:30 on Wednesday, it will be mailed to your place of business.

**Please note that your City License runs concurrently with your State License therefore, your City License is due when your State License is due. If you inadvertently do not receive a renewal notice you can access your City Drinking Establishment License Application at [www.lawrenceks.org](http://www.lawrenceks.org) under: Departments – City Manager's Office – City Clerk – Licensing and Permits or [http://www.lawrenceks.org/admin\\_services/general\\_information](http://www.lawrenceks.org/admin_services/general_information) or contact.**

***Diane Trybom, Deputy City Clerk***  
***Phone: 785-832-3308***  
***Fax: 785-832-3305***  
***Email: [dtrybom@lawrenceks.org](mailto:dtrybom@lawrenceks.org)***

***or Jonathan Douglass-Assistant to the City Manager/City Clerk***  
***Phone: 785-832-3466***  
***Fax: 785-832-3305***  
***Email: [jdouglass@lawrenceks.org](mailto:jdouglass@lawrenceks.org)***

If you have any questions, or there is a need for additional information, please feel free to contact our offices at (785) 832-3200.