

## Temporary On-Sale Liquor License

*The undersigned hereby makes application for a license and agrees to operate in the City of Alexandria in accordance with the regulations governing this enterprise as set forth in the Alexandria City Code. It is understood that failure to conform renders this license null and void.*

### Contact Person Information

Legal Name First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Company Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Mailing Address (where future correspondence should be sent):

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

**Business Information:** Corporation Limited Liability Company Partnership Other \_\_\_\_\_

Name of Company \_\_\_\_\_

Business Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_ Website \_\_\_\_\_

List all other names under which you conduct business (*legal names, mobile food unit signage, parent companies DBA, etc.*).

\_\_\_\_\_

\_\_\_\_\_

Applicant/Licensee Signature \_\_\_\_\_

Title (if signing on behalf of an organization) \_\_\_\_\_ Date \_\_\_\_\_

\*If you have any questions, please contact Amy Riedel at 320-759-3622 or email at [ariedel@alexandriamn.city](mailto:ariedel@alexandriamn.city). On behalf of the City of Alexandria, thank you for your prompt attention in returning your application.

**\*Please make sure all the necessary documents accompany your license application and the forms are filled out completely and signed. Incomplete applications will not be approved.**

### (FOR OFFICE USE ONLY)

Date Received: \_\_\_\_\_

Date of City Council Approval: \_\_\_\_\_

License #: \_\_\_\_\_

Date Submitted to State: \_\_\_\_\_



**TEMPORARY ON-SALE ~~Copy~~ LICENSE APPLICATION  
(1 DAY TO 4 DAY)**

TYPE OR PRINT INFORMATION

NAME OF EVENT			
STREET ADDRESS		CITY	STATE    ZIP CODE
NAME OF ORGANIZATION MAKING APPLICATION:		BUSINESS PHONE	HOME PHONE
DATES LIQUOR WILL BE DISPENSED:	EVENT SPONSOR TYPE OF ORGANIZATION: CLUB      CHARITABLE      RELIGIOUS      OTHER NONPROFIT		
TIMES LIQUOR WILL BE DISPENSED:			
DESCIRBE PLAN FOR EVENT SANITATION AND SECURITY, INCLUDING PROCESS TO BE USED TO VERIFY AGE FOR ALCOHOL CONSUMPTION:			
PROVIDE A SITE PLAN SHOWING LOCATION ALCOHOL WILL BE SOLD AND CONSUMED FOR THE OUTDOOR AREA:			

**APPROVAL**

**APPLICATION MUST BE APPROVED BY CITY COUNCIL**

CITY FEE AMOUNT:   \$100/DAY                        DATE FEE PAID: \_\_\_\_\_

DATE APPROVED: \_\_\_\_\_                      \_\_\_\_\_

SIGNATURE OF CITY ADMINISTRATOR

**ROUTED TO:** POLICE CHIEF - APPROVE    DENY                      CITY ATTORNEY - APPROVE    DENY

**NOTE: THE ON-SALE LIQUOR LICENSE HOLDER IS REQUIRED TO PROVIDE A CERTIFICATE OF LIABILITY INSURANCE LISTING THE CITY OF ALEXANDRIA AS AN ADDITIONAL INSURED FOR THE EVENT INCLUDING THE DATE(S) OF THE EVENT.**

# General Application For License

## CITY OF ALEXANDRIA

### Section A

#### Certification of Compliance—Minnesota Workers' Compensation Law

Minnesota Statute, Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in an activity in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of MSS Chapter 176. The information required is: the name of the insurance company, the policy number, and dates of coverage or the permit to self-insure. This information will be collected by the licensing agency and retained in their files.

This information is required by law, and licenses and permits to operate a business may not be issued or renewed if it is not provided and/or is falsely reported. Furthermore, if this information is not provided or falsely stated, it may result in a \$2,000 penalty assessed against the applicant by the Commissioner of the Department of Labor and Industry.

Insurance Company Name (not the agent):	Policy Number:
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Dates of Coverage:	to
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#### OR

I am not required to have workers' compensation liability coverage because:

- I have no employees
- I am self insured (include permit to self-insure)
- I have no employees who are covered by the workers' compensation law (these include spouse, parents, children, and certain farm employees)

I certify that the information provided above is accurate and complete and that a valid workers compensation policy will be kept in effect at all times as required by law.

### Section B

#### Tax Identification Information

Pursuant to Minnesota Statute 270C.72, the City of Alexandria is required upon request to provide to the Minnesota Commissioner of Revenue your Minnesota business tax identification number or the social security number of each license applicant.

Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we are required to advise you of the following regarding the use of this information:

- This information may be used to deny the issuance, renewal or transfer of your license in the event you owe the Minnesota Department of Revenue delinquent taxes, penalties, or interest;
- Upon receiving this information, the City of Alexandria will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Agreement, the Department of Revenue may supply this information to the Internal Revenue Service;
- Failure to supply this information may jeopardize or delay the processing of your license application.

Minnesota Business ID Number:	Federal Tax ID Number:
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If a Minnesota Tax ID number is not required, please explain:	Social Security Number:
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### Section C

#### Tennessee Warning

Under the Minnesota Government Data Practices Act, some of the data you are being asked to provide on this application, including any social security number, **are private data**. You are being asked to provide this data so that the City of Alexandria may evaluate your eligibility for the license for which you are applying. By signing below, you are consenting to allow this data to be shared with City of Alexandria staff, councilmembers and mayor so that they may process and evaluate your application and eligibility for the license. In addition, you are being asked to provide this data because the City may be required to provide it to the Minnesota Commissioner of Revenue. It is also possible that the City may be required to share the data with the state or legislative auditor or upon court order. You may choose not to provide some or all of this private data, but withholding it or providing incomplete information may prevent you from obtaining the license for which you are applying.

Signature:	Date of Birth:	Date:
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Minnesota Department of Public Safety  
 Alcohol and Gambling Enforcement Division  
 445 Minnesota Street, Suite 1600, St. Paul, MN 55101  
 651-201-7507 TTY 651-282-6555

**APPLICATION AND PERMIT FOR A 1 DAY  
 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization \_\_\_\_\_ Date of organization \_\_\_\_\_ Tax exempt number \_\_\_\_\_

Organization Address (No PO Boxes) \_\_\_\_\_ City \_\_\_\_\_ State Minnesota Zip Code \_\_\_\_\_

Name of person making application \_\_\_\_\_ Business phone \_\_\_\_\_ Home phone \_\_\_\_\_

Date(s) of event \_\_\_\_\_ Type of organization  Microdistillery  Small Brewer  
 Club  Charitable  Religious  Other non-profit

Organization officer's name \_\_\_\_\_ City \_\_\_\_\_ State Minnesota Zip Code \_\_\_\_\_

Organization officer's name \_\_\_\_\_ City \_\_\_\_\_ State Minnesota Zip Code \_\_\_\_\_

Organization officer's name \_\_\_\_\_ City \_\_\_\_\_ State Minnesota Zip Code \_\_\_\_\_

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 OF ALEXANDRIA \_\_\_\_\_  
 City or County approving the license

\_\_\_\_\_ Date Approved

\_\_\_\_\_ Fee Amount

\_\_\_\_\_ Permit Date

Event in conjunction with a community festival  Yes  No

ARIEDEL@ALEXANDRIAMN.CITY

14,335 \_\_\_\_\_

City or County E-mail Address

\_\_\_\_\_ Current population of city

\_\_\_\_\_ Signature City Clerk or County Official

\_\_\_\_\_ Please Print Name of City Clerk or County Official

**CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event  
 No Temp Applications faxed or mailed. Only emailed.**

**ONE SUBMISSION PER EMAIL, APPLICATION ONLY.**

**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**

