

HUNTSVILLE

The Star of Alabama

Clerk-Treasurer Department

256.427.5082

docclerkquestions@huntsvilleal.gov

Document Submission Information

Please give us your name, email and contact number so we may contact you if needed regarding the document you are submitting.

Thank You.

First Name: _____ Last Name: _____

Email Address: _____

Contact Phone Number: _____

**CITY OF HUNTSVILLE, ALABAMA
CLERK-TREASURER DEPARTMENT**

ALCOHOLIC BEVERAGE LICENSE INSTRUCTION SHEET

1. You must **first** file an application with the State of Alabama ABC Office at (256)726-0401.
2. There is a non-refundable filing fee of \$100.00 due with the application.
3. Completely fill out the application and sign in the required places.
4. Attach a copy of the articles of incorporation, organization or partnership papers.
5. Attach a copy of your lease / deed. The name(s) listed on the lease must be the applicant.
6. List all convictions other than minor traffic tickets. Failure to do so is cause for automatic denial of application.
7. Submit a copy of a valid Driver's License for each person listed on application.
8. There is a fee of \$25.00 per background check.
9. Contact the Madison County Health Department at 256-539-3711 for a Food Permit or Letter of Intent.
10. All on-premise liquor licenses require a minimum \$8,000.00 Liquor Tax Bond.
11. Once the License Review Committee approves your application, and after you purchase the City of Huntsville Privilege License, you will be given a "Letter of Approval" to take to the State of Alabama ABC Office.
12. Application processing time is approximately 5-6 weeks.
13. If you have any questions, you may call 256-427-5082, or write to:

Mailing Address: Clerk-Treasurer Department
City of Huntsville
P. O. Box 308
Huntsville, AL 35804-0308

Physical Address: Clerk-Treasurer Department
City of Huntsville
308 Fountain Circle
Huntsville, AL35801

E-mail Address: docclerkBeverageSup@huntsvilleAL.gov

ALCOHOLIC BEVERAGE LICENSE APPLICATION

Liquor: Restaurant Retail (No Entertainment) Restaurant Retail (With Entertainment)
 Lounge Retail (No Entertainment) Lounge Retail (With Entertainment)
 Wholesale Retail Package Special Event Manufacturer Club
 Special Retail (More Than 30 Days) Special Retail (30 Days or Less)

***With the purchase of a liquor license, a separate beer and/or wine license is not required.**

Malt or Brewed Beverage:

Retail Beer Off-Premise BrewPub Manufacturer Warehouse
 Retail Beer On/Off Premise (Without Food) Wholesale
 Retail Beer On/Off Premise (With Food)
 Retail Beer On/Off Premise (With Food and Entertainment)

Wine: Retail Wine Off-Premise Manufacturer Warehouse Wholesale
 Retail Wine On/Off Premise (Without Food)
 Retail Wine On/Off Premise (With Food)
 Retail Wine On/Off Premise (With Food and Entertainment)

I. OWNING ENTITY INFORMATION:

Individual Corp. Partnership L.L.C.

A. Federal Tax ID# _____ - _____ NAICS Code _____

B. City of Huntsville Taxpayer ID #

C. Ownership Name

D. List all persons having any ownership interest in this business or list Corporate Officers:

NAME	TITLE	% OWNERSHIP
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E. Attach a copy of the corporation papers or Certificate of Authority.

F. List Name of the manager(s)

G. Has the owning entity ever had an Alcoholic Beverage License in the City of Huntsville before?

Yes No If yes, explain

H. Has the owning entity (or any share holder) ever had an Alcoholic Beverage License revoked, suspended or denied before? Yes No If yes, attach a letter of explanation.

II. LOCATION INFORMATION:

- A. Business Name:
- B. Location Address:
- C. Business Mailing Address:
- D. Date ownership of business changed:
- E. Previous ownership's name, business name, and City of Huntsville Taxpayer ID number at this location

- F. Landlord's name, address, and telephone number

- G. Describe all activities that will take place at this establishment

- H. Does any person listed on this application have any financial interest, either directly or indirectly, with any other business establishment that has an alcoholic beverage license in the City of Huntsville?
Yes No If yes, please attach a statement with the name and address of the business and describe the extent of the interest.

III. PROPERTY INFORMATION:

- A. Give square footage and a brief description of the building.

- B. Is there any new construction or remodeling?
- C. What is the number of parking spaces available at this location?
- D. What is the total seating capacity of the establishment?
- E. Will there be outdoor/patio seating? If so, attach a detailed drawing of outside seating plan.
- F. Does the establishment have a fully equipped and operational kitchen?
- G. Is the establishment habitually and principally used to serve food to the public?
- H. Do you keep a record of all food supplies purchased?
- I. If not kitchen equipped, is any type of food served? If yes explain.
- J. Estimated percentage of food and/or grocery sales: %, and beverage sales: %.
- K. List the business hours of operation
- L. List the hours of alcoholic beverage sales

I hereby swear or affirm that the information contained in this application is true and correct. I also swear or affirm that there are not any hidden partners, shareholders, or others with any hidden interest in this business.

Signature of Applicant

Sworn to and subscribed before me this _____ day of _____, 20 _____

Notary Public

Date Commission Expires

ALCOHOLIC BEVERAGES LICENSE APPLICATION BACKGROUND INFORMATION SHEET

A background information sheet must be completed for each person(s) listed in Section I (B, C, & F). Failure to complete a background information sheet for any person listed will result in a delay of the approval process or possible denial of this application.

Full Name SSN
Place of Birth Date of Birth
Are you a US Citizen? If naturalized, state when and where
Present Address
Length of Time at Present Address Home Phone #
Contact Information: Email Address Cell #
Present Employer and Address
Present Position/Title
Marital Status If married give spouse's full name and address (include maiden name)

What is your spouse's employer and employer's address?

Attach a copy of your current driver's license to assist HPD in making a positive identification for a background check.

List three Personal References (giving full name, current address and telephone number):

- 1.
- 2.
- 3.

JUDICIAL HISTORY:

List all convictions other than minor traffic violations. Failure to properly list convictions may result in the denial of the application.

Violation	Jurisdiction / Court	Date of Case	Disposition
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Signature of Applicant

LIQUOR LICENSE TAX BOND

KNOW ALL MEN BY THESE PRESENTS:

That _____ hereinafter called Principal, and _____ as Surety are held and firmly bond unto the City of Huntsville, Alabama, a Municipal Corporation, in the sum of _____ Thousand and No/100 (\$_____) for the payment of which well and truly to be made we hereby bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally firmly by these presents.

The condition of the foregoing obligation is such, however, that WHEREAS, the said principal has made application be licensed to engage in the business of selling liquor at retail within the City of Huntsville, Alabama.

WHEREAS, as a conditional precedent to the issuance of a license for such a business, the principal is required to deliver to the City of Huntsville, Alabama, a bond conditioned to promptly pay to said City all such amounts as are required to be paid to said City under the terms of Ordinance No. 11-654, Sec. 3-90, and any other amount which may become due to the City of Huntsville pro privilege licenses, sales, use or gross receipts taxes after the date of this bond.

NOW THEREOF, the condition of this obligation is such, that if the said principal shall faithfully comply with all the laws and ordinances of the City of Huntsville, Alabama, all such amounts as may become due as requires under the terms of the above license, then this obligation is to be null and void; otherwise to remain in full force and effect.

If the Surety shall so elect, this bond may be canceled by giving thirty (30) days' notice in writing to the Clerk-Treasurer of the City of Huntsville and this bond shall be deemed canceled at the expiration of said thirty (30) days; the Surety remaining liable, however, subject to all terms, conditions and provisions of this bond, for any act or acts covered by this bond which may have been committed by the principal up to the date as such cancellation.

IN WITNESS WHEREFOR, the said Principal and the Surety have hereunto set their hands and seals at Huntsville, Alabama on this the _____ day of _____, 20____.

_____(SEAL)
Principal

BY _____
Seal

_____(SEAL)
Surety

BY _____
Title