

**APPLICATION/INVESTIGATION FORM
TEMPORARY ON-SALE LIQUOR LICENSE**

Dear Applicant,

Thank you for your interest in a St. Louis Park Temporary On-Sale Liquor License. Application forms must be completed and received along with the license fee before your application can be processed.

State and City regulations are as follows:

- Temporary liquor licenses may be issued to clubs, charitable, religious or other nonprofit organizations which have been in existence for at least three years.
- No more than three temporary licenses may be issued to any one organization or location during a calendar year.
- Each license is limited to not more than four consecutive days.
- No more than one temporary license may be issued to any one organization or for any one location within any 30-day period.
- Temporary On-sale Intoxicating Liquor Licenses require both City and State approval.
- Temporary On-sale Intoxicating Liquor Licenses for the purpose of wine tastings does not allow wine to be sold or orders taken for off-premises consumption (MN Statutes 340A.418)

Enclosed you will find a St. Louis Park application which contains an information advisory and authorization to release information. The form must be signed by two officers of the organization and by two members who are authorized by your organization to manage liquor sales should the license be granted. A background check of these individuals will be conducted by our Police Department. Following that investigation, the City Council will approve or deny the license.

If your license is for temporary sale of **intoxicating liquor**, you must also complete the [State application](#), which upon City Council approval will be forwarded to the Minnesota Department of Public Safety Alcohol and Gambling Enforcement Division for State approval. (If your license is for temporary sale of 3.2 Malt Liquor, the State application is not required and the 3.2 license is issued by the City.)

You will be notified of the City Council meeting date when your application will be considered.

✓ A checklist of required application materials and forms are included in this packet.

If you have questions about our ordinance, these forms or the City's process for consideration of your application, please feel free to contact me at 952-924-2505.

Sincerely,
Amanda Scott-Lerdal
Deputy City Clerk

**CITY OF ST. LOUIS PARK
TEMPORARY LIQUOR LICENSE APPLICATION**

CHECKLIST OF REQUIRED APPLICATION MATERIALS

The following materials must be submitted to the City Clerk for consideration of your Temporary Liquor License application. All items requested are included in this application packet.

**For Intoxicating Liquor Sales
(Liquor, Wine, Strong Beer):**

- ☐ [Completed State Application from the MN Department of Public Safety](#)
- ☐ Completed, signed and dated, City Application for Temporary On-Sale Liquor License
- ☐ Signed and dated Information Advisory and Authorization for Release of Information Form
- ☐ Fee of \$100 for each day liquor sales are to be conducted

For 3.2 Malt Liquor

- ☐ Completed, signed, and dated City Application for Temporary On-Sale Liquor License
- ☐ Signed and dated Information Advisory and Authorization for Release of Information
- ☐ Fee of \$100 for each day liquor sales are to be conducted

For Events where FOOD SERVICE will be involved

- ☐ Please contact the City Inspections Department at 952-924-2588 for information on Temporary Food Service Permit requirements.

CITY OF ST. LOUIS PARK
INFORMATION ADVISORY AND AUTHORIZATION
FOR RELEASE OF INFORMATION TO SUPPORT LICENSE APPLICATION

In connection with your application for a license, you are being requested to provide information regarding your criminal and financial background which may be classified as public or private data under the Minnesota Data Practices Act.

The purpose of the information requested in the application is to provide background for the investigation of license applicants required by City Ordinance. Providing the information will assist the police department in preparing an investigative report for the city council's review. The investigative report is used when granting or denying the license. All information provided in that report becomes part of the public record and is available to any interested individual.

If the license is approved, all information provided by the applicant as part of the license application becomes public and is available to any interested individual. If the license is not approved, only the name and address of the applicant and the report provided to council for consideration becomes public.

You have the right to refuse to supply the requested information. If you do so, this fact may be reported to the city council and may result in the denial of your license.

A criminal charge, arrest, or conviction will not bar an applicant from obtaining a license with the City of St. Louis Park unless the conviction is directly related to the matter for which the license is sought, according to Minnesota Statute §364.03. However, failure to reveal the requested criminal information will be considered falsification of the application and may be used as grounds for the denial of the license.

* * * * *

I acknowledge being informed and receiving a copy of the above advisory and agree to provide the requested information. I further authorize the release to the City of St. Louis Park of any information about my business and financial affairs which may be requested from any firm relative to my financial background. I also authorize the City of St. Louis Park to investigate the information provided in my application and to contact the persons named on the application. I understand that incorrect or incomplete information provided by me in my application may be considered falsification of the application and may be used as grounds for the denial of the license.

Signature

Date

Officer 1: _____

Officer 2: _____

Member 1: _____

Member 2: _____



TEMPORARY ON-SALE LIQUOR LICENSE APPLICATION

Specify Type of License:

☐ Intoxicating Liquor
(Liquor, Wine, Strong Beer)

☐ 3.2 Malt Liquor

Applicant Name _____

Applicant Phone No. _____

Applicant E-Mail Address _____

Organization Name _____

Purpose of Organization _____

Organization Address _____

Location where liquor is to be sold _____

Dates and Hours liquor is to be sold _____

Complete the following information for two officers of your organization and for two members of the organization whom the organization has authorized to manage the sale of liquor should the license be granted.

First, Middle, Last Name	DOB	Phone	Full Address

I certify the answers and statements and the attached information set forth in this application are true.

Applicant Signature

Date