



CITY OF ROCK HILL

827 N. Rock Hill Rd. ♦ Rock Hill, MO 63119 ♦ (314)968-1410 ♦ Fax (314)968-4843

Please read the instructions for liquor licenses carefully, as some things have changed, especially the portion pertaining to background checks. **Please note: renewals who do not have any changes in owner or management only need a name based background check, which may be completed online at <https://www.machs.msdp.dps.mo.gov>.**

New applicants or renewals that have a change in owner or management must have a full fingerprint background check completed by the Missouri State Highway Patrol (MSHP).

This process takes longer than a simple name check. For faster results, it is suggested that you visit a MSHP fingerprint site.

You may go to <https://www.cogentid.com/mo/MOMaps/SiteLocationMap.html> for a list of those sites.

If you instead choose to be fingerprinted by the Rock Hill Police Department, it can take upwards of 3-4 weeks for the background checks to come back from MSHP. Please be aware that we **cannot** issue a liquor license until the proper background check is complete.

If you have any questions, please contact me directly at 314-561-4303.

Sincerely,

Garrett Schlett
City Clerk

CITY OF ROCK HILL

Application Instructions for Liquor License(s)

All Applicants are to submit the following (*check-list for all applications*)

- 1) Rock Hill Liquor License application completed in full, including a copy of your State liquor license.
- 2) Check for the appropriate fee.
 - a. Fees are to be paid in full at the time of application.
 - b. Pro-rated fees will apply if application is made mid-year. The applicant shall pay the pro-rated amount for the remaining months of the year.
- 3) A Certificate of Insurance for \$1,000 (*applies to "original package" applicants only*)
- 4) Completed Applicant Release form for each applicable person. *See Attachment A*, (requires additional sheets, which are listed within the attachment)
 - a. Any application by a partnership, joint venture or group other than a corporation, shall include:
 - 1. A list of all individuals who are members of said partnership, joint venture or group, and shall identify a managing officer.
 - 2. An Applicant Release form for each individual listed.
 - 3. A sealed, authenticated background check for each individual listed, prepared by the Missouri State Highway Patrol (MSHP). Locations for fingerprint sites: <https://www.cogentid.com/mo/MOMaps/SiteLocationMap.html>

In lieu of obtaining a fingerprint background from a MSHP facility, applicants may appear in person at the Rock Hill Police Department with a \$20.00 cashier's check or money order made payable to the Missouri State Highway Patrol and be fingerprinted.

- b. Any application by a corporation shall include:
 - 1. The names and addresses of its registered agent, officers of the corporation, and directors of the corporation, and shall identify a managing officer.
 - 2. An Applicant Release form for each of the officers and directors of the corporation listed.
 - 3. A sealed, authenticated background check for each individual listed, prepared by the Missouri State Highway Patrol (MSHP). Locations for fingerprint sites: <https://www.cogentid.com/mo/MOMaps/SiteLocationMap.html>

In lieu of obtaining a fingerprint background from an MSHP facility, applicants may appear in person at the Rock Hill Police Department with a \$20.00 cashier's check or money order made payable to the Missouri State Highway Patrol and be fingerprinted.

CITY OF ROCK HILL

- 5) Proof of paid taxes for any taxes owed to the City.
- If the business owns its location and/or has a business vehicle(s), proof of payment of the
- a. associated taxes is required to be submitted with the application.
- If an applicant (individual, partner or corporate officer) is a Rock Hill resident, proof of
- b. the individual personal property as well as real estate taxes are also required.
- 6) “No Tax Due” letter from the Department of Revenue. Copies of the letter can be printed from <https://dors.mo.gov/tax/notaxdue/>

Due Date:

Liquor Licenses must be reviewed & approved by the Board of Alderman prior to issuance. Contact the City Clerk at 314-968-1410 for the deadline to be placed on the agenda.

Change of status:

The applicant is required to notify the city of any changes of management or ownership or other pertinent information as soon as possible. A change in ownership requires a new application with related review and approval. Liquor licenses are nontransferable.

Expiration Date:

Liquor licenses expire annually on June 30th.

CITY OF ROCK HILL

APPLICATION FOR LIQUOR LICENSE

The undersigned respectfully makes application for a license to sell:

(Check all that apply)

General Licenses

<input type="radio"/>	<u>Yearly Fee</u>	<u>Description</u>
<input type="radio"/>	\$75.00	ORIGINAL PACKAGE MALT LIQUOR The retail sales of malt liquor not to be consumed on the premises where sold. License includes Sunday sales.
<input type="radio"/>	\$150.00	ORIGINAL PACKAGE LIQUOR The retail sale of all liquor not to be consumed on the premises where sold between the hours of 6:00 a.m. and 1:30 a.m. on weekdays and on Saturday from 6:00 a.m. until 1:30 a.m. on Sunday. License includes malt liquor sales.
<input type="radio"/>	\$75.00	MALT LIQUOR BY THE DRINK The retail sale of malt liquor for consumption on the premises where sold. License includes Sunday sales.
<input type="radio"/>	\$75.00	MALT LIQUOR AND LIGHT WINE BY THE DRINK The retail sale of malt liquor and light wine for consumption on the premises where sold. License includes original package sales of malt liquor and malt liquor by the drink sales.
<input type="radio"/>	\$450.00	RETAIL LIQUOR BY THE DRINK The retail sale of all liquor to be consumed on the premises where sold between the hours of 6:00 a.m. and 1:30 a.m. on weekdays and on Saturday from 6:00 a.m. until 1:30 a.m. on Sunday. License includes package sale of all liquor including malt liquor.

Sunday Sales

<input type="radio"/>	\$150.00	ORIGINAL PACKAGE LIQUOR (SUNDAY) The retail sale of all liquor not to be consumed on the premises where sold between the hours of 9:00 a.m. and midnight on Sunday.
<input type="radio"/>	\$300.00	LIQUOR BY THE DRINK-RESTAURANT BAR The retail sale of all liquor to be consumed on the premises of the restaurant bar where sold between the hours of 9:00 a.m. and midnight on Sunday. License includes package sale of all liquor including malt liquor for Sunday sales.
<input type="radio"/>	\$300.00	LIQUOR BY THE DRINK-AMUSEMENT PLACE The retail sale of all liquor to be consumed on the premises of the amusement place where sold.

CITY OF ROCK HILL

Temporary Permits

- \$90.00** **CONSUMPTION OF INTOXICATING LIQUOR ON PREMESIS LICENSE.**
Issued to any establishment where food, beverage or entertainment are sold or provided for compensation and where patrons are allowed to bring their own intoxicating liquor on the premises for consumption.

- \$37.50** **PICNIC LICENSE**
Retail sales of all liquor to be consumed on the premises of certain groups as listed in Section 600.030C (1) where sold. 7 days max in any fiscal year.

- \$37.50** **TASTING PERMITS**
A permit to conduct wine, malt beverage and distilled spirit tastings on the premises. Applicant must have a valid liquor license per Section 600.020D (2).

- \$37.50/day** **SPECIAL EVENT PERMITS**
The sale of liquor for a function or event held a location other than the normally licenses premises. Applicant must have a valid “Retail Liquor by the Drink” license. 7 days max in any fiscal year.

CITY OF ROCK HILL

PLEASE PRINT LEGIBLY

1. BUSINESS INFORMATION:

Do you have a valid Rock Hill City Business or Merchant License? _____ Yes _____ No

Is the Business a: _____ Sole owner/operator _____ Partnership _____ Corporation

Name of Business _____

Address of Business _____

Mailing Address (if different from above) _____

Business Phone Number _____

Missouri Sales Tax Number _____

Description of Premises with photos (*only for new applicants*) _____

2. APPLICANT INFORMATION:

Name _____

Date of Birth _____

Home Address _____

Home Phone _____

Business Phone _____

3. INFORMATION OF MANAGER OF PROPOSED BUSINESS: (*if other than applicant*)

Name _____

Date of Birth _____

Home Address _____

Home Phone _____ Business Phone _____

4. IF APPLICATION IS FOR A NEW RESTAURANT:

Applicant states that the gross sales of wares and merchandise, exclusive of intoxicating liquors, tobacco and lottery tickets exceeds fifty percent (50%) of the business' gross sales; **each application for a license shall be accompanied by appropriate records of the business documenting compliance with said provision.**

5. ANY INDIVIDUAL OR PARTNERSHIP APPLICANT OR THE MANAGER OF PROPOSED BUSINESS ON BEHALF OF A CORPORATE APPLICANT MUST PROVIDE THE FOLLOWING INFORMATION:

Taxpaying Citizen of the State of Missouri _____ Yes _____ No

CITY OF ROCK HILL

6. IF AN INDIVIDUAL, ANSWER THE FOLLOWING ITEMS AS TO YOURSELF; IF A CORPORATION OR PARTNERSHIP, ANSWER THE FOLLOWING ITEMS IN TERMS OF THE CORPORATION, PARTNERSHIP, ANY STOCKHOLDER, OFFICER AND MANAGING OFFICER (*attach additional sheets as necessary*)

a. Do you have any interest in a liquor license other than that which is under review? If so, please describe in detail: _____

b. Have you previously held a liquor license of any type? If so, when and where: _____

c. Have you ever had a liquor license suspended or revoked? If so, please describe in detail:

d. Has any individual, to be licensed on the premises, had a liquor license suspended or revoked? If so, please describe in detail: _____

e. Have you ever been convicted of any violations of federal law, state statute, or local ordinances relating to intoxicating liquor? If so, describe in detail: _____

f. Has any individual, to be employed on the licensed premises, ever been convicted of any violation of federal law, state statute, or local ordinance relating to intoxicating liquor? If so, please describe in detail: _____

CITY OF ROCK HILL

APPLICATION MUST BE SWORN BEFORE A NOTARY PUBLIC

STATE OF MISSOURI)

)SS.

COUNTY OF ST. LOUIS)

Comes now _____ (name) being of lawful age, being first duly sworn upon oath, and states that he/she has read the foregoing application and fully understands the same, and that the answers and statements given by him/her are true and correct, and that he or she is authorized to sign this application on behalf of the named business.

Further, applicant agrees to comply with the provisions of the ordinance of the City of Rock Hill, Missouri, relating to the manufacture, brewing, sale and distribution of intoxicating liquor and malt liquor.

Signature of Applicant

Subscribed and sworn before me this _____ day of _____, 20 ____

Notary Public

My commission expires: _____

FOR OFFICE USE ONLY

Police Dept. Approval _____ Date _____

City Clerk Approval _____ Date _____

Board of Alderman Approval _____ Date _____

Attachment A

APPLICANT RELEASE FORM

I agree, by signing this document, that the City of Rock Hill Police Department is authorized to visit my fitness for a liquor license. I also agree that any member of the Rock Hill Police Department or other officers of the city are authorized to make inspections of my establishment after the issuance of said liquor license for the purpose of determining compliance with the laws of the State of Missouri and the of City of Rock Hill.

Within ten (10) days of the application, I shall furnish to the City of Rock Hill a recent photograph of me together with a photograph of the business premise exterior described on the application. (*Applicable only to new license applications*)

I understand and agree that if any statement of answers in the attached application is untrue or if I fail to comply with the laws of the State of Missouri and the City of Rock Hill pertaining to liquor, any license issued upon this application may be suspended or revoked.

Signature of the Applicant

Date

Attach a copy of applicant's driver's license