

Application process for Temporary 1 – 4 Day Temporary Liquor License

1. Complete application and submit to City Clerk's office no later than the Wednesday before the Council meeting at which you are requesting approval. **IMPORTANT:** *This is a Minnesota State issued license and will need approval at a Council meeting not less than 30 days prior to your scheduled event.*
2. Submit Certificate of Liability Insurance, with appropriate liquor liability coverage and naming the City of Grand Rapids as "additionally insured." See full requirements below.
3. Pay \$20 processing fee. Make checks payable to: City of Grand Rapids

Temporary Liquor License – Basic Info.

- Temporary licenses are available to: club or charitable, religious or other non-profit organizations in existence for at least three years. A political committee registered under MN Statutes Section 10A.14 or a state university may be issued a temporary license for the on-sale of intoxicating liquor in connection with a social event within the City/County sponsored by the licensee.
- Licenses may be issued for 1 to 4 days per year, not to exceed 12 days of distribution per year, and not more than one license within a 30-day period.
- License is for one location only.
- Upon Council approval, City staff will forward to State for each individual event.
- Alcohol must remain on premise; patrons may not walk outside the beverage service area.
- City of Grand Rapids Ordinance Insurance Requirements:
A certificate of insurance providing that the dispensing of alcoholic beverages by the licensee at the property is fully insured by \$500,000 of coverage because of bodily injury to any one person in any one occurrence; \$500,000 because of injury to or destruction of property of others in any one occurrence; \$500,000 for loss of means of support of any one person in any one occurrence; \$500,000 for loss of means of support of two or more persons in any one occurrence; and an aggregate policy limit of dram shop insurance of not less than \$500,000.
- Current City fee is \$20 per temporary license.



Minnesota Department of Public Safety
 Alcohol and Gambling Enforcement Division
 445 Minnesota Street, Suite 222, St. Paul, MN 55101
 651-201-7500 Fax 651-297-5259 TTY 651-282-6555

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

Name of organization _____ Date organized _____ Tax exempt number _____

Address _____ City _____ State Minnesota Zip Code _____

Name of person making application _____ Business phone _____ Home phone _____

Date(s) of event _____ Type of organization
 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 _____

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 or County approving the license

 Date Approved

 Fee Amount

 Permit Date

 Date Fee Paid

 City or County E-mail Address

 City or County Phone Number

 Signature City Clerk or County Official

 Approved Director Alcohol and Gambling Enforcement

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

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