

Application process for Temporary Transfer for Convention Facility on-sale.

1. Complete application and submit to City Clerk's office.
2. Submit Certificate of Liability Insurance, with appropriate liquor liability and naming the City of Grand Rapids as "additionally insured." See full requirements below.
3. Pay \$25 fee for City issued on-sale license or \$100 for adjacent municipality. Makes checks payable to: City of Grand Rapids.

Basic Information

- Temporary transfer liquor licenses are available to any holder of an on-sale intoxicating liquor license issued by the city, or by an adjacent municipality to dispense intoxicating liquor at the IRA Civic Center, Grand Rapids Sports Complex or the Central School of other designated city facility.
- License is for one location only.
- Alcohol must remain on premise, patrons may not walk outside with beverage.
- 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 \$500,000.00 of coverage because of bodily injury to any one person in any one occurrence; \$500,000.00 because of bodily injury to two or more persons in any one occurrence; \$500,000.00 because of injury to or destruction of property of others in any one occurrence; \$500,000.00 for loss of means of support of any one person in any one occurrence; \$500,000.00 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 \$500,000.00.



APPLICATION FOR TEMPORARY LIQUOR LICENSE TRANSFER Administration Department

Name of Licensee: _____ Application Date: _____

Event Location: _____

Event Date: _____ Type of Event: _____

The City Administrator may, by permit, authorize any holder of an on-sale intoxicating liquor license issued by the City, or by an adjacent municipality, to dispense intoxicating liquor in a sports, convention or cultural facility as designated by the Council during any convention, banquet, conference, meeting or social affair conducted in the facility.

No liquor dispensed by the licensee shall be consumed or permitted by the licensee to be consumed, outside of the sports, convention, or cultural facility, except when the temporary license is issued for an indoor/outdoor garden type arrangement and then only for a compact, contiguous and enclosed place, either walled or securely fenced, with the method of enclosure and location to be designated in the application for the temporary license and approved by the City Administrator.

PLEASE DESCRIBE METHOD OF ENCLOSURE AND LOCATION. (map/diagram must be attached)

A temporary license shall be issued only for a compact, continuous and enclosed place, either walled or securely fenced, with the method of enclosure and location to be designated in the application for the temporary license. City Ordinance 35.02(d)(e)

I hereby apply for a temporary permit to dispense on-sale 3.2 malt liquor as allowed by State Statutes 340A.404, Subd. 4b Special Provisions; sports, conventions, or cultural facilities; community festivals. I declare that I have read and understand the requirements of Section 6-36 – Sale of intoxicating liquor at convention facilities.

Signature of Authorized Officer: _____ Contact # _____

You are required to contact the City Police Department to arrange for security at your event. Fees for this service may vary.

Police Department Signature: _____

For Office Use Only

Date application received: _____ Fee Paid: \$ 25.00 City Licensee
\$100.00 Adj. Municipality

Certificate of Liability (naming City as additionally insured): Y / N

Certificate of Liquor Liability Insurance: (naming City as additionally insured): Y / N

Approved By: _____
City Administrator Date