



City of Lawrence

Drinking Establishment License Application

APPLICANT INFORMATION

Application is hereby made for Class A Club (\$500.00) Class B Club (\$500.00) Caterer (\$500.00) a two-year license fee: Drinking Establishment (\$500.00) Retail Liquor (\$600.00)

Name of Individual Owner, Partnership or Corporation:

BUSINESS INFORMATION

Name of Business to be Licensed:

E-Mail Address:

Business Address

Street:

City:

State:

Zip:

Business Phone:

Business Mailing Address

Street:

City:

State:

Zip:

24-Hour Phone:

Premises are: Leased Owned (If premises are leased, please attach a copy of your current lease)

If for a corporation or partnership, please list names, addresses and birthdates of all officers/partners:

Name:

Street:

City:

State:

Zip:

Birth Date:

Name:

Street:

City:

State:

Zip:

Birth Date:

Name:

Street:

City:

State:

Zip:

Birth Date:

ON-SITE MANAGER INFORMATION (1)

Name:

Hire Date:

Phone Number:

Home Mailing Address

Street:

City:

State:

Zip:

E-Mail Address:

Place of Birth:

Date of Birth:

Length of Kansas Residency:

ON-SITE MANAGER INFORMATION (2)

Name:

Hire Date:

Phone Number:

Home Mailing Address

Street:

City:

State:

Zip:

E-Mail Address:

Place of Birth:

Date of Birth:

Length of Kansas Residency:

ON-SITE MANAGER INFORMATION (3)

Name:

Hire Date:

Phone Number:

Home Mailing Address

Street:

City:

State:

Zip:

E-Mail Address:

Place of Birth:

Date of Birth:

Length of Kansas Residency:

I hereby certify the above information to be true and correct to the best of my knowledge. I have read a copy of Chapter 4 of the City Code of the City of Lawrence. I have attached a copy of my current alcohol license from the State of Kansas and the appropriate fee has been paid to the City Clerk's Office. It is understood that should ownership or location of this establishment change, the license is null and void; these fees are not refundable or prorated. It is further understood that in the event this license is not approved by the City Commission of Lawrence, Kansas, these fees are not refundable or prorated.

- PLEASE INCLUDE:**
- \$500.00 if for a Class A or B Club, Caterer or Drinking Establishment
 - \$600.00 if for a Retail Liquor
 - Copy of your current lease if premises are leased
 - Copy of your current alcohol license from the State of Kansas
 - Proof of successful completion on Bystander Intervention and the Prevention of Sexual Violence training for all on-site managers in accordance with 4-107 of City Code
 - For NEW license in the *CD (downtown) zoning district*, include a Statement of Gross Receipts.
 - For RENEWAL license in the *CD (downtown) zoning district*, include copies of your completed and submitted Kansas Department of Revenue Retail Liquor Excise Tax Returns for the last 24 months.*

*If the Licensed Premises is located within the *CD (downtown) zoning district*, the license premises shall be required to derive from the sales of food for consumption on the Premises not less than 55% of all the Licensed Premises' gross receipts for a calendar year from sales of food and beverages on such Premises.

APPLICANT'S SIGNATURE

APPLICANT'S NAME (Printed)

DATE

Payment can be made by check payable to the City of Lawrence, cash, or through the online payment portal: <https://ipn.paymentus.com/rotp/lwap>

If you have any questions, or there is a need for additional information, please feel free to contact our offices.

City Clerk's Office
6 East 6th St.
PO Box 708
Lawrence, KS 66044
cityclerk@lawrenceks.org
(785) 832-3200

**LICENSE PROCEDURES
FOR CLASS A CLUB, CLASS B CLUB, DRINKING
ESTABLISHMENT, CATERER, OR RETAIL LIQUOR STORES**

Please keep these procedures on file for your records.

Attached please find a copy of an application form for your city license. Information regarding the state license procedures may be obtained by calling the State of Kansas Alcohol Beverage Control Division at 785-296-7015 or <http://www.ksrevenue.org/abc.htm>.

Under the requirements of the City Code, the process for licensing is as follows:

- Complete and submit the **enclosed APPLICATION**
- Submit a copy of your new or renewed **STATE LICENSE**
- Submit a **current** copy of your **LEASE** (unless one is currently on file in our office)
- If corporation or partnership, please attach a listing of **names, addresses, and birthdays of all officers/partners**
- Submit a **2-YEAR LICENSE FEE OF \$600.00 FOR RETAIL LIQUOR OR \$500.00 FOR CLASS A/CLASS B/DRINKING ESTABLISHMENT/CATERER**. Payment can be made by check payable to the City of Lawrence, cash, or through the online payment portal: <https://ipn.paymentus.com/rotp/lwap>
- Proof of successful completion on Bystander Intervention and the Prevention of Sexual Violence training for all on-site managers in accordance with 4-107 of City Code. Bystander Intervention and the Prevention of Sexual Violence training shall be provided by a Qualified Instructor, as defined in Section 4-101(N) of City Code. Locally, The Sexual Trauma & Abuse Care Center is a not-for-profit that offers this training free of charge. They can be reached at 785-843-8985.
- If the property is located within the ***Downtown Commercial (CD) zone district***, the licensed premise shall be required to have not less than 55% of food sales from gross receipts for a calendar year from sales of food and beverages combined.
 - ***New License*** - *if applying in the CD zoning district, described as the downtown area – New Hampshire, Massachusetts and Vermont between 6th Street to 11th Street, a statement of Gross Receipts should be attached to license application;*
 - ***Renewing License***- *Submit your last 24 months of your Kansas Department of Revenue Retail Liquor Excise Tax Returns.*

FINAL APPROVAL BY THE CITY COMMISSION WILL BE SCHEDULED ONCE ALL APPLICATION REQUIREMENTS HAVE BEEN MET.

City Clerk's Office
6 East 6th St.
PO Box 708
Lawrence, KS 66044
cityclerk@lawrenceks.org
(785) 832-3200