

CHECK-OFF LIST FOR ALCOHOLIC BEVERAGE LICENSE APPLICATION

ALL APPLICANTS: () APPLICANT WORKSHEET () APPLICATION – All blanks must be completed, signed, and notarized.
() LIST OF OWNERS – <i>For businesses not publicly traded</i> : A list of business owners including their names, city and state of their residential and work addresses, and ownership percentages for every owner. <i>For publicly traded businesses</i> : A list of corporate officers including their names, city and state of their residential and work addresses and corporate titles.
() HOURS –Operating hours information.
() REVIEW OF ALCOHOL ORDINANCE and the following notes:
 It is advisable that applicants of any business, liquor, beer and/or wine licenses make no expenditures, sign no contracts or obligate themselves in any manner without first making themselves aware of all requirements for State and City Code compliance. Handling permit requirements.
() PERSONNEL STATEMENTS – Required of the primary applicant and of each additional applicant on the Applicant Worksheet. Original pictures are required on each form.
() S.A.V.E. AFFIDAVIT – Required with each Personnel Statement. Must be notarized and a copy (front and back) of approved document attached.
() PRIVATE EMPLOYER AFFIDAVIT – Must be notarized – please make sure you complete parts that apply to your business – 10 or fewer employees <u>OR</u> 11 or more employees
() REGISTERED AGENT FORM – Registered agent must reside in DeKalb County.
() PRIVACY ACT STATEMENT - Must be completed by applicant(s) and register agent.
() BACKGROUND CONSENT FORM - Must be completed by applicant(s) and register agent.
() FINGERPRINTS – This will occur after the application with each applicant personnel statement and SAVE affidavit is submitted and reviewed. Fingerprints are taken by the Dekalb County Police Department's Permit Unit. Information regarding processing can be found at: https://www.dekalbcountyga.gov/police-services/permits
() LEGAL SURVEY – Scale drawing showing business location and completion of enclosed SURVEYOR'S CERTIFICATE
() FLOOR PLAN DRAWING – Restaurants seeking to be licensed for consumption on premises must provide a diagram
() STATEMENT OF FLOOR AREA – Restaurants must meet requirements stated in City qtf lpcpegu.
() OCCUPATIONAL TAX CERTIFICATE APPLICATION – Submitted to the City of Stonecrest Finance Department, Revenue
Division, with required documents.
APPLICANTS FOR CONSUMPTION-ON PREMISES LICENSE: () COPY OF MENU
() LIST OF EMPLOYEES
() LIST OF WHOLESALE DISTRIBUTORS – Cannot purchase and re-sell alcohol from retail establishment (i.e. Sam's, Costco, B.J.'s, """ gtc.). () AFFIDAVIT – ALCOHOL AND FOOD SALES (if open prior to applying for alcohol license)



APPLICANT WORKSHEET

STEP ONE: List those who have an influential interest in the establishment. Complete all columns in this step, except for Column 2. *Influential interest* means the actual power to control or influence the operation, management, or policies of an establishment or legal entity which operates the establishment. An individual is deemed to have an "influential interest" if he or she:

- (1) is the on-site general manager of the establishment,
- (2) owns a financial interest of ten percent or more of a legal entity operating the establishment, or
- (3) holds an office (e.g., president, vice president, secretary, treasurer, managing member, managing director, etc.) in a legal entity which operates the establishment.

STEP TWO: In Column 2, write "P" to indicate the Primary Applicant for this application. <u>Primary applicant</u> means the individual with an influential interest in the establishment who is primarily responsible for alcoholic beverage matters for the establishment applying for an alcoholic beverage license.

STEP THREE: In Column 2, write "A" to indicate the Additional Applicant(s) for this application. <u>Additional applicant</u> means any other individual with an influential interest in the establishment.

STEP FOUR: The Primary Applicant and each Additional Applicant must complete a Personnel Statement, complete a SAVE affidavit, and provide his/her fingerprints for a criminal background check.

Name (First Middle Last)		Re	esidence		Office (where person	n works)
	Column 2	City	State	County	City	State	County
Check here and use extra	pages, if necessar	ry, to list and provide in	nformation for	other individuals	s with an influential int	erest in the est	tablishment.
The above is accurate and tru							
The above is accurate and tru	e as of the date	of submission of the	application/	renewai with the	e City of Stoffectest.		
Primary Applicant Signature					Date		
Primary Applicant Printed Name	;						
Business Name & DBA:							



CITY OF STONECREST ALCOHOL BEVERAGE LICENSE APPLICATION

INSTRUCTIONS: Every question must be fully and correctly answered. If space provided is not sufficient, answer the question on a separate sheet and indicate in the space provided that a separate sheet is attached. When completed, it must be dated, signed, and verified, under oath by the primary applicant

CHECK ONE: New l	location New l	icense New (Ownership Oth	er changes (specify):	
TYPE OF BUSINESS:	Package store	Grocery store	Restaurant	Convenience store	Country club
	Other (specify):				
TYPE OF LICENSE:	Retail/Package	Consumption of	on premises	Wholesaler C	'aterer
PRIMARY APPLICAN	T (Full Name):				
Date of birth:		_			
Phone Number:			Email:		
Home address:					
Doing Business As (if ap	oplicable):				
Business location:					
Mailing address:					
Federal Employer ID/SS					
Is the business publicly t	traded? Yes	No			
Type of business:	Partnership or A	ssociation	Sole Proprietor	r Corporatio	on
Owner(s)/Corporate Off Name	icer(s): Corporate Title	Residence C	ity/State	Work Address	% Interest



CITY OF STONECREST ALCOHOL BEVERAGE LICENSE APPLICATION (Continued)

	Monday:	Tuesday:	_
	Wednesday:	Thursday:	_
	Friday:	Saturday:	_
	Sunday:		
esta	aurant, does the establishment serve the prepar	red meals described on its menu every hour that it is open?	
(Yes No Not applicable (becaus	e the establishment is not a restaurant)	
If	If NO, EXPLAIN:		
a L a	application is to be executed under oath and subje Licensee understands that any license issued pursu	rs and explanations to see that you have answered all questions fully et to the penalties of false swearing and it includes all attached shee ant to this application is conditioned upon the truth of the answers shall constitute cause for the suspension or revocation of any license	ts submitted herewith. and statements made h
	apprication.		
I, s o	I,statements and answers made by me as the primar of Stonecrest may request an audit, at any time at of Stonecrest Alcohol Ordinance. In making the	, do solemnly swear, subject to the penalties of fary applicant in the foregoing application are true and correct. Further the businesses expense to verify any information provided. I affire above representation under oath, I understand that any person who is representation in an affidavit shall be guilty of violation of as allowed by such criminal state.	n that I have read the
I, ss oo	I,statements and answers made by me as the primar of Stonecrest may request an audit, at any time at of Stonecrest Alcohol Ordinance. In making the makes a false, fictitious, or fraudulent statement o	the businesses expense to verify any information provided. <u>I affirm</u> above representation under oath, I understand that any person who representation in an affidavit shall be guilty of violation of	n that I have read the
I, so o o o o o o o o o o o o o o o o o o	I,	the businesses expense to verify any information provided. I affirm above representation under oath, I understand that any person who is representation in an affidavit shall be guilty of violation of as allowed by such criminal state.	n that I have read the
I. s oo o	I,	the businesses expense to verify any information provided. I affirm a above representation under oath, I understand that any person who is representation in an affidavit shall be guilty of violation of as allowed by such criminal state. State of Georgia	n that I have read the knowingly and willfut the knowingly and will a knowingly a knowingly and will a knowingly a knowingly and will a knowingly a knowingly a knowingly a knowingly and will a knowingly a know



PERSONNEL STATEMENT

Instructions: A personnel statement must be executed under oath, by the Primary Applicant and by each Additional Applicant applying for an alcoholic beverage license. Each question must be fully answered. If space provided is not sufficient, answer the question on a separate sheet and indicate in the space provided that a separate sheet is attached.

1.	Full Name	
2.	Full name and address of business of which this personnel statement is a part:	
3.	Position of applicant in business:	
4.	State ownership or interest, if any, in this business:	
5.	Do you have any financial interest, or are you employed in any wholesale or retail business engaged in distilling, bottling alcoholic beverages?	rectifying or selling
	If yes, give names, locations and amount of interest in each:	
6.	Have you ever had any financial interest in an alcoholic beverage business which was denied a license? If yes, give details:	
7.	Has any alcoholic beverage business in which you hold, or have held, any financial interest, or are employed, or have bee been cited for any violation of the rules and regulations of the State Revenue Commissioner relating to the sale and distributeverages? If yes, give names, locations and amount of interest in each:	
8.	If during the past ten years you have bought and sold any alcoholic beverage business, give details (date, license number, considerations involved).	-
9.	Have you ever been denied bond by a commercial security company? If yes, give details:	
10.	Other names used by applicant:	
11.	Home address: Home Phone: Business address: Business Phone:	
12.	Date of Birth:	
13.	Marital Status:	
14.	If married or separated, full name of spouse:	
	Birth name: Date of Birth:	



PERSONNEL STATEMENT (Continued)

15. Lilipi				en years (Give most recent			
Month	Dates Er Year M		(from/to) Year	Occupation and Description	Salaries Received	Employers	Reason for Leaving
16. List o		our reside Dates	ences for th	e past ten years (Give cur	rent/most recent res	sidence first):	<u> </u>
Fr	rom		То	Street		City	State
17 Have	Voll ever	heen arr	ested or he	ld by Federal State or oth	er law-enforcemen	t authorities for any viole	ation of federal law state
law, coun	nty or mun	nicipal la d. Give	w, regulation		include traffic viol	ations. All of the charges	must be included, even if
law, counthey were listed, ple	nty or mur e dismisse ease write th photogr	nicipal la d. Give no other aph (from	w, regulation reason charter arrest). Int view) take ation, I will	on or ordinances? (Do not	include traffic viol here charged, dispo	ations. All of the charges sition. If no arrest, write	must be included, even if no arrest. After last arrest
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S.A.V.E AFFIDAVIT

Affidavit Verifying Residency Status of an Applicant as Required by the Georgia Security and Immigration Compliance Act O.C.G.A. § 50-36-1(e)(2)

This form is required from both primary and additional applicants for ALL LICENSES/PERMITS by State Law

By executing this affidavit under oath, as an Applicant, as a City Vendor, or as a Recipient for other public benefit as referenced in the Georgia Security and Immigration Compliance Act, (O.C.G.A. § 50-36-1), I am stating the following:

I am a United States citizen, or (Must include a copy of either current State	Driver's License, Passpor	rt, Military ID, or other a	approved document*.)
I am a legal permanent resident of the United (Must include a copy of your Permanent Res		roved document*.)	
I am a qualified alien or non-immigrant under the Department of Homeland Security or oth Authorization Card or other approved docum	ner federal immigration a	= ·	·
**My alien number issued by the Departme		y or other federal immig	gration agency
The undersigned applicant also hereby verifies that verifiable document, as required by O.C.G.A. § 50-36	· · · · · · · · · · · · · · · · · · ·	=	vided at least one secure and
n making the above representation under oath, I ur or fraudulent statement or representation in an affic penalties as allowed by such criminal statute.	• •	= -	•
Executed in	(City),	(State).	
Signature of Applicant	 Date		_
Printed Name of Applicant	_		
SCRIBED AND SWORN BEFORE ME ON THIS THE	DAY OF	, 20	
NOTARY PUBLIC	_		(Seal)
My Commission Expires	_		

*A complete list of verifiable documents can be found on the Georgia Attorney General's website (O.C.G.A. § 50-36-2).



Private Employer Affidavit Pursuant to O.C.G.A. §36-60-6(d)

By executing this affidavit under oath undersigned applicant representing	the private employer know as				City of Stonecrest, the
(Name of Business) verifies one of the	ne following with respect to my ap	pplication for the a	bove mentioned (document:	
Section 1:					
Choose ONE of the following:					
	nuary 1st of the below signed year plete Section 2 and 3 below.	r the individual, firr	m, or corporation	employed more tha	n ten (10) employees.
	nuary 1 st of the below signed year plete Section 3 below.	r the individual, firr	m, or corporation	employed ten (10) o	r fewer employees.
Section 2:					
deadlines established in O	ed with and utilizes the federal w I.C.G.A. §36-60-6(a). The under date of authorization are as listed	rsigned private em			
	on User Identification Number 4-8 digits and does not include l	letters)	Date of Authori	zation	
Section 3:					
•	ntion under oath, I understand tha Intation in an affidavit shall be gui	· .	0 3	•	
Executed on the d	ate of		, 20 in		
	(city),	(state)			
Signature of Authorized Officer	or Agent				
Printed Name of and Title of Au	thorized Officer or Agent				
	RE ME ON THIS DAY O	NE	20		
	NE WE ON THIS DAT O		, 20	 ,	
(Seal)					
		NOTARY PUBLIC			



REGISTERED AGENT FORM

BUSINESS NAME		
BUSINESS LOCATION		
CITY/STATE/ZIP		
I,		ent to serve as the registered agent for the licensee, owners,
_	ent holding an alcoholic beverag	agency under the provisions of the City of Stonecrest ge license in the City must have a registered agent and this
Thisday of	, 20	
REGISTERED AGENT INFO	DRMATION:	
Signature of Agent		Agent Date of Birth (MM/DD/YYYY)
Type or print name of Agent		Agent E-Mail
Agent's Home Address		
Agent's City, State, Zip Code		
PRIMARY APPLICANT:		
Signature of Primary Applicant		
Type or print name of Primary A	Applicant	

NON-CRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a Georgia and Federal Bureau of Investigation (FBI) national fingerprint/biometric-based criminal history check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing. These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulation (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when
 you submit your fingerprints and associated personal information. This Privacy Act Statement
 must explain the authority for collecting your fingerprints and associated information and whether
 your fingerprints and associated information will be searched, shared or retained.
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on the information in the FBI criminal history record.
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at https://www.fbi.gov/services/cjis/identity-history-summary-checks and https://www.edo.cjis.gov. You may find information regarding how to obtain a copy of your Georgia criminal history record on the GBI website: https://gbi.georgia.gov/services/obtaining-criminal-history-recordinformation-frequently-asked-questions.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via https://www.edo.cjis.gov. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.) If the disputed arrest occurred in the State of Georgia, you may send your challenge directly to the GCIC. Contact information for the GCIC can be found at https://gbi.georgia.gov/services/obtaining-criminal-history-record-information-frequently-askedquestions.
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for the authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.

Privacy Act Statement

This privacy act statement is located on the back of the FD-258 fingerprint card.

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI. Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket

Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

		As of 02/04/2021
I have received and read a copy of the Privacy A	ct Statement.	
Signature:	Date:	
Print Name:		



BACKGROUND INVESTIGATION CONSENT FORM

MUST BE COMPLETED BY APPLICANT AND REGISTERED AGENT IF APPLICANT ISN'T A DEKALB COUNTY RESIDENT

With regards to my application for an Alcoholic Beverage License, I hereby authorize the Revenue Division of the Stonecrest Finance Department to received any criminal history record information pertaining to me, which may be in the files of any state or local criminal agency in Georgia.

Last Name:		First Name:	Mid	ldle Name:
Street Address:				
City:			State:	Zip code:
Sex:	Race:	Date of birth:	Social s	ecurity number:
Signature:			Date:	



REPORT OF LAND SURVEY FOR ALCOHOLIC BEVERAGE LICENSE

DATE	:		
PRIMA	ARY APPLICA	NT:	
		if applicable) NAME:	
		SS:	
he un	ndersigned has	examined the subject location and has made measurement in accordance with the City of Stonecrest ordinances.	
00 Y	ARDS MINIM	UM (WINE OR MALT BEVERAGES)	
1.		yards to the (school building, school ground, educational facility churches which have schools or kindergartens)	
2 00 Y . 1.		yards to the	
	located at	(school building, school ground, educational facility churches which have schools or kindergartens)	
2.		yards to the	
	located at	(church or other place used prim	
3.		yards to the	
	`	oholic treatment center owned and operated by this state	•
4.			
		yards to the (parcel of land located in a reside	
,000	YARDS MINI		
1.		yards to the	
	located at	yards to the (existing retail establishment sell	ing distilled spirits by the package)
	E: SUVEY SH	OWING DISTANCE TO THE USE ABOVE MUST	GEORGIA REGISTERED LAND SURVEYOR
			SURVEYOR NO.

City of Stonecrest

(SEAL)



STATEMENT OF FLOOR AREA

Name of Business & DBA (if applic	able):			
Business Location Address:				
Street		City	State	Zip Code
The total square footage of floor area occu	pied by the esta	ablishment is:		
The total square footage of floor area acce	ssible to patron	s is:		
The total square footage of floor area devo	oted to tables an	nd seating for patron dining is:		
I.	, certify sub	ject to the penalties for false swearing	ng, that the	
I,		, 1	<i>U</i> ,	
Primary Applicant Printed Name		Primary Applicant Signature		
Signed and sworn to before me on this	day of	, 20	_	
Notary Signature and Seal				
My commission evnires:				



List of Employees and Wholesale Distributors

List the name of your employees below:

1	14
2	15
3	16
4	17
5	18
6	19
7	20
8	21
9	22
10	23
11	24
12	25
13	26
List the name of your distributors below:	
1	
2	
3	
4	
5	
6	
7	
o	



AFFIDAVIT - ALCOHOL AND FOOD SALES

(Consumption on the Premises Alcoholic Beverage License Application)

This form is required for all consumption-on premises alcoholic beverage license applications.

Instructions for the Alcohol and Food Sales Affidavit:

- **Column A:** "Total Monthly Revenue" Total monthly revenue of the establishment.
- Column B: "Total revenue from food & nonalcoholic beverages" Revenue derived from the sale of food prepared and consumed on premises and nonalcoholic beverages consumed on the premises.
- **Column C:** "Percentage of total revenue from food & non-alcoholic beverages" This percentage is Column A (Total Monthly Revenue) divided by Column B (Total revenue from food & non-alcoholic beverages).
- **Column D:** "Total revenue from charges to enter or remain on premises" Use this column to report the revenue derived from charges to enter or remain on the premises.
- **Column E:** "Total revenue from alcoholic beverages" Use this column to report the revenue from the sale of alcoholic (wine, malt and distilled) beverages combined.
- **Column F-H:** "Total revenue from (fill in blank) (category > 10%)" Use these columns to report revenue from any other category that exceeds ten percent (10%) of the monthly revenue not accounted for in a columns B, D or E. For example, "carry-out" food orders, merchandise sales, parking, tobacco, hookah, etc. If additional space is needed add monthly information on a separate form. Write the category reported on the lines provided.
- **Column I:** "Total revenue for categories that do not individually exceed 10%" Use this column to report any other combined revenue derived from categories that individually do not exceed 10% of monthly revenue. For example, "carry-out" food orders, merchandise sales, parking, tobacco, hookah, etc.

Establishments licensed as a restaurant who desire to remain open to the public after 12:30 a.m. must provide a sworn statement (affidavit) from a certified public accountant (CPA).



AFFIDAVIT - ALCOHOL AND FOOD SALES

(Consumption on the Premises Alcoholic Beverage License Application)

Vame	ame of Applicant Business:						12 month period:				
Applic	cant Business A	ddress:									
		Street			City	State	Zip Code				
his a	ffidavit must be	completed and sig	ned under oath. Th	e following must be	provided for the l	ast twelve month	18.				
			ng state the start dat								
_		А	В	С	D	E	F	G	Н	I	
	Month/Year	Total monthly	Total revenue from food & non- alcoholic	Percentage of total revenue from food & nonalcoholic	Total revenue from charges to enter or remain	Total revenue from alcoholic	Total revenue from	Total revenue from	Total revenue from	Total revenue for categories that do not individually	
	(MM/YYYY)	revenue	beverages ¹	beverages ¹	on premises	beverages	(category > 10%) ²	(category > 10%) ²	(category > 10%) ²	exceed 10%	
1.				%							
2.				%							
3.				% %							
4.				%							
5. 6.				%							
7.				%							
7. 8.				%							
9.				%							
10.				%							
11.				%							
12.				%							
ı			I .			1			l	l	
,			, certify subject	ct to the penalties for	or false swearing,	that the foregoin	g is true and corre	ct.			
rinte	d Name			Signature				(if a CPA, CP	A License No.)		
Signe	d and sworn to b	pefore me on this _	day of		, 20						
						(Seal)					
Votary	y Signature										
Лу со	mmission expir	res:									

¹ Food must be prepared and consumed on premises ² Write the category reported on the lines provided (e.g., merchandise sales, parking, tobacco, etc.)