

REQUIREMENTS FOR THE ISSUANCE OF A TEMPORARY ON- SALE LIQUOR LICENSE

1. Application shall be made, on forms provided by the City, to the Clerk/Administrator or designee a minimum of ten (10) days prior to the date of the City Council Regular Meeting at which the application is presented.
2. Request may not exceed four (4) consecutive days.
3. The city and state applications (state application only for temporary liquor license) shall be completed in their entirety.
4. A fee of \$50.00 shall accompany the application.
5. Certificate of Insurance stating that liquor liability will be in effect for the date(s) of the event(s) for amounts of no less than \$100,000.00 for injury to any one person, \$300,000.00 for injury to more than one person, and \$25,000.00 for property damage, naming the City of Isanti as an insured during the license period.
6. Completed Consent for Release of Information (with copy of applicant's driver's license).
7. The Chief of Police will conduct a background check, review the application and make a recommendation to the City Council.
8. The applicant will be responsible for enforcement of all policy conditions.
9. Law enforcement has the authority to inspect the area the liquor license is being applied for.
10. Law enforcement has the authority to remove the license when a violation exists.
11. Appropriate signs shall be placed to distinguish the area alcohol is to be served and all regulations.
12. Applicant shall meet all state fire codes.
13. The applicant shall meet with the Chief of Police to discuss issues of personnel, security, restroom facilities, proper identification of customers, emergency safety plan and expected number of attendees.
14. If the applicant is to have a special event where minors are present, the applicant must designate a specific area for the sale of the alcohol, a designated entry into the event area, serve the alcoholic beverage in a specific container and not allow consumption of alcohol outside that area.

Non-compliance with any of the attached conditions to the approval of a temporary liquor license for an event shall result in an immediate revocation of the license.

Department of Public Safety
444 Cedar Street – Suite 133
St Paul, MN 55101-5133
651-201-7507

Alcohol and Gambling Enforcement



City of Isanti
 PO Box 428
 110 1st Avenue NW
 Isanti, MN 55040
 Phone: 763.444.5512
 Fax: 763.444.5560

APPLICATION FOR TEMPORARY ON-SALE LIQUOR LICENSE 1-4 DAY

TYPE OR PRINT INFORMATION

NAME OF ORGANIZATION	DATE ORGANIZED	TAX EXEMPT NUMBER	
STREET ADDRESS	CITY	STATE	ZIP CODE
NAME OF PERSON MAKING APPLICATION	BUSINESS PHONE ()	HOME PHONE ()	
DATES & HOURS 3.2 BEER/NONINTOXICATING LIQUOR WILL BE SOLD (1 to 4 days)	TYPE OF ORGANIZATION <input type="checkbox"/> CLUB <input type="checkbox"/> CHARITABLE <input type="checkbox"/> RELIGIOUS <input type="checkbox"/> OTHER NONPROFIT		
ORGANIZATION OFFICER'S NAME	ADDRESS		
ORGANIZATION OFFICER'S NAME	ADDRESS		
ORGANIZATION OFFICER'S NAME	ADDRESS		
Description of Event:			
Location where license will be used. If an outdoor area, describe.			
Premise Address			
Name of applicant's liquor liability insurance carrier:			
Signature:		Date:	
APPROVAL			
FOR OFFICE USE			
CITY FEE AMOUNT	DATE APPROVED		
DATE FEE PAID	LICENSE DATES		
BACKGROUND CHECK APPROVED			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
APPLICANT HAS MET WITH POLICE CHIEF			
<input type="checkbox"/> Yes <input type="checkbox"/> No			

CITY OF ISANTI
110 1st Avenue North - PO Box 428
ISANTI, MN 55040
763/444-5512 - Fax: 763/444-5560

PLEASE PROVIDE THE FOLLOWING INFORMATION AS A PART OF THE APPLICATION FOR A TEMPORARY ON-SALE LIQUOR LICENSE:

If Minors are to be present the following information is required:

Designate Area of Event:

Describe Designated Entry into the Event Area:

Describe What Controls will be Used at the Entrance (I.D. Bands etc):

Subd. 10. **Temporary on-sale licenses.** (a) The governing body of a municipality may issue to (1) a club or charitable, religious, or other nonprofit organization in existence for at least three years, (2) a political committee registered under section 10A.14, or (3) a state university, a temporary license for the on-sale of intoxicating liquor in connection with a social event within the municipality sponsored by the licensee. The license may authorize the on-sale of intoxicating liquor for not more than four consecutive days, and may authorize on-sales on premises other than premises the licensee owns or permanently occupies. The license may provide that the licensee may contract for intoxicating liquor catering services with the holder of a full-year on-sale intoxicating liquor license issued by any municipality. The licenses are subject to the terms, including a license fee, imposed by the issuing municipality. Licenses issued under this subdivision are subject to all laws and ordinances governing the sale of intoxicating liquor except sections 340A.409 and 340A.504, subdivision 3, paragraph (d), and those laws and ordinances which by their nature are not applicable. Licenses under this subdivision are not valid unless first approved by the commissioner of public safety.

(b) A county under this section may issue a temporary license only to a premises located in the unincorporated or unorganized territory of the county.

(c) The governing body of a municipality may issue to a brewer who manufactures fewer than 3,500 barrels of malt liquor in a year a temporary license for the on-sale of intoxicating liquor in connection with a social event within the municipality sponsored by the brewer. The terms and conditions specified for temporary licenses under paragraph (a) shall apply to a license issued under this paragraph, except that the requirements of section 340A.409, subdivisions 1 to 3a, shall apply to the license.

INFORMED CONSENT TO RELEASE

NOTICE: Under data privacy laws, certain information is classified as private and is available only to you, to City employees whose work assignments require access, and to entities or agencies authorized by statute to gain access to this information. Completion of this form will allow the person or entity below access to information in the custody of the City of Isanti that relates to you.

Driver's License Number: _____

I, _____ authorize the Isanti Police Department
Name of Individual Authorizing Release (Please Print Name)

release and disclose to the City of Isanti the following

Information:

- * Driver's License Check
- * Criminal History

I agree to hold harmless the City of Isanti from any liability arising from the release of the information that is in accordance with this Informed Consent to Release.

I understand that I may cancel this Informed Consent to Release at any time prior to the release of information and that, in any event, this release expires automatically 90 days after the date of signing.

Signed this _____ day of _____, _____.

Signature of Individual Authorizing Release

The City of Isanti does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its services, programs, or activities. Upon request, accommodation will be provided to all individuals with disabilities to participate in all City of Isanti Services, programs, and activities.

General Authorization and Release Pursuant to MN Statute Section 13.05, subd. 4, Minnesota Data Practices Act.



Minnesota Department of Public Safety
ALCOHOL AND GAMBLING ENFORCEMENT DIVISION
444 Cedar Street Suite 222, St. Paul MN 55101-5133
(651) 201-7507 Fax (651) 297-5259 TTY (651) 282-6555
WWW.DPS.STATE.MN.US



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

TYPE OR PRINT INFORMATION

NAME OF ORGANIZATION	DATE ORGANIZED	TAX EXEMPT NUMBER	
STREET ADDRESS	CITY	STATE	ZIP CODE
NAME OF PERSON MAKING APPLICATION	BUSINESS PHONE ()	HOME PHONE ()	
DATES LIQUOR WILL BE SOLD	TYPE OF ORGANIZATION CLUB CHARITABLE RELIGIOUS OTHER NONPROFIT		
ORGANIZATION OFFICER'S NAME	ADDRESS		
ORGANIZATION OFFICER'S NAME	ADDRESS		
ORGANIZATION OFFICER'S NAME	ADDRESS		

Location license will be used. If an outdoor area, describe

Will the applicant contract for intoxicating liquor service? If so, give the name and address of the liquor licensee providing the service.

Will the applicant carry liquor liability insurance? If so, please provide the carrier's name and amount of coverage.

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL & GAMBLING ENFORCEMENT

CITY/COUNTY _____

DATE APPROVED _____

CITY FEE AMOUNT _____

LICENSE DATES _____

DATE FEE PAID _____

SIGNATURE CITY CLERK OR COUNTY OFFICIAL _____

APPROVED DIRECTOR ALCOHOL AND GAMBLING ENFORCEMENT _____

NOTE: Submit this form to the city or county 30 days prior to event. Forward application signed by city and/or county to the address above. If the application is approved the Alcohol and Gambling Enforcement Division will return this application to be used as the License for the event

APPLICATION CHECKLIST

APPLICANT _____

TYPE OF APPLICATION

- ☐ Exempt Gambling Permit
☐ Temporary: ☐ One Day Consumption & Display ☐ 1-4 day Liquor ☐ Malt/3.2%
☐ Consumption & Display ☐ Renewal ☐ New
☐ Liquor License: ☐ On Sale ☐ Sunday ☐ 3.2% On Sale ☐ 3.2% Off Sale ☐ Renewal

LIQUOR : ADDITIONAL INFORMATION NEEDED AT TIME OF APPLICATION

- ☐ Application City **and** State
☐ Certificate of Insurance (Amounts of not less than \$100,000 for injury to any one person, \$300,000 for injury to more than one person and \$25,000 for property damage, naming the City of Isanti as an insured during the license period.)
☐ Completed Consent to Release Form **and** copy of Drivers License
☐ Appropriate Fees Paid \$ _____ New Application Background Fee \$ _____

GAMBLING : ADDITIONAL INFORMATION NEEDED AT TIME OF APPLICATION

- ☐ Application City and State
☐ Completed Consent to Release Form and provide copy of Drivers License
☐ Appropriate Fees Paid \$50.00

DATE SUBMITTED _____

COPY & SENT TO PD _____ DATE RECEIVED BACK FROM PD _____

DATE SET FOR CC _____ ☐ APPROVED ☐ DENIED

AFTER APPROVAL:

- ☐ Applicant to come to City Hall to sign Application (liquor license -- annual)
OR
☐ Applicant will pick up Resolution and application
OR
☐ Applicant requests City to mail information to Applicant
OR
☐ Applicant requests City to mail information directly to State (if no fees need to be sent in)
**ALL 3.2% MALT LIQUOR LICENSES AND PERMITS ARE REPORTED
TO THE STATE BY THE CITY OF ISANTI**

LIQUOR: UPON NOTIFICATION OF APPROVAL FROM THE STATE

- ☐ Applicant will pick up certificate information -- Contact _____
Name & Phone Number
OR
☐ City will mail certificate information to applicant as noted on application

NOTES: