



216 4th Street N, Stillwater, MN 55082
651-430-8800
www.ci.stillwater.mn.us

TEMPORARY LIQUOR LICENSE APPLICATION

Applicant must be a club or charitable, religious, or other nonprofit organization that has been in existence for at least three years; or a brewer who manufactures less than 3,500 barrels of malt liquor in a year, in connection with a social event sponsored by the organization holding the temporary license.

The following items must be with application submitted 45 days before the event:

- \$25 per day fee: payable to the City of Stillwater
- AGED Application for a 1 Day to 4 Day Temporary On-Sale Liquor License
- Site Plan with location of alcohol service and consumption area
- Certificate of Insurance with Liquor Liability for the date(s) of the Temporary Liquor License is required for Brewers/Micro-distilleries only. **Make sure the insurance includes any outdoor space/parking lots where the event may be held.*

All Licenses must be approved by City Council and MN Alcohol & Gambling Enforcement Division (AGED).

1. **Area.** Alcohol may be served by the Applicant within the Premises, at a location designated on the site plan and attached to the Application. Liquor shall be confined to the event venue area and the Applicant must provide delineation and signage stating "no alcohol beyond this point" or "no alcohol permitted in this area" with letters that are two inches tall in contrasting colors. The signage shall be approved by the City Clerk and/or Building Official. Consumption or sale of alcohol on non-licensed areas will be in violation of this section and subject to a fine as stated Stillwater City Code §6-73.13f.
2. **Compliance Inspection.** The Applicant acknowledges that as a liquor license holder for the Event, it is subject to Stillwater City Code §6-10, which an applicant or license holder must permit health officials, representatives of the Police Department, Fire Department, licensing staff and Building Department to inspect the licensed premises of a business for the purpose of ensuring compliance with the law, at any time it is open and occupied for business.
3. **Compliance Program.** Licensees must conduct alcohol training to any employee/volunteer who will serve alcoholic beverages prior to authorizing the employee/volunteer to serve alcohol. The alcohol training must include the laws pertaining to the sale of alcohol, the rules for identification checks, and the responsibilities of establishments serving intoxicating liquors. The licensee must provide the City with proof of training for each employee upon request.
4. **Event Dates.** The event must not exceed 4 days in length.
5. **Identification Bracelets.** The Applicant will provide at no charge liquor identification bracelets in the Area as required by Public Safety Staff. The Applicant will permit no one to consume Liquor unless they are wearing an identification bracelet, and will be responsible for the issuance of bracelets. The bracelets will be issued only to those who are legally entitled to consume liquor/beer.
6. **Law Enforcement Officer.** Police Officer(s), as determined by the Stillwater Police Department, may need to be present at the event during service of alcohol to ensure that no beer or liquor enter or leave the dispensing or event venue Area. Contact SPD at 651-351-4900.

Signature required: *By signing this application, I agree to comply with all the laws of the State of Minnesota, all ordinances of the City of Stillwater and all terms, conditions and requirements contained in this license application and approval.*

Signature of Applicant _____ Date: _____

Print Name of Applicant _____

Email Address (we email your permit): _____

Name of Event _____ Date of Event _____



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7507 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization		Date of organization		Tax exempt number	
<input type="text"/>		<input type="text"/>		<input type="text"/>	
Organization Address (No PO Boxes)		City	State	Zip Code	
<input type="text"/>		<input type="text"/>	Minnesota	<input type="text"/>	
Name of person making application		Business phone		Home phone	
<input type="text"/>		<input type="text"/>		<input type="text"/>	
Date(s) of event	Type of organization ☐ Microdistillery ☐ Small Brewer				
<input type="text"/>	☐ Club ☐ Charitable ☐ Religious ☐ Other non-profit				
Organization officer's name	City	State	Zip Code		
<input type="text"/>	<input type="text"/>	Minnesota	<input type="text"/>		
Organization officer's name	City	State	Zip Code		
<input type="text"/>	<input type="text"/>	Minnesota	<input type="text"/>		
Organization officer's name	City	State	Zip Code		
<input type="text"/>	<input type="text"/>	Minnesota	<input type="text"/>		

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 of Stillwater			
City or County approving the license		Date Approved	
\$25/day			
Fee Amount		Permit Date	
Event in conjunction with a community festival ☐ Yes ☐ No		stillwater@stillwatermn.gov	
19,426		City or County E-mail Address	
Current population of city			
Beth Wolf, City Clerk			
Please Print Name of City Clerk or County Official		Signature City Clerk or County Official	

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event
No Temp Applications faxed or mailed. Only emailed.
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