

Frequently Asked Questions – Liquor License process

❖ Where do I start the application process?

- Application packets may be obtained on-line at www.warrensburg-mo.com or picked up at the City Collector's office at 102-A S Holden Street. Completed documents should be submitted to the City Collector's office
- Once all items have been received, the application is forwarded for approval by the Community Development, Building Division and Fire Departments. The Police Chief conducts a full investigation of the applicant.
- When all requirements have been met, the liquor application is then submitted to the City Manager for approval or denial. The actions of the City Manager may be appealed to the City Council for review and final action.

❖ What types of liquor licenses are available?

- Liquor by the Drink (additional License for Sunday Sales)
 1. 90 day Intoxicating Liquor (food sales required)
 - a. New establishment without previous food sales
 - b. Existing business closed in excess of 90 days
 2. Intoxicating Liquor (food sales required)
 3. Malt Liquor/Light Wine (5% beer/14%wine)
 4. Malt Liquor only/includes Sunday sales (5% beer)
- Package Sales (additional License for Sunday Sales)
 1. Intoxicating Liquor
 2. Malt Liquor/Light Wine (5% beer/14%wine)
 3. Malt Liquor only/includes Sunday sales (5% beer)
- Picnic Liquor
 1. Permit for the sale of malt liquor or light wine issued to any church, school, civic, service, fraternal, veteran, political or charitable club or organization for the sale of such malt liquor or light wine at a picnic, bazaar, fair or similar gathering.
- Temporary Caterers
 1. Permit to caterers who hold licenses to sell intoxicating liquor by the drink at retail, or to persons operating a catering business who hold a license to sell intoxicating liquor by the drink at retail issued by another municipality or county government, who furnish provisions and service for use at a particular function, occasion or event at a particular location other than their primary business location The temporary permit shall be effective for a period not to exceed twenty-four (24) consecutive hours, and shall authorize the service of alcoholic beverages at such function. Catering licenses can't be issued to any location that has a liquor license. Applications must be submitted forty-eight (48) hours in advance. No catering event may be open to premises which are open or accessible to the public during the duration of the catering event.

- Annual Caterers
 2. Permit to license holders who possess a State limited/unlimited catering license for catering events within the city during the term of the applicant's catering license from the state without separate application for each event, so long as the annual caterer's license holder notifies the city in writing of each catering event at least forty-eight (48) hours in advance. No catering event may be open to premises which are open or accessible to the public during the duration of the catering event.

- ❖ How long does the application process take?
 - New customers should allow up to 4 weeks for processing the local application. City approval is required before the State approval letter will be issued. State approval may take an additional 3 weeks for processing.

- ❖ Do I need any additional licenses to obtain a liquor license?
 - The location will need a business license and a cigarette permit if sales are offered.
 - Liquor by the Drink establishments may be required to obtain a dance hall license if dancing of any kind is to be held. (additional approval required)
 - State and County liquor licenses are also required.

- ❖ Can anyone apply for a liquor license?
 - The applicant must be of good moral character, a qualified legal voter and a taxpaying citizen of a city, county, town, or village of this state.
 - New applicants will be subject to a Fingerprint Based Criminal Records check to include FBI record results from the Missouri State Highway Patrol.

- ❖ What are the local age restrictions for entry to liquor by the drink establishments?
 - Age restrictions are for entry to the establishment and customers must be 21 and over to possess or consume alcohol.
 - Liquor by the drink establishments are restricted for entry and must obtain an additional endorsement to allow patrons under 21 years of age without a parent or legal guardian.
 - The age restriction endorsement is classified in three categories based on kitchen requirements including minimum staff restrictions and a commercial kitchen.
 1. No food sales or kitchen 21 and over without a parent or legal guardian for all hours of operation.
 2. Kitchen and staff requirements met but do not comply with other restrictions 21 and over after 11:00 p.m. without a parent or legal guardian.
 3. Kitchen and staff requirements with no other restrictions no age restriction for all hours of operation.