



INSTRUCTIONS AND CONDITIONS FOR RENEWAL OF LICENSE TO SELL ALCOHOLIC BEVERAGES
City of Statesboro, Georgia

1. APPLICATION COMPLETION:

Every question must be fully, correctly and legibly answered. Do not use initials. Please spell out names legibly. Incomplete applications will be returned to the applicant for proper completion.

2. PROOF OF INSURANCE:

A. Proof of dram shop insurance. Applicants seeking Class 2 alcoholic beverage license shall file with their application a certificate of liquor liability insurance (dram shop) in effect for the license period and issued by an insurer required to be licensed pursuant to state law providing an annual aggregate policy limit on assault and battery claims. A 30-day notice of cancellation in favor of the City of Statesboro must be endorsed to the policy and attached to the certificate.

B. Proof in general liability insurance. Applicants seeking a Class 1 or 2 alcoholic beverage license shall file with their application a certificate of liability insurance in effect for the license period and issued by an insurer required to be licensed pursuant to state law providing at least \$1,000,000.00 in commercial general liability insurance coverage. A 30-day notice of cancellation in favor of the City of Statesboro must be endorsed to the policy and attached to the certificate.

3. If applicant is a corporation: Attach a copy of the articles of incorporation, trade name affidavit, current annual corporation registration with the Georgia Secretary of State, as well as the bylaws, the shareholders agreement, and other documents that identify ownership rights. If an LLC or LLP, attach a copy of certificate of LLC or LLP as filed with the Georgia Secretary of State and trade name affidavit, a copy of your operating agreement and/or partnership agreement, as well as other documents that establish ownership rights of members or partners.

4. LICENSE NON-TRANSFERABLE:

An alcohol license is non-transferable. If there is a change in ownership or location, a new alcohol application must be filed and the fee for the license shall be the same as if the application was for an original or new alcohol license.

5. This renewal application covers the next calendar year (January-December).

6. If there has been a change of manager from last year, you MUST fill out the change of manager form and have fingerprinting done prior to the license being issued.

7. NO alcohol license will be issued until ALL taxes are up to date for your establishment (business, property, excise, etc)

8. Occupational Tax Certificate (business license) MUST be renewed before the Alcohol license will be issued.

If you have any questions, you may contact the City of Statesboro Tax and License office

Phone: 912-764-0625

Email: tax.dept@statesboroga.gov



RENEWAL APPLICATION FOR THE SALE OF ALCOHOLIC BEVERAGES
STATESBORO, GEORGIA

1. APPLICANT'S NAME: _____
(Name of LLC or Corporation as shown in the Articles of Incorporation, Sole Proprietor or Partnership)

2. BUSINESS NAME: _____
(“Doing Business as” Name)

3. BUSINESS LOCATION: _____ STE# _____

CITY: _____ STATE: _____ ZIP: _____

4. BUSINESS MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

5. LOCAL BUSINESS TELEPHONE NUMBER: _____

6. CONTACT PERSON FOR BUSINESS: _____

TELEPHONE NUMBER FOR CONTACT PERSON: _____

CONTACT E-MAIL FOR NOTIFICATIONS: _____

7. NAME OF MANAGER: _____
(Person responsible for Alcohol License Requirements)

TELEPHONE NUMBER FOR MANAGER: _____

HOME STREET ADDRESS FOR MANAGER: _____
(No P.O. Box number)

CITY: _____ STATE: _____ ZIP: _____

8. INSURANCE INFORMATION:

Insurance Provider: _____

Address: _____
Street / P.O. Box City State Zip

Policy Number & Effective Dates: _____

*****Attach Declarations page with this renewal application*****



CALCULATION OF LICENSE FEE: Renewal Fees will be for January – December of the current year.

CLASSIFICATION:	(Mark All That Apply)	LICENSE FEE
1. A. Package Sales (Beer & Wine)	_____	\$1750
B. Package Sales (Distilled Spirits)	_____	\$5000
2. On Premise License Types:		
Please refer to the following pages for descriptions of each license type. This will help you determine which license to apply for. These can be found in sections 6-3 and 6-9 of the alcohol ordinance.		
A. Bar	_____	\$4300
B. Bar with Kitchen	_____	\$4300
C. Event Venue	_____	\$2500
D. Low Volume	_____	\$750
E. Pub	_____	\$5600
F. Restaurant	_____	\$2800
3. Caterer	_____	\$200
4. Brewer; manufacturer of malt beverages only	_____	\$1750
5. Broker	_____	\$1750
6. Importer	_____	\$1750
7. Manufacturer of wine only	_____	\$1750
8. Sunday Sales Permit	_____	\$300
9. In Room Service Permit	_____	\$150
Total Due \$ _____		

*****IMPORTANT DATES TO REMEMBER*****

[Of the renewal year]

- IF RECEIVED AFTER NOVEMBER 1st PENALTY FEE OF \$200
- IF RECEIVED AFTER NOVEMBER 16th PENALTY FEE OF \$300
- IF RECEIVED AFTER DECEMBER 1st PENALTY FEE OF 20% OF ANNUAL LICENSE FEE OR \$500, WHICHEVER IS GREATER



Return the renewal application to:

LOCATION ADDRESS: City of Statesboro Tax & License Office
50 East Main Street
Statesboro, GA 30458

MAILING ADDRESS: City of Statesboro Tax & License Office
P.O. Box 348
Statesboro, GA 30459

TELEPHONE NUMBER: (912) 764-0625

EMAIL: tax.dept@statesboroga.gov

**LICENSE TYPE DEFINITIONS, SALES REQUIREMENTS,
AND UNDERAGE ADMISSIONS RESTRICTIONS**

- A. *Bar* means any public place with its primary business being the service of alcoholic beverages for on premises consumption. Bars shall not be required to have any food preparation capacity or certain percentage of food sales. Any establishment deriving more than 60% of its total sales from the sales of alcoholic beverages that does not have a kitchen shall operate under this license type.

Bars. No persons under 21 are allowed to enter, remain, or be employed except for third-party outside vendors or other non-staff individuals who are on the premises for a limited duration and are being compensated to perform a specific task on the premises but are not regularly on the premises nor are on the premises to patronize the bar. Examples of such individuals include, but are not limited to, the following: construction workers, couriers, deliverymen, and handymen and repairmen.

- B. *Bar with kitchen* means any public place with its primary business being the service of alcoholic beverages for on premises consumption that has an adequate and sanitary kitchen and dining room equipment, having employed a sufficient number of cooks and kinds of employees to prepare, cook, and serve suitable food at tables with seating, and holding a certificate of inspection and approval from the county health department. Any establishment that derives more than 60% of its total sales from the sales of alcoholic beverages and has a qualifying kitchen shall operate under this license type.

Bars with kitchen. The prohibitions set forth in 6-9(1) shall apply unless licensee possesses an underage permit as stipulated in 6-4-(5), proper notice under referenced subsection has been made, and the kitchen is open serving a full or substantial menu of premises prepared meals. At such times, and in compliance with O.C.G.A. 3-3-24.1, the restriction in 6-9(1) shall not apply if a minor between 18 years and 20 years of age enters a bar with kitchen in order to attend a bona fide live musical concert or live performing arts presentation for which the minor has purchased a ticket. Tickets for such events may not be made available or sold at the premises at any time less than two hours prior to noticed start of event. During such events door personnel must use an ID scanner to verify the age of each patron, regardless of age, and must place wristbands on patrons 21 years or older. Alcoholic beverages served to non-minor patrons must be in a plastic, colored cup when Underage Permit is operative.

- C. *Event venue* means a public place hosting advertised sporting events, projected cinematic showings, live musical concerts, performing arts presentations or performances and/or any other type of entertainment for which a ticket is required for admission and attendance with the serving of alcoholic beverages to be consumed on the premises as only incidental thereto. Event venues may host private functions with guest list and no ticket being required. Cover charges are expressly prohibited. Serving of prepared food and its attendant facilities shall be permitted but not required. Event venues shall only be open to public for one hour before and after hosted events.

Event venues. No age restrictions during permitted hours of operation.



- D. *Low volume licensee* means a licensee that holds Class B, C, D, E, and/or F license(s) under this chapter that receives or will receive wholesale deliveries of alcoholic beverages in an average amount of not more than \$1,000.00 per month over the course of a year.

Low volume licensees. No age restrictions shall apply.

E. *Pub* means any public place kept, used, maintained, and advertised and held out to the public as a place where meals are served and where meals are actually and regularly served, such place being provided with adequate and sanitary kitchen and dining room equipment, having employed a sufficient number of cooks and kinds of employees to prepare, cook, and serve suitable food at tables with seating, and holding a certificate of inspection and approval from the county health department. At least one meal per day shall be served every day that the premises is open to the public, and the serving of such meals shall be a substantial portion of the business conducted, with the serving of alcoholic beverages also comprising a substantial portion of its business. A pub shall have 40 percent or more of its total annual gross sales of from the sale of prepared meals. The sale of ice, garnishes, soft drinks, mixers or beverages of any kind shall not constitute the sale of prepared meals.

Pubs. No one under 18 shall be allowed in or to remain on premises after 10:00 p.m. without a parent or guardian. No one under 21 years of age shall be allowed to enter or remain on premises after the kitchen has stopped serving. Pubs may allow patrons over 18 years of age to enter and remain during live music concerts that continue past 10:00 p.m. if the kitchen remains open offering the full or substantial menu during that time. At no time shall patrons under 21 be allowed to sit at alcohol dispensing station (bar) unless accompanied by parent or guardian. There shall be no set time for a pub owner to close the kitchen nor does the closing time need to be consistent on a daily basis.

- F. *Restaurant* means any public place kept, used, maintained, and advertised and held out to the public as a place where meals are served and where meals are actually and regularly served, such place being provided with adequate and sanitary kitchen and dining room equipment, having employed a sufficient number of cooks and kinds of employees to prepare, cook, and serve suitable food at all times the place is open with the sole exception of one hour after food preparation ceases for business at tables with seating, and holding a certificate of inspection and approval from the county health department. At least one meal per day shall be served every day that the premises is open to the public, and the serving of such meals shall be the principal business conducted, with the serving of alcoholic beverages to be consumed on the premises as only incidental thereto. A restaurant shall have 70 percent or more of its total annual gross sales of from the sale of prepared meals. The sale of ice, garnishes, soft drinks, mixers or beverages of any kind shall not constitute the sale of prepared meals.

Restaurants. At no time shall patrons under 21 be allowed to sit at alcohol dispensing station (bar) unless accompanied by parent or guardian. No other age restrictions shall apply.