

## MARYLAND HEIGHTS LIQUOR LICENSE FAQ

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### **1. When is a liquor license required?**

A liquor license is required anytime alcohol is being sold, admission being charged or a donation is accepted to enter an area where alcoholic drinks are being served.

### **2. What are the various types of liquor licenses?**

<b>Retail Liquor by the Drink</b>	Sales of all kinds of intoxicating liquor for consumption on the premises where sold. This license also grants the permissions of the “Beer by the Drink” and “Original Package” licenses. However, if you intend on selling alcohol on Sundays you would be required to apply for a Sunday Liquor by the Drink license as well.
<b>Sunday Liquor by the Drink</b>	Retail Sunday sales of intoxicating liquor for consumption on the premises where sold.
<b>5% Beer/Wine by the Drink</b>	Retail sales of malt liquor and wine for consumption on the premises where sold.
<b>Original Package Liquor</b>	Retail sales of intoxicating liquor, not to be consumed on the premises where sold
<b>Original Package Beer</b>	Retail sales of malt liquor not to be consumed on the premises where sold.
<b>Sunday Original Package</b>	Retail Sunday sales of intoxicating liquor, not to be consumed on the premises where sold.

<b>Picnic Licenses</b>	Not-for-profit organizations only.
<b>Caterer Licenses</b>	Applicants must hold a valid liquor/beer “By the Drink” license.
<b>Wine Tasting Special Permit</b>	Allowing holders of Retail Package “beer/wine” or “full liquor” licenses to have wine tasting on premise.
<b>Microbrewer’s License</b>	For the manufacture of beer and malt liquor in quantities not to exceed 2,500 barrels per annum.
<b>Extension of Premise</b>	An extension of premise is defined as a special event where alcohol will be dispensed in a location that is contiguous / adjoined to the establishment. This license is good for a 24 hour period and limited to 3 times per liquor license year. You must already hold a current liquor license with the City of Maryland Heights, as well as the State of Missouri and St. Louis County.

**3. What does Maryland Heights do with my application and how long does it take to get my license?**

Obtaining a liquor license is not a right, but rather a privilege. Therefore several conditions must be satisfied before a license is granted. In addition to background, business and record checks license requests are submitted to the City Council for consideration. Council meetings are held the first and third Thursday of each month at 7:00pm in the Council Chamber. Applications should be submitted at least one week prior to ensure there is time to complete a preliminary review and obtain necessary department approvals. It is suggested that a representative of your company attend that council session to answer any questions. Once approved by the Council you will be issued a municipal approval letter. The next step will be to provide that letter to both the State and County when you apply for their respective licenses.

**4. How long are liquor licenses good for?**

All liquor licenses expire July 1 of each year. Renewal forms will be mailed to license holders in March of each year and must be returned to the City Clerk’s Office by May 15.

**5. Is there a main or premium liquor license that allows me to sell all types of alcohol under all the different circumstances?**

No. Oftentimes a business will need to obtain two or more types of licenses in order to operate as they wish. For instance, any establishment that wishes to sell retail liquor by the

drink seven days a week would be required to obtain a Sunday by the Drink license in addition to a regular Retail Liquor by the Drink license.

## **6. What are the hours of sale?**

Sales of liquor by the drink and package are prohibited between the hours of 1:30am and 6am on weekdays. Those with a Sunday license are allowed to sell liquor between 9am to midnight on Sundays.

## **7. What are the regulations on selling liquor near schools or churches?**

No liquor license shall be granted to a location within 100 feet of a school, church or other building regularly used as a place of religious worship.

## **8. Our company is under new management; what do we need to do with our liquor license?**

If the company is still owned by the same entities but the managing officer has changed, you will need to fill out a Change In Managing Officer Application. Although it does not require going before the Council for approval as with a new liquor license it does require a records check, a photo of the new applicant and proof of paid taxes and voter registration.

If the company is changing ownership or corporate structure then a new liquor license is required, even if the business name is not changing.

## **9. What is the process for hosting a special event outside of our establishment where alcohol will be served?**

An extension of premise is defined as a special event where alcohol will be dispensed in a location that is contiguous / adjoined to the establishment. This license is good for a 24 hour period and limited to 3 times per liquor license year.

The following criteria are required to apply for an Extension of Premise:

- You must already hold a current liquor license with the City of Maryland Heights, as well as the State of Missouri and St. Louis County.
- The event must be located outside of your licensed premise description and be contiguous to the building described in the current liquor license. No amount of space separating the building and the event location will be permitted.

If the above conditions exist please complete the following steps:

1. Inquire with the Maryland Heights Police Department's Records group at (314) 298-8706 to determine if your event requires a Special Event Permit.

2. Create a drawing of the applicable property boundaries. Highlight and label where the event will be located. As discussed above, the area must be contiguous to the building where the primary license is held. Reference Figure 1 at the end of the application for an example.

3. Please submit this application and drawing and (if directed by the Maryland Heights Police Records Department) your Special Event application at least one week in advance of your proposed event.

**10. What if I am not a liquor license holder and I want to have a special for-profit event?**

Your caterer may obtain a caterers license to serve liquor on your premises provide they hold a valid full liquor license.

Not-for-profit organizations may obtain a picnic/temporary license.

**11. What if I want to serve beer on Superbowl Sunday and do not have a Sunday license?**

When January 1, March 17, July 4, or December 31 falls on Sunday, and on the Sundays prior to Memorial Day and Labor Day and on the Sunday on which the national championship game of the national football league is played, commonly known as "Super Bowl Sunday", any person having a license to sell intoxicating liquor by the drink may be open for business and sell intoxicating liquor on that day.

End of FAQ