

DOCUMENT CHECKLIST MANAGER REGISTRATION

(3.2%, Brew-Pub, Retail Liquor Store, Beer and Wine, Club Licenses)

All documents must be TYPED OR PRINTED IN BLACK INK.

APPLICATION

_____ PERMIT APPLICATION & REPORT OF CHANGES (DR 8442).

- Complete Questions 1 - 4.
- Complete Question #9 - Change of Manager.
- Sign application (manager and licensee).

No Background information or fee is required to register a manager for a 3.2%, Brew-Pub, Retail Liquor Store, Beer and Wine, or Club Licenses.

SUBMIT APPLICATION TO:

Aimee Jensen, Deputy City Clerk
City Clerk's Office
300 LaPorte Avenue
P.O. Box 580
Fort Collins CO 80522
Voice (970) 221-6315
Fax (970) 221-6295
ajensen@fcgov.com

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| CHANGE OF MANAGER | <p>9. Change of Manager or to Register the Manager of a Tavern or a Hotel and Restaurant liquor license.</p> <p>(a) Change of Manager (attach Individual History DR 8404-I H/R and Tavern only)</p> <p>Former manager's name _____</p> <p>New manager's name _____</p> <p>(b) Compensation of Mgr. _____ Date of Emp. _____ Exp. Date _____</p> <p>Has manager ever managed a Liquor licensed establishment? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Does manager have a financial interest in any other liquor licensed establishment? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, give name and location of establishment _____</p> <p>_____</p> |
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| BED AND BREAKFAST PERMIT | <p>10. Bed and Breakfast Permit</p> <ul style="list-style-type: none"> • Attach a copy of a deed or lease in the exact name of the applicant only, reflecting possession of the permitted area for at least the minimum duration of this permit (1 year from date of issuance). • Attach a diagram of the premises which accurately reflects the area where alcohol beverages will be stored, served, possessed or consumed. <p>1. Applicant is a:</p> <p><input type="checkbox"/> Corporation <input type="checkbox"/> Partnership</p> <p><input type="checkbox"/> Individual <input type="checkbox"/> Limited Liability Company</p> <p>2. Name of Applicant _____</p> <p>3. Trade Name of Establishment (DBA) _____</p> <p>4. Address of Premises (specify exact location) _____</p> <p>5. State Sales Tax Number _____ Business Phone (_____) _____</p> <p>Pursuant to 12-47-410, C.R.S., Applicant hereby states that it qualifies for a Bed and Breakfast Permit, in order to serve complimentary alcohol beverages, and certifies to the State Licensing Authority:</p> <p>_____ That it has no more than 20 sleeping rooms, and</p> <p>_____ That it provides at least 1 meal per day at no charge other than for overnight lodging, and</p> <p>_____ That it does not sell alcohol beverages by the drink or in sealed containers, and</p> <p>_____ That it will not serve alcohol beverages for more than 4 hours in any one day, as follows:</p> |
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| MONDAY HOURS | | TUESDAY HOURS | | WEDNESDAY HOURS | | THURSDAY HOURS | | FRIDAY HOURS | | SATURDAY HOURS | | SUNDAY HOURS | |
|--------------|----|---------------|----|-----------------|----|----------------|----|--------------|----|----------------|----|--------------|----|
| From: | m. | From: | m. | From: | m. | From: | m. | From: | m. | From: | m. | From: | m. |
| To: | m. | To: | m. | To: | m. | To: | m. | To: | m. | To: | m. | To: | m. |

| OATH OF APPLICANT | | |
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| <i>I declare under penalty of perjury in the second degree that I have read the foregoing application and all attachments thereto, and that all information therein is true, correct, and complete to the best of my knowledge.</i> | | |
| Signature | Title | Date |

| REPORT AND APPROVAL OF LOCAL LICENSING AUTHORITY (CITY / COUNTY) | |
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| The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the applicable provisions of Title 12, Articles 46 and 47, C.R.S., as amended. | |
| THEREFORE, THIS APPLICATION IS APPROVED. | |

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| Local Licensing Authority (City or County) | Date filed with Local Authority |
| Signature | Title |
| | Date |

| REPORT OF STATE LICENSING AUTHORITY | | |
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| The foregoing has been examined and complies with the filing requirements of Title 12, Article 47, C.R.S., as amended. | | |
| Signature | Title | Date |