

# LIQUOR LICENSE

## Town Clerk's License Application Checklist

Applicant: \_\_\_\_\_

Date Application Received: \_\_\_\_\_

License Number: \_\_\_\_\_ New: \_\_\_\_\_ Renewal: \_\_\_\_\_

TAXES: Richmond Tax Collector's certificate that taxes are current.	
ZONING CERTIFICATE (NEW LICENSE ONLY) <i>Contact the Zoning Official at 539-9000 ext. 3</i>	
FIRE INSPECTION APPROVAL <i>Hope Valley/Wyoming 539-2229</i> <i>Richmond/Carolina 213-6595</i>	
BUILDING OFFICIAL REPORT	
STOP CERTIFICATE (FOR ALL EMPLOYEES SERVING ALCOHOL)	
POLICE CHIEF APPROVAL	
BCI REPORT <i>(Authorization form must be returned signed &amp; notarized)</i>	
CERTIFICATE FROM SECRETARY OF STATES OFFICE (REQUIRED IF LLC OR CORPORATION) <i>Contact SOS at 574-8941</i>	
SITE PLAN (NEW BUSINESS OR IF CHANGES) IF NO CHANGES, PLEASE INDICATE "NO CHANGES" AND INITIAL	
COPY OF MENU	
LIST OF NOTICED ABUTTERS WITHIN 200 FEET (NEW LICENSE ONLY)	
DIVISION OF TAXATION (LIQUOR CONTROL) APPROVAL	
ADVERTISING FEE (TO BE DETERMINED)	
ADMINISTRATION FEE \$25	
LICENSE FEE	
DATE OF PUBLIC HEARING	
DATE VICTUALING LICENSE APPROVED/ISSUED <i>(Does not apply to Class A)</i>	



Town of Richmond, Rhode Island

Town Clerk's Office, 5 Richmond Townhouse Road, Wyoming, RI 02898 (401) 539-9000

**APPLICATION for a MUNICIPAL LICENSE**

DATE OF APPLICATION	<input type="checkbox"/> New License	<input type="checkbox"/> Renewal
NAME OF INDIVIDUAL OR BUSINESS TO HOLD THIS LICENSE		
THE APPLICANT IS <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> CORPORATION <input type="checkbox"/> LIMITED LIABILITY CORPORATION <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> LIMITED PARTNERSHIP <input type="checkbox"/> JOINT VENTURE		
APPLICANT'S BUSINESS MAILING ADDRESS Street or P.O. Box		
City or Town	State	Zip Code
Business telephone number(s)	Website:	
INDIVIDUAL MAKING THIS APPLICATION: Name		
Street		
City or town	State	Zip Code
Telephone number(s)	E-mail address:	
BUSINESS LOCATION in Richmond Street address		
Tax Assessor's Plat and Lot number		
The undersigned, being duly sworn, upon oath does depose and say: 1. I am an authorized representative of this business. 2. The information on both pages of this application is true and correct. 3. This business is in compliance with all applicable town ordinances and regulations, state statutes and regulations, and federal statutes and regulations. 4. I have reviewed the checklist of documents that are required to obtain this license. I will be able to produce the required documents, or prove I have requested them, before the Town Council meeting at which this application will be considered.		
SIGNATURE _____		
PRINT NAME _____		
Sworn and subscribed to before me at _____, County of _____, State of Rhode Island, this _____ day of _____, 20 _____.		
_____ Notary Public Print name: My commission expires     /     /		

**TOWN OF RICHMOND  
Town Council**

**CLUB APPLICATION FOR AN ALCOHOLIC BEVERAGE LICENSE**

RETAILER CLASS: D \_\_\_\_ DL \_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
Name of Club (Corp. Name)

\_\_\_\_\_  
d/b/a

\_\_\_\_\_  
Address of premise

\_\_\_\_\_  
State of incorporation

\_\_\_\_\_  
Date of incorporation

\_\_\_\_\_  
Is Club charter still valid?

Name and Address of all Officers

President \_\_\_\_\_

Vice President \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

Names and Addresses of members of Board of Directors

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name and address of person in charge of bar:

\_\_\_\_\_

(a) Salary amount fixed by board: \_\_\_\_\_

Number of Club Members \_\_\_\_\_ Annual Dues \_\_\_\_\_

Does Applicant Own Premises?

Yes \_\_\_\_ No \_\_\_\_

Is Property Mortgaged?

Yes \_\_\_\_ No \_\_\_\_

Is Property Leased?

Yes \_\_\_\_ No \_\_\_\_

Name and address of mortgagee or lessor and amount of mortgage or annual rent:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Location within building where liquor will be served:

\_\_\_\_\_

Does Club own kitchen equipment? \_\_\_\_\_

Does Club own dining room equipment? \_\_\_\_\_

How often are meetings held? \_\_\_\_\_

(a) Is there a record of meetings? Yes \_\_\_\_\_ No \_\_\_\_\_

(b) Date of annual meeting? \_\_\_\_\_

Does anyone other than the club derive profits from sale of alcoholic beverages? Yes \_\_\_\_\_ No \_\_\_\_\_

(a) If so, Name and Address: \_\_\_\_\_  
\_\_\_\_\_

Is club operated solely for members' benefit? \_\_\_\_\_

Are proper financial records kept? \_\_\_\_\_

Is there a roster of members? \_\_\_\_\_

(a) Record of dues payments? \_\_\_\_\_

(b) Membership cards issued? \_\_\_\_\_

**I hereby certify that the above statements are true to the best of my knowledge and belief.**

\_\_\_\_\_  
Signature of Applicant (Club Officer)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Witness or Notary Public

\_\_\_\_\_  
Date

**Instructions for Applicants**

1. Every question on Application Form must be answered. Any false statement will be sufficient grounds for the denial of the application or revocation of the license in case one has been granted.
2. A responsible officer of the Club must sign the Application.
3. Submit with this application a copy of "Articles of Incorporation" form (#NP-1A) and the annual "Non-profit Corporation" form (#N-13) that have been approved by the Secretary of State.

TOWN CLERK SHALL FORWARD COPY TO THE DIVISION OF COMMERCIAL LICENSING AND REGULATION.



Richmond Police Department  
PO Box 203  
Wyoming, RI 02898



Elwood Johnson, Jr.  
Chief of Police

TELEPHONE 401-539-8289  
Fax 401-539-8283

### ADDITIONAL INFORMATION

FULL NAME \_\_\_\_\_

PRESENT ADDRESS \_\_\_\_\_

FORMER ADDRESS \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

PAST CRIMINAL RECORD: \_\_\_\_\_ YES \_\_\_\_\_ NO

NAME OF EMPLOYER \_\_\_\_\_

ADDRESS OF EMPLOYER \_\_\_\_\_

NAME OF PREVIOUS EMPLOYER \_\_\_\_\_

ADDRESS OF PREVIOUS EMPLOYER \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

TYPE OF LICENSE APPLYING FOR \_\_\_\_\_

NAME OF BUSINESS \_\_\_\_\_

LOCATION OF BUSINESS \_\_\_\_\_

In order to allow for a complete and proper background check, I do hereby authorize the Richmond Police Department to examine any and all court records and police records, including but not limited to, Rhode Island Bureau of Criminal Identification records that pertain to myself and to release these findings to the Town of Richmond.

Notary \_\_\_\_\_

Exp. Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Chief Elwood Johnson, Jr.

Please submit a copy of your government issued photo ID