

State of Louisiana
Office of Alcohol and Tobacco Control

Jeff Landry
GOVERNOR



Jarrod Coniglio
SECRETARY

CHAD M. BROWN
ATC COMMISSIONER

CLASS A-CATERER INDEPENDENT CONCESSIONAIRE

APPLICATION INFORMATION

FOR QUESTIONS ABOUT OR ASSISTANCE WITH THIS APPLICATION CONTACT 225-925-4041

Message of Importance to All Applicants

Although the state has 35 days to investigate and review all applications, we would like to assure you that it is our goal to issue your permit as quickly as possible. Typically, licensing delays are a result of applicants not carefully reading and completing the application or not submitting all required documentation. There are no exceptions to the statutory requirements to obtain an alcoholic beverage permit. As such, please help us in permitting your business quickly by ensuring that you have carefully reviewed the application and supplied all necessary documentation. Please use the enclosed checklist and instructions to guide you through the application process and feel free to contact us at the number above for additional guidance.

Who Must Complete This Application: Any person, corporation, partnership, LLC or other organization shall complete this application and obtain a permit before selling, offering for sale, serving, storing, handling or otherwise engaging in any business transaction related to alcoholic beverages. Note: Louisiana issues permits per location; thus, a separate alcoholic beverage application (with a separate address) and permit is required for each "place of business."

Submission Information & ATC Office Locations

Applications may be mailed to P.O. Box 66404, Baton Rouge, LA 70896 or submitted in person at our Baton Rouge, New Orleans, Lafayette, or Monroe customer service windows.

7979 Independence Boulevard, Suite 101, Baton Rouge, Louisiana 70806 – 225-925-4041

1450 Poydras Street, Suite 850, New Orleans, Louisiana 70112 – 504-568-7028

200 Dulles Drive, Lafayette, Louisiana 70506 – 337-948-0346

24 Accent Drive, Suite B600, Monroe, Louisiana 71203 – 318-362-4285

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APPLICATION INFORMATION

- | | |
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| <ul style="list-style-type: none"> Completed and signed application form Proof of publication and newspaper ad Corporate Documents Diagram Application Fees Schedule A/F forms | <ul style="list-style-type: none"> Lease or management agreement Proof of local alcohol permit Background Check Authorization & Privacy Statement Submit for fingerprints and background check Colored Copy of photo ID |
|--|--|

Instructions: Follow Steps 1 - 4

1) Submit the Notice of Intent (NOI) Poster Application

Has the premise you are applying to permit held an alcoholic beverage permit within the last six months?

IF NO – The NOI application must be submitted and you must receive and hang the NOI

posters outside the premise permitted in a location visible to the public for at least 15 days BEFORE submitting the completed alcoholic beverage application.

IF YES – The NOI application AND your alcoholic beverage application can be

submitted at the same time – no need to wait 15 days (Note: you must still hang the posters outside the location to be permitted in a location visible to the public for at least 15 days).

Please do not submit the NOI application if your business is still under construction.

2) Complete the Alcoholic Beverage Application

Have you double-checked your application to verify that ALL fields are complete, all questions have been answered and the application is signed and notarized?

3) Attach the Following 9 Items to Your Application

- | | |
|--|---|
| <ul style="list-style-type: none"> Proof of Publication and Newspaper ad Schedule A/F Forms Corporate Documents Lease or Management Agreement Diagram of Premises | <ul style="list-style-type: none"> Local Alcoholic Beverage Permit Background Check Authorization & Privacy Statement Application Fees Colored Copy of Photo ID |
|--|---|

9 Items to Attach to Your Application

Attachment 1: Proof of Publication & Newspaper Ad

A proof of publication letter from the city or parish newspaper where the business will be located; and
A copy of the ad that ran in the newspaper (see sample below). Note the ad is only required to run on time
And is valid for **90 days**.

ABC Inc. d/b/a ABC Mart is applying to the Office of Alcohol & Tobacco Control of the State of Louisiana for a permit to sell beverages of high and low alcohol content at retail in the Parish of East Baton Rouge at the

following address:

**1234 Safe Street, Suite A, Baton Rouge,
LA, 70809 ABC INC.**

ABC Mart

Members: John Doe and Jane Doe

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9 Items to Attach to Your Application (Continued)

Attachment 2: Schedule A/F Forms

The application must include a completed (signed and notarized) Schedule A/F form for EACH owner, partner, officer, and/or member owning more than 5% AND for all appointed managers.

Attachment 3: Corporate Documents

The documents required depend on the type of legal entity applying:

- If the applicant is a **CORPORATION OR LLC**:
 - Attach a copy of the Articles of Incorporation or Articles of Organization (obtained from the Secretary of State).
 - Ensure that the entity is registered and "in good standing" with the Secretary of State.
- If the applicant is a **PARTNERSHIP**:
 - Attach a notarized Partnership Agreement.
- If the applicant is **Any Other Legal Entity**:
 - Attach a copy of the business' paperwork as filed with the Louisiana Secretary of State.
- If the applicant is a **Sole Proprietor (An Individual)**:
 - No corporate documents are required.

Attachment 4: Lease or Management Agreement

If the applicant **DOES NOT** own the premise to be permitted:

- Attach a copy of the signed and dated lease or management agreement.
 - **NOTE:** the lease or management agreement must be between the landowner and applicant: not an individual member/shareholder/partner, etc.
- If the applicant **DOES** own the premise to be permitted:
 - Check yes to question number 13 on Page 7 of this application.

Attachment 5: Diagram of Premises

If the applicant **DOES NOT** own the premise to be permitted:

- Attach a diagram/drawing of the premises to be licensed showing the location of: all entrances, exits, restrooms, bars, tables, kitchen, storage areas, offices, etc.
 - **NOTE:** Diagram must be large enough to be legible, at least 8½" by 11" (letter size).

Attachment 6: Local Alcoholic Beverage Permit

If the applicant **DOES NOT** own the premise to be permitted:

- You must submit proof that you have obtained or applied for a local alcoholic beverage permit prior to receiving your official state permit. Note: we will issue you a temporary permit valid for 35 days if you meet all other qualifications, but have not obtained the local permit.

Attachment 7: Background Check Authorization Form & Privacy Statement

ATC requires criminal history records search in accordance with Louisiana Revised Statute 26:80 and 26:280 for all officer, director, partner, and any owner, member, stockholder or shareholder who owns in aggregate more than 5%.

Attachment 8: Application Fees – Bar – Class A-G

- If applying for BEER ONLY (low content: 6% and lower by volume) = \$120.00
- If applying for BEER & LIQUOR (low and high content: 6% and higher by volume)
 - IF business is located **inside a village, town or unincorporated area**: = \$120.00
 - IF business is located **inside a city**: = \$320.00
- **If applying for BEER & WINE only (all contents) = \$150.00**
- Note: A \$50.00 Responsible Vendor fee is required for each permitted establishment (this fee has been calculated into the totals above).
- **Fees are processed immediately upon receipt. If your application is rejected or denied, fees will NOT be returned or refunded.**

Attachment 9: Colored Copy of Photo Identification

- **COLORED** copy of Driver's License or government-issued ID

- Submit the signed and completed application with the attachments by mail or to one of our customer service windows listed on Page 1 of this application.

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ADDITIONAL INFORMATION - Retail Keg Registration

- LA R.S. 26:306 requires all retailers of keg beer sold for consumption off the premise must maintain documentation of those sales for a period of SIX months. The retail keg registration forms are available online at www.atc.la.gov. If you do not comply with the enclosed law, you will be jeopardizing your license. Contact Toni at (225) 925-4043 or e-mail toni.robinson@atc.la.gov with questions about the retail keg registration reporting requirements.

PERMIT INFORMATION

CLASS A: CATERER INDEPENDENT CONCESSIONAIRE

- Issued to applicant that holds a written concession agreement at arena, stadium, or other type of event venue.
- Applicant must have written agreement to provide food and beverage concession(s) from the owner/operator of the premise, including a provision prohibiting any party to engage in conduct prohibited by alcoholic beverage laws.
- Applicant must not own or manage the premise or be owned by the owner or manager of the premise.
- Applicant cannot receive any monetary benefit from the alcohol industry, except where authorized by law.
- Applicant cannot receive any direct monetary benefit from advertising, promotional, or sponsorship revenues from the premises.
- Applicant is solely responsible to determine the quantity and brand of alcohol.
- Permit does not allow the service of alcohol at a premise whose primary purpose is the sale of food, or any premise that derives more than 75% of gross revenue from on-premise sale of alcohol.

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Location Information			
1) Owner Name of Business (individual, partnership, LLC, corporation):			
2) Trade Name or Business (d/b/a):			
3) Location/Business Physical Address:			
Street:			
City:	State:	Zip:	
4) Contact Name:			
First Name:	Middle Name:	Last Name:	
5) Contact Business Phone:			
6) Official Mailing Address:			
Street:			
City:	State:	Zip:	
7) Contact Cell Phone:	8) Contact Email Address:		
9) Parish in which business is located:			
10) Within City Limits?			Yes <input type="checkbox"/>
			No <input type="checkbox"/>
11) LA State Tax ID Number (10-digits):			
12) How would you like to be notified about permit status?			
13) Does the applicant own the premises to be permitted?			Yes <input type="checkbox"/>
			No <input type="checkbox"/>
Landlord's Name:		Phone Number:	
Street:			
City:	State:	Zip:	
Ownership Information			
14) Type of Ownership:			
If the applicant is not an individual, list the name, title, and percentage of ownership for each partner, stockholder, officer or member. All partners, stockholders, officers or members holding more than 5% stock must submit a Schedule A/F.			
Name:	Title:	% of ownership:	
15) List all managers or authorized representative for the business, including general managers:			
Name:		Title:	
16) A detailed and exact diagram of the premises must be submitted. The diagram must include all entrances, exits, restrooms, bar(s), tables, kitchen, storage, offices, and all locations of video poker devices. Have you included the diagram?			Yes <input type="checkbox"/>
			No <input type="checkbox"/>

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<p>17) Has a local (city, town, parish, etc.) alcoholic beverage permit been issued?</p> <ul style="list-style-type: none"> • If "No", list the date you applied for the permit: _____/_____/_____ • If "Yes", you must submit a copy of your local application with this permit. 	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>18) Has the applicant submitted a Notice of Intent (NOI) poster application, received and posted the NOI poster in plain view outside the premises for (15) consecutive days?</p> <ul style="list-style-type: none"> • If the location has not been permitted within the last (6) months and your NOI posters have not been posted for (15) consecutive days, your application packet will be rejected and will not be processed. 	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>19) Does the applicant hold a written concession agreement to provide food and beverage concession services at an arena, stadium, race track, amphitheater, auditorium, theater, civic center, convention center, or other facility primarily for live artists, theatrical, cultural, educational, charitable, musical, sporting, nationally sanctioned automobile/horse racing, or entertainment events?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>20) Is the applicant owned, in whole or in part, by the owner, operator, lessee, subsidiary, agent, or company managing the premise?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>21) Does the applicant own or manage the premise, in whole or in part?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>22) I understand that the applicant can receive no monetary benefit from any alcoholic beverage manufacturer or wholesaler, including furniture, fixtures, capital improvements, equipment, or supplies, except as allowed by law.</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>23) I understand that the applicant cannot receive any direct monetary benefit from advertising, promotional, or sponsorship revenue generated from the operation of the premise.</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>24) I understand that no owner, operator, lessee, subsidiary, agent, or company managing the premise can control the quantity or brand of alcohol bought, sold, or served by the applicant.</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>25) I understand that this permit does not allow the sale of service of alcohol at a premise where the primary purpose is the sale of food, alcohol, or on a premise that derives 75% or more of its gross revenue from on-premise sale of alcohol.</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>26) I understand that this business must comply with all provisions of the Louisiana Responsible Vendor & Security Personnel training programs.</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>27) I understand that no one person holding an ownership interest in this business can also hold an interest in an alcoholic beverage wholesaler/distributor or manufacturer/supplier.</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>

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SWORN STATEMENT

I understand that manufacturers and/or wholesalers are prohibited from providing a retailer with anything of value unless explicitly enumerated as an exception in The Alcoholic Beverage Control Law or these regulations and that manufacturers and wholesalers are prohibited from inducing or otherwise influencing, directly or indirectly, a retailer from selling and/or serving its products to the exclusion, in whole or in part, of products of other manufacturers and/or wholesalers including but not limited to illegally influencing the retailer in any way regarding the quality or brand of alcoholic beverages bought or sold by the retailer. I further understand that retailers are prohibited from accepting or requiring any such inducement or other influence; and anyone found in violation of the market practices laws and regulations of the State of Louisiana, the United States or any other state, their permit(s) is subject to suspension, revocation and/or assessment of a fine or other penalty provided by law.

IF APPLICANT IS:

MUST SIGN APPLICATION:

WARNING & SIGNATURE	Individual /Sole Proprietor	Individual Owner
	Partnership	Any Partner
	Limited Liability Company (LLC)	Managing member, member, officer, director
	Corporation	Officer, Director

Notary

BY SIGNING BELOW, YOU ARE SWEARING, UNDER OATH, that you have read each of the questions in this application packet, and that all answers are true and correct to the best of your knowledge; that you meet the qualifications and conditions of R.S. 26:80 and 280; that you have complied with the notice requirements contained in R.S. 26:77 and 277; and that you have no interest in any business that holds a wholesaler's or manufacturer's license issued by the Louisiana Office of Alcohol and Tobacco Control. You are also swearing, under oath that pursuant to La. R.S. 26:934, you have read and understand the responsible vendor handbook and any amendments thereto, that you understand your obligations as an alcoholic beverage permit holder under the responsible vendor program, and that you have enrolled in the program. The responsible vendor handbook and amendments are available for download at www.atc.la.gov.

Signature

Title

Print/Type Your Name

Notary

For NOTARY Use Only

Sworn to and subscribed to me this _____ day of _____, 20_____,

In the parish/county of _____, State of _____,

Notary Public's Signature

Print Name of Notary Public