



## HOW TO OBTAIN A LIQUOR LICENSE IN THE CITY OF GUNTERSVILLE

1. Check with the Building Official at 256-571-7564 or the City Clerk at 256-571-7560 to determine that your location is zoned for the liquor license you wish to apply for.
2. Apply first with the State ABC Board. You may visit the Huntsville office located at 202 Exchange Place, Suite B, Huntsville or call at 256-726-0401. You may call the Huntsville office and set an appointment with the Local ABC Agent.
3. Apply at City Hall located at 341 Gunter Avenue, Guntersville. Forms are available on the City's website [www.guntersvilleal.org](http://www.guntersvilleal.org) or at the Clerk's Office located at City Hall. An application form must be completed and a copy of deed or lease submitted.
4. Application fee of \$100.00 (NON-REFUNDALBE) must be paid to the City of Guntersville.
5. The Background Release is now done by the State ABC Board Office, and can take up to 3 months. After the background check is received, a Public Hearing will be set by the City Council. The Council meets the first and third Monday of each month. You will be required to advertise the Public Hearing in the Advertiser Gleam twice, once week apart (Advertiser Gleam is located at 2218 Taylor Street, Guntersville 256-582-3232). You will bring certification from the Advertiser Gleam to the City Clerk and the Public Hearing will take place at the designated Council Meeting.
6. After Council approval the State will send your State Liquor License. Bring it to the City Clerk and your City Liquor License will then be issued to you. You may also be required to provide a health permit and the Fire Marshall's approval.
7. If you have a Liquor License, other than just beer or wine, you will be required to purchase a \$2500.00 bond to insure payment of your liquor taxes to the City. You will be responsible to pay to the City your liquor tax (8% on whole bottle sales and 10% on mixed drink sales) by the 15<sup>th</sup> of each month. Failure to pay by the 15<sup>th</sup> will result in a penalty of 15% and the City can suspend your license.



## LIQUOR LICENSE FEE SCHEDULE

TYPE OF LICENSE	FILING	STATE	FILING	CITY
LOUNGE RETAIL LIQUOR	50.00	300.00	100.00	2500.00
RESTAURANT RETAIL LIQUOR	50.00	300.00	100.00	1500.00
CLUB LIQUOR CLASS I	50.00	300.00	100.00	1000.00
CLUB LIQUOR CLASS II	50.00	750.00	100.00	2500.00
RETAIL BEER (ON OR OFF PREMISES)	50.00	150.00	100.00	75.00
RETAIL BEER (OFF PREMISES <i>ONLY</i> )	50.00	100.00	100.00	50.00
RETAIL TABLE WINE (ON/OFF PREM)	50.00	150.00	100.00	100.00
RETAIL TABLE WINE (OFF PREM ONLY)	50.00	150.00	100.00	75.00
RETAIL LIQUOR, WINE, BEER (OFF PREM ONLY)(SAME AS PACKAGE STORE)			100.00	1500.00
LIQUOR WHOLESALE	50.00	500.00	100.00	250.00
WHOLESALE BEER ONLY	50.00	550.00	100.00	275.00
WHOLESALE WINE ONLY	50.00	550.00	100.00	375.00
WHOLESALE BEER AND WINE	50.00	750.00	100.00	
WAREHOUSE	50.00	200.00		
ADDITIONAL WAREHOUSE	50.00	200.00		150.DAY
SPECIAL EVENTS	50.00	250.00		150.00
RETAIL COMMON CARRIER	50.00	150.00		
MANUFACTURER	50.00	500.00		
IMPORTER	50.00	500.00		
COUNTRY CLUB/GOLF COURSE			100.00	1000.00
TAVERN			100.00	1500.00
SPECIAL 360 RETAIL			100.00	1500.00
MICRO BREWERY			100.00	1500.00
MICRO DISTILERY			100.00	2500.00



# APPLICATION FOR BEER, WINE OR LIQUOR LICENSE

Date of Application: \_\_\_\_\_

Check the following Licenses for which you are applying:

- Lounge
- Restaurant
- Package Store
- Brewery
- Beer (Off Premise Only)
- Wine (Off Premise Only)
- Club, Class I or II
- Special Events
- Beer (On & Off Premise)
- Wine (On & Off Premise)
- Tavern
- Other \_\_\_\_\_

1) Name of Applicant: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

2) Names & Addresses of Partners, Members, Officers, or Directors (Attach a separate sheet if necessary):

Name	Title	DOB	Address

3) Type of Ownership (Sole, Corp, LLC, etc.): \_\_\_\_\_

Corporation or LLC Name: \_\_\_\_\_

4) Trade Name: \_\_\_\_\_

Location: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Zoning Classification: \_\_\_\_\_

5) Owner of Real Estate for which license is desired: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

6) Name of Manager: \_\_\_\_\_

7) Has Manager ever had an ABC License suspended, revoked or declined? \_\_\_\_\_

If so explain: \_\_\_\_\_

8) Do any of the Applicants own part of another business with a Liquor License? \_\_\_\_\_

If so, Name of Business: \_\_\_\_\_

9) Are the Applicants named above the only persons in any manner interested in the business sought to be licensed?

\_\_\_\_\_ If not Explain: \_\_\_\_\_

10) Has Applicant made application before for an ABC License: \_\_\_\_\_

If so, state disposition of application: \_\_\_\_\_

11) Has Applicant had an ABC License suspended, revoked or declined? \_\_\_\_\_

12) List below, the court records for Laws Violations, if any, of each Applicant. Do not include Traffic Violations except DUI and Reckless Driving. If no records exists, state "NONE".

Name	Violation	Court	Date	Disposition

Name	Violation	Court	Date	Disposition

Name	Violation	Court	Date	Disposition

Name	Violation	Court	Date	Disposition

13) Applicant for a Club License shall also file the following:

- A) A certified copy of the Certificate of Incorporation and the Constitution and By-Laws of such club.
- B) A verified list of the Paid-up members of such club at the time of application with resident addresses of each.
- C) Name & Address of Manager of club. If the Manager changes, then the club shall notify the City Clerk within five days of such change, supplying the new information.
- D) A copy of any Certificate from the Internal Revenue Service or Treasury concerning any exemption of the Club from taxation.

The undersigned agrees, if issued a License as hereinbefore requested, (1) To comply with all the provisions of the Laws of Alabama and particularly Title 28, Code of Alabama, as now and hereafter amended, and to obey all Rules and Regulations promulgated by the Alabama Alcoholic Beverage Control Board (The "Board"), relative to the handling of Alcoholic Beverages, and (2) To comply with all the provisions of the Laws and Ordinances of the City of Guntersville relative to Alcoholic Beverages, and particularly Ordinance No. 228 as now and hereafter amended, and (3) to allow any duly authorized agent of the Board and any duly commissioned Law Enforcement Officer of the State of Alabama, Marshall County, or City of Guntersville to enter and search without a warrant the Licensed Premises or any building owned or occupied by the Licensee in connection with, adjoining or adjacent thereto, whether connected or not, and whether used by the Licensee and his private dwelling or not, at any time. The undersigned understands that a violation of the State or City Laws or Rules and Regulations of the Board may result in a suspension or revocation of this license.

Applicant for the Alcoholic Beverage License, Requested by the foregoing Applicant hereby swears or affirms that he or she read said application and all the statements therein are true and correct, and that the applicant is the only person interested in the business for which license is requested.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Title

\_\_\_\_\_  
Contact Phone #

\_\_\_\_\_  
Email



## LIQUOR LICENSE APPLICANT CHECK LIST

1. Type of License Required
2. Application Completed
3. Building and Property Location
4. Current Zoning
5. Copy of Lease or Deed
6. ABI Release Forms(s)
7. Check or Money Order (\$25.00 each person) made out to ABI for Release Information
8. GPD Release Form(s)
9. Acknowledgement of filing fee signed
10. \$100.00 Filing Fee

### **Before Public Hearing:**

Publication Affidavit (Must be advertised two consecutive weeks in local paper.  
Paperwork must be picked up at City Hall and signed for)

### **Before Issuing City Beverage License:**

1. Name of Bonding Company or Certificate of Deposit to You can City
2. State License (Copy)
3. Certificate from Health Department (Copy)



## Ordinance No. 228 Filing Fee Acknowledgement

Date: \_\_\_\_\_

I certify that I have had the requirements of Ordinance No. 228 explained to me with reference to the \$100.00 filing fee.

If my application is denied, I will NOT receive a refund of said \$100.00 filing fee.

\_\_\_\_\_  
Proposed Licensee

\_\_\_\_\_  
Trade Name

\_\_\_\_\_  
City Clerk



Date: \_\_\_\_\_

**NOTICE TO ALL APPLICANTS:**

The attached notice of Public Hearing for a request of a \_\_\_\_\_  
License must be printed in the local paper once a week for two consecutive weeks prior to the  
Public Hearing.

Proof of publication must be provided to the City Clerk's office prior to the public hearing on  
\_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Witness Signature



## Advertisement for The Gleam

“Notice is hereby given that \_\_\_\_\_

Doing business as \_\_\_\_\_

Located at \_\_\_\_\_

Has made an application for the City of Guntersville City Council to approve the issuance of a

\_\_\_\_\_ License by the Alabama Alcoholic Beverage Control Board

and that the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ p.m.

has been set for the hearing thereof at the Guntersville City Council meeting. Any interested

persons may appear at said time and place and be heard for or against the granting of such

approval”



STATE OF ALABAMA

MARSHALL COUNTY

**BOND NO.** \_\_\_\_\_

**Tax Bond for Selling Alcoholic, Spirituous, Vinous or Fermented Liquor at Retail**

KNOWN ALL MEN BY THESE PRESENT:

That We, \_\_\_\_\_, of Guntersville,  
County of Marshall, State of Alabama, as Principal (Hereinafter called "PRINCIPAL") and

\_\_\_\_\_ of

\_\_\_\_\_, as Surety, (Hereinafter called "SURETY"), are held and firmly bound  
unto the CITY OF GUNTERSVILLE, ALABAMA, A Municipal Corporation, in the sum of TWO  
THOUSAND FIVE HUNDRED & NO/100 DOLLARS (\$2,500.00), for the payment of which, well and truly  
to be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and  
severally, firmly by these presents.

The condition of the foregoing obligation is such that:

WHEREAS, The Principal has applied to the City Clerk of Guntersville, Alabama for a license as a retailer of  
alcoholic, spirituous, vinous or fermented liquor in Guntersville, Alabama, under the provisions of Ordinance  
No. 561 approved August 6<sup>th</sup>, 1984 and has applied to the Alcoholic Beverage Control Board of the State of  
Alabama for the approval of Principal as a retailer of alcoholic, spirituous, vinous or fermented liquor under the  
laws of the State of Alabama; and

WHEREAS, The Alcoholic Beverage Control Board and the City of Guntersville, Alabama, A Municipal  
Corporation, has authorized the issuance to Principal of such license as a retailer of alcoholic, spirituous,  
vinous, or fermented liquor in Guntersville, Marshall County, Alabama has approved the Principal as such  
retailer of such alcoholic, spirituous, vinous or fermented liquors, subject to the execution of this bond.

NOW, THEREFORE, in consideration of the premises:

- (a) If the Principal shall promptly file with the City Clerk of Guntersville, Alabama, true reports, as required by  
law, showing the total purchases, receipts or procurements by the Principal of alcoholic, spirituous, vinous  
or fermented liquor, and shall promptly pay to the City of Guntersville, Alabama, A Municipal Corporation,  
any and all license and excise taxes on the total purchases, receipts or procurements of alcoholic, spirituous,  
vinous or fermented liquor, which may now or hereafter be levied or imposed, and which may now be due  
or which may thereafter become due by the Principal to the City of Guntersville, Alabama, A Municipal  
Corporation, together with all penalties and interest thereon, and shall faithfully comply with the provision  
of said Ordinance No. 561 of the City of Guntersville, Alabama, A municipal Corporation; and
- (b) If the Principal shall promptly, on or before the 15<sup>th</sup> day of each calendar month, file with the City Clerk of  
Guntersville, Alabama, true and correct reports, or statements, showing the total purchase, receipts or  
procurements of alcoholic, spirituous, vinous or fermented liquor made by the Principal during the next  
preceding calendar month, and shall furnish to the said City Clerk of Guntersville, Alabama such other

information as he/she may deem or require upon blanks or forms approved and furnished for such purpose, as required by law, and shall promptly pay to the City of Guntersville, Alabama, A Municipal Corporation, the amount of all license and excise tax now due by the Principal to the City of Guntersville, Alabama, A Municipal Corporation, or which may hereafter become due by the Principal to the City of Guntersville, Alabama, A Municipal Corporation, under the provisions of said Ordinance No. 561, together with all penalties and interest thereon, shall faithfully comply with other applicable provisions of said Ordinance No. 561 of the City of Guntersville, Alabama, A Municipal Corporation, which may be adopted while this bond is in force and effect, then this obligation shall be null and void; otherwise, the same shall remain in full force and effect.

The terms “hotel”, “restaurant”, “club”, “corporation”, “liquor”, “malt or brewed beverages”, “wine”, “municipality”, “package”, “person”, “sale”, or “sell” and all other terms defined in Section 1 of Ordinance No. 561 of the City of Guntersville, Alabama, A Municipal Corporation, shall be considered and construed in accordance with the definitions of such terms of said Act.

It is expressly understood and agreed that neither this obligation nor any liability thereunder shall be released or the validity thereof affected by reason of the adoption of any Ordinance in lieu of or amendatory to said Ordinance No. 561, or any provision of provisions thereof; but this obligation shall continue in full force and effect with respect to said statutes or any amendments hereto or change therein, which may be adopted before the cancellation of this obligation as herein provided, or before the actual cancellation and surrender of this obligation by the City of Guntersville, Alabama, A Municipal Corporation, pursuant to any law now existing or hereafter adopted relating thereto.

The surety on this bond may be released and discharged from any and all liability to the City of Guntersville, Alabama, A Municipal Corporation, accruing on this bond after the expiration of sixty (60) days from the date upon which said surety shall have filed with the City Clerk of the City of Guntersville, Alabama, A Municipal Corporation, written request to the released and discharged; provided, however, such request shall not operate to relive, release or discharge such surety from any liability already accrued or which shall accrue before the expiration of said sixty (60) day period.

IN WITNESS WHEREOF, WE have hereunto set our hands and seals on this

The \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Surety

\_\_\_\_\_  
By

\_\_\_\_\_  
Title of Officer

Attested:

\_\_\_\_\_  
City Clerk of the City of Guntersville  
Alabama, a Municipal Corporation



# BUSINESS LICENSE APPLICATION

City Does Impose the Business License Tax in Its Police Jurisdiction

**Complete and Mail/Fax/Email to:**  
City of Guntersville  
341 Gunter Avenue  
Guntersville, AL 35976  
Phone 256-571-7560  
Fax 256-571-7578  
melissa.howard@guntersvilleal.org

**Applicant Complete this Box:**  
FEIN \_\_\_\_\_ RDS/Sales Tax # \_\_\_\_\_  
NAICS# (If Known) \_\_\_\_\_  
**Form of Ownership (Check One):**  
Sole Prop  Partnership  Corp  Prof Assoc  LLC   
Other \_\_\_\_\_

**Application Type (Please Print or Type):** New  Owner Change  Name Change  Location Change

Legal Business Name: \_\_\_\_\_

Trade Name (If different from above): \_\_\_\_\_

Business Activities (Brief description – Retail clothing sales, wholesale food sales, rental of industrial equipment, computer consulting, restaurant, etc.):

\_\_\_\_\_

Physical Address \_\_\_\_\_  
Street City State Zip

Mailing Address \_\_\_\_\_  
Street City State Zip

Telephone \_\_\_\_\_  
Business Fax Home Phone

Name & Phone # for Contact Person \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_

Email Address for Contact \_\_\_\_\_

List Following for Owner(s), Partners, or Officers (Attach separate sheet if necessary):

Name Residence Address SSN (If not publicly traded co.) Title

\_\_\_\_\_

\_\_\_\_\_

Date Business Activity Initiated or Proposed in Guntersville \_\_\_\_\_ # of Employees in Guntersville \_\_\_\_\_

This application has been examined by me and is, to the best of my knowledge, a true and complete representation of the above named entity, and person(s) listed

\_\_\_\_\_  
Date Signature Title

\*\*\*\*\*

**For Municipal use only • Business License Information:**

Date Application Given: \_\_\_\_\_ By: \_\_\_\_\_

*Building Inspection Office 256-571-7564*

*Dwain Elder ~ Building Official • Jimmy Hanson ~ Building Inspector • Jason Thomason ~ Ordinance Enforcement Officer*

Building Official/Inspector Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Fire Marshall Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Business ID#: \_\_\_\_\_ Date Issued: \_\_\_\_\_ License #: \_\_\_\_\_ Clerk: \_\_\_\_\_



# Guntersville Police Department

340 Blount Ave.

Guntersville, Alabama 35976

Phone (256) 571-7571



## CITY OF GUNTERSVILLE

### AUTHORITY TO RELEASE INFORMATION

I, \_\_\_\_\_, hereby authorize any representative of the Guntersville Police Department to collect information in reference to, but not limited to, my personal background, driving record and arrest record.

I further authorize the release of any and all information pertaining to me by any person to whom this authorization may be presented, in consideration of the fact that all such obtained information shall be pertinent information which would assist the City of Guntersville, Alabama, in evaluating my character and qualifications.

I hereby release from any liability anyone who collects such information or anyone that furnishes such information on my behalf. I further agree that a photostatic copy of this authorization shall have the same effect as the original.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

**Date:** \_\_\_\_\_

**Driver's License Number:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Sex:** \_\_\_\_\_ **Race:** \_\_\_\_\_

**Current Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_