



STATE OF WEST VIRGINIA
DEPARTMENT OF REVENUE
ALCOHOL BEVERAGE CONTROL
ADMINISTRATION
900 Pennsylvania Avenue, 4th Floor
Charleston, WV 25302

INSTRUCTIONS FOR COMPLETING APPLICATION FOR RETAIL LICENSE-ON PREMISES
PRIVATE HOTEL, PRIVATE RESORT HOTEL, PRIVATE GOLF CLUB & PRIVATE GOLF COURSE

Requirements ---- Private Hotel - \$2,150.00, plus \$100.00 operational fee

- Has at least 2,000 members.
- Offers short-term daily-rate accommodations or lodging for members and their guests of at least 30 separate bedrooms.
- Maintains, at any one time, fresh food inventory capable of being prepared in the private hotel's kitchen. Such food inventory does not include microwavable, frozen or canned foods.
- Owns or leases, controls, operates and uses 1 acre but fewer than 3 acres, which are all contiguous acres of bounded or fenced real property which would be listed on the licensee's floorplan and would be used for destination hotel and large contracted for group-type events such as weddings, reunions, conferences, meetings, and sporting or recreational events.
- Operates a restaurant and full kitchen with ovens, four-burner ranges, walk-in freezers and other kitchen utensils and apparatus, as determined by the commissioner, on the licensed premises and serves freshly prepared food at least 20 hours per week.
- Lists the entire property and all adjoining buildings and structures on the private hotel's floorplan which would comprise the licensed premises, which would be authorized for the lawful sales, service and consumption of alcoholic liquors and nonintoxicating beer throughout the licensed premises whether these activities were conducted in a building, structure or outdoors while on the private hotel's licensed premises and as noted on the private hotel's floorplan.
- Has an identified person, persons or entity that has right, title and ownership or lease interest in the real property buildings and structures located on the proposed licensed premises.
- Utilizes an age verification system approved by the commissioner for persons under the age of 18.
- Meets and is subject to all other Private Club requirements.

Requirements ---- Private Resort Hotel - \$7,650.00 - \$22,150.00, plus \$100.00 operational fee

- Has at least 5,000 members.
- Offers short-term daily-rate accommodations or lodging for members and their guests of at least 50 separate bedrooms.
- Operates a restaurant and full kitchen with ovens, six-burner ranges, walk-in freezers and other kitchen utensils and apparatus, as determined by the commissioner, on the licensed premises and serves freshly prepared food at least 25 hours per week.
- Maintains at any one time, fresh food capable of being prepared in the private hotel's kitchen. Such food inventory does not include microwavable, frozen or canned foods.
- Owns or leases, controls, operates and uses acreage amounting to 10 or more contiguous acres of bounded or fenced real property which would be listed on the licensee's floorplan and would be used for destination, resort and large contracted for group-type events such as weddings, reunions, conferences, meetings and sporting or recreational events.
- Lists the entire property and all adjoining buildings and structures on the private resort hotel's floorplan which would comprise the licensed premises, which would be authorized for the lawful sales, service and consumption of alcoholic liquors throughout the licensed premises whether these activities were conducted in a building, structure or outdoors while on the private resort hotel's licensed premises and as noted on the private resort hotel's floorplan.
- Has an identified person, persons or entity that has right, title and ownership or lease interest in the real property buildings and structures located on the proposed licensed premises.
- Utilizes an age verification system approved by the commissioner for persons under the age of 18.
- Meets and is subject to all other Private Club requirements.

Requirements — Private Golf Club (18 hole) - \$2,150.00, plus \$100.00 operational fee

- Has at least 100 members.
- Maintains at least one 18-hole golf course with separate and distinct golf playing holes, not re-using 9 golf playing holes to compromise the eighteen golf playing holes, and a clubhouse.
- Operates a restaurant and full kitchen with ovens, as determined by the commissioner, on the licensed premises and serves freshly prepared food at least 15 hours per week.
- Owns or leases, controls, operates and uses acreage amounting to 80 contiguous acres of bound or fenced real property which would be listed on the private golf club's floorplan and could be used for golfing events and large contracted group-type events such as weddings, reunions, conferences, meetings and sporting or recreational events. Lists the entire property and all adjoining building and structures on the private golf club's floorplan which would comprise the licensed premises, which would be authorized for the lawful sales, service and consumption of alcoholic liquors throughout the licensed premises whether these activities were conducted, in a building, structure or outdoors while on the private golf club's licensed premises and as noted on the private golf club's floorplan.
- Has an identified person, persons or entity that has right, title and ownership interest in the real property buildings and structures located on the proposed licensed premises.
- Utilizes an age verification system approved by the commissioner for persons under the age of 18.
- Meets and is subject to all other Private Club requirements.

Requirements — Private Golf Course (9 hole) - \$2,150.00, plus \$100.00 operational fee

- Has at least 50 members.
- Maintains at least one 9-hole golf course with separate and distinct golf playing holes.
- Operates a restaurant and full kitchen with ovens, as determined by the commissioner, on the licensed premises and serves freshly prepared food at least 15 hours per week.
- Owns or leases, controls, operates and uses acreage amounting to 30 contiguous acres of bound or fenced real property which would be listed on the private golf course's floorplan and could be used for golfing events and large contracted for group-type events such as weddings, reunions, conferences, meetings and sporting or recreational events. Lists the entire property and all adjoining building and structures on the private golf course's floorplan which would comprise the licensed premises, which would be authorized for the lawful sales, service and consumption of alcoholic liquors throughout the licensed premises whether these activities were conducted, in a building, structure or outdoors while on the private golf course's licensed premises and as noted on the private golf course's floorplan.
- Has identified person, persons or entity that has right, title and ownership interest in the real property buildings and structures located on the proposed licensed premises.
- Utilizes an age verification system approved by the commissioner for persons under the age of 18.
- Meets and is subject to all other Private Club requirements.

PLEASE READ ALL THE INSTRUCTIONS CAREFULLY. ALL QUESTIONS ARE TO BE ANSWERED IN FULL. APPLICANT'S ACCURACY AND THOROUGHNESS IN COMPLETING THE APPLICATION FORM WILL ASSIST THIS OFFICE IN PROCESSING THE APPLICATION AND PREVENT UNNECESSARY DELAYS.

PLEASE VISIT THE WVABCA WEBSITE WWW.ABCA.WV.GOV FOR MORE DETAILED INSTRUCTIONS REGARDING "SERVICES" AND LICENSE TYPES IN HB 2025 AND HB 4848.

APPLICANTS MUST TYPE OR PRINT, IN INK, ALL ANSWERS ON FORMS.

Please find enclosed:

- 1.) Application for Private Hotel, Private Resort Hotel, Private Golf Club, or Private Club Golf Course Class A - Consumption On Premises, (ABCA 192A - RG)
- 2.) Release of Information & Waiver of Confidentiality of Records (ABCA-Lic. RIWCR.2)
- 3.) Alcohol Beverage Control Bond (ABCA-193) and Nonintoxicating Beer Bond (ABCA-194)
- 4.) Floor Plan (ABCA-Lic.FP3), give dimensions of licensed premises and designated outdoor areas
- 5.) Zoning Form (ABCA-Lic.Z.2)

INSTRUCTIONS

- All questions and/or descriptions must be answered. The application must be signed and notarized. If any questions/description cannot be completed in the available space on the application, please submit additional pages as needed. Each additional page submitted must include entity name, DBA name, and indicate which question applicant is answering.
- Applications must be completed correctly, and all necessary paperwork included when mailed to the WVABCA. Failure to do so will result in the application being delayed and/or returned to the applicant for the necessary corrections.
- LEASE — Applicants must provide a copy of a valid lease if not the property owner.
- Deed and/or Survey Plat — Must depicted acreage amounts.
- LICENSE FEES — License fees must be paid by Certified Check, Cashier's Check, or Money Order. Business checks, or Cash will not be accepted. Make checks payable to the WVABCA.
- All retail licenses are valid from issue date to June 30th of the current licensing period. If applying for a license to be issued after December 31st, most license fees are semiannually prorated to half the initial fee.
- LIVE SCAN FINGERPRINTING — All applicant(s) must complete a Live Scan Fingerprint in order to obtain a valid license. IdentoGO by Morpho Trust will provide fingerprinting services for all WVABCA license applicants. Contact IdentoGO at 855-766-7746 or online at Llenrollment.com for information on fingerprinting, locations, scheduling appointments, and fee requirements. Please note due to federal requirements Live Scan Fingerprinting must be performed by all license applicants.
Please contact the WVABCA Licensing Department at 304-356-5500 to obtain the proper service code for the Live Scan Fingerprinting process.
Fingerprint result reports MUST be sent to the WVABCA directly from Morpho Trust(L-1).
NO REPORTS WILL BE ACCEPTED DIRECTLY FROM LICENSE APPLICANTS.
- BONDS — Applicants must have a \$1,000.00 Nonintoxicating Beer Bond and a \$5,000.00 Alcohol Beverage Control Bond completed on the form(s) provided by the WVABCA.
- HEALTH PERMIT — Applicants must provide a copy of a valid Health Permit issued in applicant's name for the entire proposed premises. (If an Association, Limited Liability Company, or Corporation, the Health Permit must be issued in the business entity name and list the DBA name.)
- WV SECRETARY OF STATE — All Associations, Corporations and Limited Liability Companies must be duly certified and registered with the WV Secretary of State.

INSTRUCTIONS FOR SIGNING:

- a) If an Association, by each member of the governing board.
 - b) If a Corporation, by all officers, or by other persons specifically authorized by corporate resolution (copy of resolution must be enclosed).
 - c) If a Limited Liability Company, by all members.
 - d) Manager(s) must sign- a manager should be listed unless owners will be day to day manager.
- All applicants must apply for a "Special Occupation Tax (TTB F 5630.5d)" with the Alcohol and Tobacco Tax and Trade Bureau. Form and instructions are available through download at the following website: <http://www.ttb.gov/forms/f56305d.pdf> or by calling the toll-free number at 1-800-937-8864. A copy of the TBB form must be submitted with application to the WVABCA.

BUSINESS CLOSURE

The license may not be abandoned, rented, leased, given, loaned, or sold to another. Upon sale or closure of the applicant's business, the license must be returned to the WVABCA Licensing Department. Please include reason for closure, date business closed, and signature on back of license.

MAIL COMPLETED APPLICATION, FEES, AND REQUIRED ACCOMPANYING FORMS TO:

West Virginia Alcohol Beverage Control Administration
ATTN: Licensing Division

900 Pennsylvania Avenue, 4th Floor
Charleston, WV 25302

IF YOU HAVE ANY QUESTIONS OR NEED ASSISTANCE PLEASE CALL THE ADMINISTRATION AT 1-800-642-8208 OR (304) 356-5500 AND ASK FOR THE LICENSING DIVISION.

CHECKLIST OF FORMS/PAPERS TO RETURN TO THE WVABCA, LICENSING DIVISION:

- Application Form
- Release of Information & Waiver of Confidentiality of Records
- Copy of Valid Lease (if not owner)
- Copy of Deed and/or Survey Plat
- License Fee(s)
- Floor Plan (Detailed Map of Buildings, Facilities, and Bounded Outdoor Areas)
- Copy of Valid Health Permit
- Zoning Form completed by Applicant & Municipality if Within City Limits or, Zoning Form
- Completed by Applicant & Letter from County Commission if Outside City Limits
- Copy of TTB Form

WEST VIRGINIA ALCOHOL BEVERAGE CONTROL ADMINISTRATION

APPLICATION FOR RETAIL LICENSE

CONSUMPTION "ON PREMISES"

PRIVATE HOTEL, PRIVATE RESORT HOTEL, PRIVATE GOLF CLUB & PRIVATE GOLF COURSE

CLASS A

FOR FISCAL YEAR _____ TO _____

COUNTY: _____

PLEASE CHECK ALL APPROPRIATE BOXES BELOW. BE SURE TO CHECK THE BOX(ES) BESIDE EACH (ALL) OF THE LICENSES FOR WHICH YOU ARE APPLYING.

<p style="text-align: center;">A. APPLICATION PRIVATE RESORT HOTEL</p> <p><input type="checkbox"/> Private Hotel (up to 3 alcohol designated areas) \$2,150</p> <p><input type="checkbox"/> Private Resort Hotel (5 or fewer designated areas)\$7,650</p> <p><input type="checkbox"/> Private Resort Hotel (at least six but no more than 10 designated areas) \$12,650</p> <p><input type="checkbox"/> Private Resort Hotel (at least 11 but no more than 15 designated areas)\$17,650</p> <p><input type="checkbox"/> Private Resort Hotel (no fewer than 16 & no more than 20 designated areas)\$22,650</p> <p style="padding-left: 20px;">* Private Hotel (1 to 3 acres with up to 3 alcohol designated locations)</p> <p style="padding-left: 20px;">* These fees include liquor, wine, and beer</p> <p style="padding-left: 20px;">* Private Resort Hotel (10 acres or more and has at least 50 separate bedrooms)</p> <p><input type="checkbox"/> Private Caterer (Private Hotel or Private Resort Hotel)\$1000</p>	<p style="text-align: center;">B. APPLICATION PRIVATE GOLF CLUB</p> <p><input type="checkbox"/> Private Club Golf Club 18 holes\$2,150</p> <p><input type="checkbox"/> Private Club Golf Course 9 holes \$2150</p> <p>* 80 acres bound Or fence and 18-hole Golf Course</p> <p>* 30 acres bound or fence and 9-hole Golf Course</p> <p>*These fees include liquor, wine, and beer</p>	<p style="text-align: center;">C. ADDITIONAL RESORT HOTEL AREAS</p> <p><input type="checkbox"/> # day per Designated area \$150</p> <p>(Each additional area must hold a license)</p> <p>* 1-day license only for license with 20 designated areas</p> <p>* These fees include liquor, wine, and beer</p>	<p style="text-align: center;">OPERATIONAL FEE</p> <p style="text-align: center;">Operational Fee \$100</p> <p>*This is a non-refundable and non-prorated fee to be paid with the filing of the application.</p> <hr/> <p style="text-align: center;">D. APPLYING AS: (CHECK ONE)</p> <p><input type="checkbox"/> Corporation</p> <p><input type="checkbox"/> Association</p> <p><input type="checkbox"/> Limited Liability Company</p>
<p>E. SERVICES <input type="checkbox"/> Bottle Sales\$1,000 <input type="checkbox"/> Pre-Mix\$0 (Please attach Pre-mixed Liquor Recipe Submission Form)</p>			

Email (Required): _____ Fax Number: _____ WV Tax I.D./FEIN: _____

1) Applicant/Entity Name: _____

2) Doing Business As (DBA) Name: _____

3) Business Address: _____
STREET (CITY)

4) Mailing Address (required): _____
(STATE) (ZIP CODE) STREET (CITY) (TELEPHONE)

5) SUPPLY THE FOLLOWING INFORMATION ABOUT OWNER(S) AND/OR OFFICER(S) AND MANAGER(S). ALL APPLICANTS MUST LIST A MANAGER. U.S. Citizen**

				Y/N
Title	Name	Residence Address, City, State, Zip Code	% Ownership	
	____/____/____	____-____-____	_____	
	Date of Birth	Social Security Number	Telephone Number	YRS Resident of WV

				Y/N
Title	Name	Residence Address, City, State, Zip Code	% Ownership	
	____/____/____	____-____-____	_____	
	Date of Birth	Social Security Number	Telephone Number	YRS Resident of WV

_____ Y/N
 Title Name Residence Address, City, State, Zip Code % Ownership
 ____/____/____ - ____ - ____
 Date of Birth Social Security Number Telephone Number YRS Resident of WV

_____ Y/N
 Title Name Residence Address, City, State, Zip Code % Ownership
 ____/____/____ - ____ - ____
 Date of Birth Social Security Number Telephone Number YRS Resident of WV

_____ Y/N
 Title Name Residence Address, City, State, Zip Code % Ownership
 ____/____/____ - ____ - ____
 Date of Birth Social Security Number Telephone Number YRS Resident of WV

****IF NATURALIZED U.S. CITIZEN, MUST SUBMIT COPY OF NATURALIZATION DOCUMENTS.
 NON-CITIZENS MAY BE LISTED AS OWNER OR DIRECTOR OF A CORPORATION ONLY.**

- 6) CRIMINAL HISTORY- THE FOLLOWING IS A RECORD OF ALL CONVICTED ARRESTS OF THE OWNERS, PARTNERS, OFFICERS, DIRECTORS, MEMBERS AND/OR MANAGERS. ATTACH ADDITIONAL PAGES IF NECESSARY. IF THERE HAVE BEEN NO ARRESTS INSERT THE WORD "NONE".

NAME DATE OF ARREST CHARGE DISPOSITION OF ARREST LOCATION OF COURT (COUNTY STATE)

- 7) STATE NAME AND ADDRESS OF ALL PERSONS HAVING TWENTY PERCENT (20%) OR MORE INTEREST IN THE APPLICANTS' CORPORATION, ASSOCIATION AND/OR LIMITED LIABILITY COMPANY. STATE THE EXACT PERCENTAGE OF OWNERSHIP INTEREST FOR EACH PERSON LISTED. **A TRUST CANNOT HOLD A PERCENTAGE OF OWNERSHIP.**

NAME ADDRESS SOC. SEC. # % OWNERSHIP

- 8) HAS ANY OFFICER, MANAGER, OR 20% STOCK HOLDER EVER HELD OR CURRENTLY HOLD A WVABCA LICENSE?

YES NO IF YES, WHO? _____

DBA NAME? _____

WAS THE LICENSE: REVOKED _____ DATE _____

SUSPENDED _____ DATE _____

SANCTIONED _____ DATE _____

- 9) OWNER OF PREMISES TO BE LICENSED (PROPERTY OWNER'S NAME) _____
 IF NOT PROPERTY OWNER, APPLICANT MUST HOLD A VALID LEASE (ATTACH COPY OF THE LEASE)

****MUST SHOW DEED AND/OR SURVEY PLAT SHOWING ACERAGE FOR THE LOCATION****

10) PLEASE LIST ALL INVESTORS, PERSONS OR ENTITIES PROVIDING LOANS OR FINANCIAL ASSISTANCE (INCLUDING GIFTS), AND ANY PERSON OR ENTITY WITH A FINANCIAL INTEREST IN THE APPLICANT.

11) DOES THIS LOCATION CURRENTLY HAVE A WVABCA LICENSE? YES NO

IF YES, NAME OF LICENSED ESTABLISHMENT: _____

LICENSE #: _____

12) THE LICENSE APPLIED FOR IS NOT FOR ANY COLLEGE FRATERNITY OR SORORITY, IS NOT ON A COLLEGE CAMPUS AND THE PROPOSED LOCATION OF THE PREMISES HAS NOT BEEN DETERMINED BY LAW TO BE A PUBLIC NUISANCE, EXCEPT AS FOLLOWS:

13) ARE THE APPLICANT'S PREMISES LOCATED:

a. WITHIN AN INCORPORATED MUNICIPALITY OR WITHIN ONE MILE OF THE CORPORATE LIMITS OF ANY MUNICIPALITY: YES NO

b. WITHIN ONE MILE OF THE CORPORATE LIMITS OF TWO OR MORE MUNICIPALITIES:
YES NO

IF YES, NAME THE MUNICIPALITIES:

(1) _____

(2) _____

(3) _____

14) LIST THE DISTANCE TO THE NEAREST:

a. CHURCH _____

b. SCHOOL _____

c. RESIDENCE _____

d. GOVERNMENT OFFICE _____

15) WILL TOBACCO PRODUCTS BE SOLD AT THIS ESTABLISHMENT? YES NO

16) WILL YOU BE APPLYING FOR A LIMITED VIDEO LOTTERY LICENSE? YES NO

17) IS THE APPLICANT'S LOCATION READY FOR AN INITIAL INSPECTION? YES NO

IF NO, WHAT IS THE PROJECTED DATE FOR THE INITIAL INSPECTION? _____

**PRIVATE CATERER (PRIVATE HOTEL OR PRIVATE RESORT HOTEL ONLY) (QUESTIONS 18-26)
(COMPLETE ONLY IF APPLYING FOR PRIVATE CATERER, OTHERWISE SKIP)**

18) DO YOU OPERATE A RESTAURANT IN A PRIVATE HOTEL OR PRIVATE RESORT HOTEL ON A DAILY BASIS?

YES NO WVABCA LICENSE NUMBER: _____

19) PROVIDE THE FOLLOWING:

NAME OF THE UNLICENSED PRIVATE VENUE: _____

BUSINESS ADDRESS OF UNLICENSED PRIVATE VENUE: _____

(NOT MORE THAN 15 PRIVATE CATERING EVENTS MAY BE HELD AT THE SAME UNLICENSED PRIVATE VENUE PER CALENDAR YEAR.)

- 20) HAVE YOU INCLUDED A DETAILED FLOOR PLAN LISTING BUILDING/STRUCTURE WHERE THE UNLICENSED PRIVATE VENUE WILL BE HELD?
YES NO (MUST INCLUDE ADEQUATE RESTROOMS)
- 21) HAVE YOU INCLUDED A DETAILED FLOOR PLAN LISTING OTHER FACILITIES USED TO PREPARE AND SERVE FOOD? YES NO
- 22) HAVE YOU INCLUDED ON THE FLOOR PLAN ANY "EXTENSION" OUTDOOR AREA WITHIN 150 FEET OF THE UNLICENSED PRIVATE VENUE THAT YOU ARE REQUESTING TO UTILIZE? YES NO
- 23) WHAT AGE VERIFICATION SYSTEM DO YOU PLAN TO UTILIZE DURING THE UNLICENSED PRIVATE VENUE EVENT? _____
- 24) PLEASE PROVIDE A COPY OF WRITTEN AGREEMENT WITH ANY UNLICENSED VENUE.
- 25) IS THE UNLICENSED VENUE A PRIVATE HOME? YES NO
- 26) WILL THE EVENT BE IN THE PRIVATE HOME OR OUTDOORS ON OWNER'S PROPERTY? YES NO

***Contracts are required for each event. Please include:**

- 1. Contract for unlicensed venue being used for catered event.**
- 2. Contract between the caterer and person contracting with the caterer. Please include details, such as, services provided, fees, etc.**

The undersigned agree, if a license is issued as herein applied for, to comply at all times and observe all the provisions of West Virginia Code Chapter 11, Article 16 et seq. and Chapter 60, Articles 1 through 8 et seq. and all Federal and State Statutes and all other laws of this State and the rules and regulations promulgated by the Alcohol Beverage Control Administration. I or we certify under penalty of law and disqualification of licensure that all statements are true and complete. I or we release the State of West Virginia and any agent acting on its behalf from any and all liability by reason of the request for such information.

The undersigned hereby verify that we are all Officers and all Members of the Board of directors on the application and that the statements and answers made in the foregoing application are true and the said writing is the act and deed of said Corporation, Limited Liability Company, Association, Individual, Partnership, Limited Partnership. OFFICERS, INDIVIDUAL, OR MEMBER(S) SIGNATURES MUST BE NOTARIZED! THIS MUST MATCH OFFICERS LISTED WITH THE SECRETARY OF STATE. MANAGERS MUST ALSO SIGN.

PRINT CLEARLY/WRITTEN SIGNATURES REQUIRED

NAME: _____ TITLE: _____

SIGNATURE: _____ DATE OF SIGNATURE: _____

NAME: _____ TITLE: _____

SIGNATURE: _____ DATE OF SIGNATURE: _____

NAME: _____ TITLE: _____

SIGNATURE: _____ DATE OF SIGNATURE: _____

NAME: _____ TITLE: _____

SIGNATURE: _____ DATE OF SIGNATURE: _____

State of West Virginia _____ County, To-Wit:

_____, being first duty sworn

according to law, deposes and says that he/she is _____ of the

President or Controlling Member(s)

_____, authorized by law to do business in the State of West Virginia, and the

Business Entity

statements and answers made in the foregoing application are true and acknowledged the said writing to be the act and deed of said Corporation, Association, or LLC.

(Applicant Signature) _____

STATE OF WEST VIRGINIA,

COUNTY OF _____ to wit:

Sworn to before me and subscribed in my presence this _____ day of _____, _____

NOTARY PUBLIC

My Commission Expires: _____



Seal

Applicant/ Entity Name: _____

Doing Business As (DBA)Name: _____

WEST VIRGINIA
ALCOHOL BEVERAGE CONTROL ADMINISTRATION
RELEASE OF CONFIDENTIAL INFORMATION AND WAIVER OF
CONFIDENTIALITY OF RECORDS

I or we, having made application with the West Virginia Alcohol Beverage Control Administration for issuance of a license to sell alcoholic beverages within the State of West Virginia, hereby waive the benefit of any municipal, county, state, or federal statute, rule, ordinance, regulation or other law prescribing the confidentiality of any records or documents, whether formal or informal, pending or closed, maintained by any public or private agency or organization as those records or documents pertain to residency, business location, business activities, education and/or training, employment, criminal history, civil litigation, or law enforcement investigation.

I or we, hereby authorize and request every public or private agency, organization, or person maintaining such records to furnish to the West Virginia Alcohol Beverage Control Administration, or their agents or representatives, any information contained therein and to permit them to inspect and make copies of such records and documents.

I or we, hereby authorize the West Virginia Alcohol Beverage Control Administration to disclose any information pertaining to the licensure to any municipal, county, state, federal or private agency or organization that has any interest in the licensing of said applicant.

I or we, hereby release the West Virginia Alcohol Beverage Control Administration, their agents and representatives, and any agency, organization, or person furnishing information from all liability arising out of any investigation concerning the applicant. I or we further agree that a copy of this Release and Waiver shall function as an original.

I or we, hereby acknowledge that it is understood that a background check will be completed by both the West Virginia State Police and the Federal Bureau of Investigation. It is further understood that if I or we, dispute an FBI submission under Title 28, C.F.R., 16.34, I or we have the right to challenge the completeness or accuracy of the criminal history record by contacting the FBI directly.

I or we acknowledge that by affixing a signature(s) below gives this document full force, and upon this date all aforementioned information may be received and shared as prescribed.

Must be completed by all owners, officers, members and managers.

Printed Name	Written Signature	Title	Date

ALCOHOL BEVERAGE CONTROL BOND
THIS BOND MAY BE USED BY AN ASSOCIATION OR CORPORATION

KNOW ALL MEN BY THESE PRESENTS:

That WE, _____

of _____ County, West Virginia, _____

ASSOCIATION

_____ doing business under the firm name

CORPORATION

as principal, and _____ a corporation authorized to do business in the State of West Virginia, as surety, are held and firmly bound unto the STATE OF WEST VIRGINIA in the full and just sum of Five Thousand Dollars (\$5,000.00), to the payment whereof well and truly to be made, we bind ourselves, our successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION of the above obligation is such that whereas the above bound principal is about to obtain a license in pursuance of the provisions of Article 7, Chapter 60 of the Code of West Virginia, of 1931, as amended and regulations promulgated thereunder by the Commissioner, a LICENSE TO OPERATE A PRIVATE CLUB on the premises described in the application for such license.

NOW, THEREFORE, if the said principal shall faithfully observe the laws of the State of West Virginia, and regulations promulgated thereunder by the Commissioner with respect to the distribution, sale and dispensing of alcoholic liquors, and the operation of a private club, then this obligation to be void; otherwise to remain in full force and effect, and if the license of said principal shall be revoked, then the full amount of this bond shall be forfeited to the State of West Virginia, and said amount when received by the State shall be credited to the state fund, general revenue.

This bond is executed in pursuance of the provisions of said Article 7, Chapter 60 of the Code of West Virginia, of 1931, as amended, and regulations promulgated thereunder by the Commissioner, and the pertinent provisions of said article and regulations are hereby made a part of this bond.

ASSOCIATION APPLICANTS EXECUTE BELOW

IN WITNESS WHEREOF, each owner/member of the principal has hereunto set his hand and affixed his seal, and the said surety has caused its corporate name to be signed hereto and its corporate seal to be hereunto affixed by its official or agent thereunto duly authorized, and this bond is to be effective from the _____ day of _____, _____, to the 30th day of June, _____, unless sooner released by the State of West Virginia or cancelled by the surety after due notice to all parties concerned.

Signed and dated this _____ day of _____, _____

ALL OWNERS MUST SIGN AS PRINCIPALS

Principal _____(SEAL)

_____(SEAL)

_____(SEAL)

_____(SEAL)

_____(SEAL)

SURETY _____(SEAL)

SURETY CORPORATE SEAL

BY _____

ITS _____(TITLE)

COUNTERSIGNED BY: _____

WEST VIRGINIA RESIDENT AGENT OF SURETY

CORPORATION APPLICANTS EXECUTE BELOW

IN WITNESS WHEREOF, the said principal and the said surety have caused their respective corporate names to be signed hereto and their respective corporate seals to be hereunto affixed by their respective officials or agent thereunto duly authorized, and this bond is to be effective from the _____ day of _____, _____, to the 30th day of June, _____, unless sooner released by the State of West Virginia or cancelled by the surety after due notice to all parties concerned.

Signed and dated this _____ day of _____, _____

PRINCIPAL CORPORATE SEAL

PRINCIPAL _____ (Seal)

BY _____ (Seal)

SURETY _____ (Seal)

SURETY COPORATE SEAL

BY _____ (Seal)

ITS _____ (Title)

ASSOCIATION ACKNOWLEDGMENT

STATE OF WEST VIRGINIA,

COUNTY OF _____, To-wit:

I _____, a Notary Public in and for the county and state aforesaid, do hereby certify that _____, who signed the writing above, or hereto annexed, for _____, an association, on the _____ day of _____, _____, (has) (have) this day in my said county, before me, acknowledged the said writing to be the act and deed of said association.

Given under my hand this _____ day of _____, _____

NOTARY PUBLIC

My commission expires on the _____ day of _____, _____.

CORPORATIONS - CORPORATION ACKNOWLEDGMENT

STATE OF WEST VIRGINIA,

COUNTY OF _____, To-wit:

I _____, a Notary Public in and for the county and state aforesaid, do hereby certify that _____, who signed the writing above, or hereto annexed, for _____, a corporation, on the _____ day of _____, _____, (has) (have) this day in my said county, before me, acknowledged the said writing to be the act and deed of said corporation.

Given under my hand this _____ day of _____, _____

NOTARY PUBLIC

My commission expires on the _____ day of _____, _____.

BONDING COMPANY - CORPORATE ACKNOWLEDGMENT

STATE OF WEST VIRGINIA,

COUNTY OF _____, To-wit:

I _____, a Notary Public in and for the county and state aforesaid, do hereby certify that _____, who signed the writing above, or hereto annexed, for _____, a corporation, on the _____ day of _____, _____, (has) (have) this day in my said county, before me, acknowledged the said writing to be the act and deed of said corporation.

Given under my hand this _____ day of _____, _____

NOTARY PUBLIC

My commission expires on the _____ day of _____, _____.

For Fiscal Year _____ to _____

NONINTOXICATING BEER BOND

THIS BOND MAY BE USED BY AN INDIVIDUAL, PARTNERSHIP, ASSOCIATION OR CORPORATION

KNOW ALL MEN BY THESE PRESENTS:

That (I) (we), _____ being _____ / _____
If Individual or partnership insert name of people
Corporation or association insert name of corporation or association Insert one above
An Individual, Partnership, Corporation, or Association (County)

doing business under the name of _____ / _____
(Mailing Address) (City)
West Virginia, as principal, and _____ a corporation authorized
(Name of corporate surety)

to do business in the State of West Virginia, as surety, are held and firmly bound unto the STATE OF WEST VIRGINIA in the full and just sum of One Thousand Dollars (\$1,000.00), to the payment whereof well and truly to be made, we bind ourselves, our successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION of the above obligation is such that whereas the above bound principal is about to obtain a license in pursuance of the provisions of: Article 16, Chapter 11 of the Code of West Virginia, of 1931, as amended, and regulations promulgated thereunder by the Commissioner, a CLASS A RETAIL DEALER'S LICENSE to sell nonintoxicating beer on the premises described in the application for such license.

NOW, THEREFORE, if the said principal shall faithfully observe the laws of the State of West Virginia, and regulations promulgated thereunder by the Commissioner, with respect to the distribution, sale and dispensing of nonintoxicating beer, then this obligation to be void; otherwise to remain in full force and effect, and if the license of said principal shall be revoked, then the full amount of this bond shall be forfeited to the State of West Virginia, and said amount when received by the State shall be credited to the state fund, general revenue.

This bond is executed in pursuance of the provisions of said Article 16, Chapter 11 of the Code of West Virginia, of 1931, as amended, and regulations promulgated thereunder by the Commissioner, and the pertinent provisions of said articles and regulations are hereby made a part of this bond.

INDIVIDUAL OR PARTNERSHIP APPLICANTS EXECUTE BELOW

IN WITNESS WHEREOF, the said principal(s) (has) (have) hereunto set (his) (their) hand and seal(s), and the said surety has caused its corporate name to be signed hereto and its corporate seal to be hereunto affixed by its official or agent there unto duly authorized, and this bond is to be effective from the ____ day of _____, _____ to the 30th day of June _____, unless sooner released by the State of West Virginia or cancelled by the surety after due notice to all parties concerned.

Signed and dated this _____ day of _____, _____

(All Partners Must Sign As Principal)

Surety: _____

Principal: _____ (Seal)

Address: _____

_____ (Seal)

_____ (Seal)

BY: _____

_____ (Seal)

(SURETY CORPORATE SEAL)

CORPORATE OR ASSOCIATION APPLICANTS EXECUTE BELOW

IN WITNESS WHEREOF, the (said corporate principal) (said association principal) and the said surety have caused their respective names to be signed hereto and their respective seals to be hereunto affixed by their respective officials or agents thereunto authorized, and this bond is to be effective from the ____ day of _____, _____ to the 30th day of June _____, unless sooner released by the State of West Virginia or cancelled by the surety after due notice to all parties concerned.

Signed and dated this _____ day of _____, _____

Instructions For Signing

If Association or Fraternal Club has two owners, all must sign bond as Association principals. If ownership involves more than two persons, one officer or (owner) can be empowered to sign on behalf of Association. Corporation must be signed by President or Vice-President. If any other officer signs, attach corporate resolution or Power of Attorney permitting him to bind corporation.

Surety: _____

Association _____ (Seal)

Address: _____

_____ (Seal)

By: _____ (Seal)

_____ (Seal)

Its: _____ (Title)

(Surety Corporate Seal)

Principals: _____ (Seal)

Corporate Name: _____

By: _____ (Seal)

Its: _____ Title

Resident Agent: _____

Address: _____

Phone No: _____

Note: No. 1 -To be completed by Notary Public for an Individual or Partnership.
No. 2 -To be completed by Notary Public for a Corporation or an Association.
No. 3 -To be completed by Notary Public for Bonding Company Signature.

Power of Attorney should be attached and dated, notarized same day as issuance of bond.

NO. 1 - INDIVIDUAL OR PARTNERSHIP ACKNOWLEDGMENT

STATE OF WEST VIRGINIA,

COUNTY OF _____, To-wit:

I, _____, a Notary Public in and for the county and state aforesaid, do hereby certify that _____, whose name(s) (is) (are) signed to the writing above or hereto annexed, bearing date on the _____ day of _____, _____, (has) (have) this day acknowledged the same before me in my said county.
Given under my hand this _____ day of _____, _____.

Notary Public
My commission expires on the _____ day of _____, _____.

NO. 2- CORPORATION OR ASSOCIATION ACKNOWLEDGMENT

STATE OF WEST VIRGINIA,

COUNTY OF _____, To-wit:

I, _____ a Notary Public in and for the county and state aforesaid, do hereby certify that _____, who signed the writing above, or hereto annexed, for, (a corporation) (an association), bearing date on the _____ day of _____, _____, (has) (have) this day in my said county, before me, acknowledged the said writing to be the act and deed of said (corporation) (association).
Given under my hand this _____ day of _____, _____.

Notary Public
My commission expires on the _____ day of _____, _____.

NO. 3-BONDING COMPANY - CORPORATE ACKNOWLEDGMENT
(For Individual Signing For Surety)

STATE OF WEST VIRGINIA,

COUNTY OF _____ To-wit:

I, _____ a Notary Public in and for the county and state aforesaid, do hereby certify that _____, Who signed to the writing above, or hereto annexed for _____, a corporation, bearing date on the _____ day of _____, _____ (has) (have) this day in my said county, before me, acknowledged the said writing to be the act and deed of said corporation.
Given under my hand this _____ day of _____, _____.

Notary Public
My commission expires on the _____ day of _____, _____.

West Virginia Alcohol Beverage Control Administration

Floor Plan

License period: _____

Applicant Entity Name: _____

Doing Business As (DBA) Name: _____

County: _____

Floor plan must include all areas under the control or lease of the applicant where alcohol is to be stored, sold, or consumed. All areas under control or lease of the license must be licensed. Must list all Private Resort Hotel, Private Golf Club, Private Hotel, or Private Golf Course designated areas.

Submit (1) copy to WVABCA. Must Give Dimensions. Keep (1) copy at licensed premises. LIST ENTIRE PROPERTY AND ALL OUTSIDE STRUCTURES (Licensed premises must be a minimum of 500 square feet)

*If there are attached drawings please check:

(Additional drawings must include entity & DBA name and must be signed and dated.)

Room, Outside Area, Outside Structure (Width, Length) (Example: 24' X 36')	Located on What Floor	Seating Capacity	Location (Serving, Kitchen, Storage, Etc...)

I or we hereby certify that the floor plan above and/or attached is the only area where alcoholic beverages will be sold, dispensed, consumed, and/or stored. I or we further understand that any violation of this provision will mean immediate revocation or suspension of my license.

Signature: _____ Title: _____ Date: _____

Signature: _____ Title: _____ Date: _____

Signature: _____ Title: _____ Date: _____

Signature: _____ Title: _____ Date: _____

Signature: _____ Title: _____ Date: _____

Zoning Form

(Original copy must be submitted to the WVABCA Licensing Department)

Note: If an establishment's location is not situated within a municipality, this office will need a letter from the County Commission stating that the establishment location is zoned properly. All applicants must complete the obverse (front) portion of the form.

To: Municipal Clerk or Recorder

Under the requirements set forth in 60-7-4a and/or 11-16-8(a)(5) of the W. Va. State Code, a person intending to apply for a license to operate an ABCA licensed Private Club, Private Wine Restaurant or Tavern at any location within a municipality **must file a notice of such intention with the Clerk or Recorder of such municipality at least ten (10) days prior** to filing an application for such license with the Alcohol Beverage Control Administration. Pursuant to this requirement, **notice** is herein given that the following intends to apply to the WVABCA for a license to operate a Private Club, Private Wine Restaurant, Private Wine Bed and Breakfast, Private Wine Spa, or Tavern issued pursuant to the provisions of §§ Chapter 60, Article 7 and Article 8 and/or Chapter 11, Article 16 of the W.Va. State Code.

Entity Name: _____

DBA (Doing Business As): _____

Address of Establishment: _____
(Street/Route) (City) (State) (Zip Code)

Applicant's Name(s): _____
(Last) (First) (Middle)

(Last) (First) (Middle)

General Description of Premises: _____

Food Services to be Offered: _____

Patron Capacity: _____

This Notice has been filed with the Clerk or Recorder of the City/Town of
_____ **on this** _____ **day of** _____, _____.

Applicant's Signature(s): _____ Date: _____
_____ Date: _____

(FOR USE BY MUNICIPAL AUTHORITIES ONLY)

Is the proposed location for the Private Club, Private Wine Restaurant, Private Wine Bed and Breakfast, Private Wine Spa, or Tavern described consistent with the zoning ordinances or your Municipality as either a permitted use or a conditional use of such premises?

Yes _____ No _____

If the answer to the first question was "no," does your Municipality provide within its business zones suitable alternative locations for Private Club, Private Wine Restaurant, Private Wine Bed and Breakfast, Private Wine Spa, or Tavern?

Yes _____ No _____

Is the proposed location for the Private Club, Private Wine Restaurant, Private Wine Bed and Breakfast, Private Wine Spa, or Tavern herein described situated in an area designated for the use of community development block grant funds in the municipality?

Yes _____ No _____

If yes, is the planned use of the premises at the location herein described consistent with any plan adopted by the governing body of the municipality for revitalization of the area wherein the premises are situated?

Yes _____ No _____

Does the municipality have any restrictions or regulations prohibiting Limited Video Lottery?

Yes _____ No _____

Does the municipality have any restrictions or regulations prohibiting Exotic Dancing establishments?

Yes _____ No _____

Additional comments to the Alcohol Beverage Control Administration:

Approved By: Authorized Official Signature and Title

City/Town

Date:

**Return Original To: WVABCA
Licensing Division
900 Pennsylvania Avenue, 4th Floor
Charleston, WV 25302**