



**STATE OF WEST VIRGINIA DEPARTMENT OF REVENUE
ALCOHOL BEVERAGE CONTROL ADMINISTRATION
900 PENNSYLVANIA AVENUE, 4TH FLOOR
CHARLESTON, WV 25302**

**PRIVATE TENNIS CLUB/PRIVATE PROFESSIONAL SPORTS STADIUM/PRIVATE MULTI-
SPORTS COMPLEX/PRIVATE SPORTS COLLEGE STADIUM/PRIVATE WEDDING
VENUE/PRIVATE COLISEUM OR CENTER
INSTRUCTIONS FOR COMPLETING APPLICATION FOR
RETAIL CLASS A LICENSE-ON PREMISES**

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

- At least 100 members
- Operates full kitchen with an oven capable of serving freshly prepared food.
- Owns or leases, controls, operates, and uses at least 2 acres that are all contiguous acres bounded or fenced real property that would be listed on the licensee's floorplan and would be used for tennis events and large 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 tennis 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 tennis club's licensed premises and as noted on the 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.
- At least 4 separate and distinct tennis courts either indoor or outdoor, a clubhouse or similar facility.
- 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 Professional Sports Stadium - \$2,150.00, plus \$100.00 operational fee

- At least 1000 members.
- Operates full kitchen with an oven capable of serving freshly prepared food.
- Owns or leases, controls, operates, and uses at least 3 acres that are all contiguous acres bounded or fenced real property that would be listed on the licensee's floorplan and would be used for professional sporting events and large 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 professional sports stadium's floorplan which would be 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 professional sports stadium's licensed premises and as noted on the 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.
- Maintains an open or closed air stadium venue primarily for sporting events such as, football, soccer, baseball, auto racing and other similar events.
- 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 requirement

Requirements ----Private Multi-Sport Complex - \$2,150.00, plus \$100.00 operational fee

- At least 100 members.
- Operates a full kitchen with an oven capable of serving freshly prepared food and may contract with temporary food vendors or food trucks for food sales only but not on a permanent basis in areas of the complex not readily accessible by main facility.
- Maintains, at any one time, fresh food inventory capable of being prepared in the multi-sports complex's kitchen. Food inventory does not include microwavable, frozen, or canned foods.
- Owns or leases, controls, operates, and uses at least 50 acres that are all contiguous acres bounded or fenced real property that would be listed on the licensees' floorplan and would be used for sporting events and large 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 multi-sport complex'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 multi-sport complex's licensed premises and as noted on the floorplan. May sell alcoholic liquors, nonintoxicating beer, and nonintoxicating craft beer from a golf cart or food truck owned or leased and operated by the licensee.
- 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.
- Maintains an open-air multi-sport complex primarily for use for sporting events such as baseball, soccer, basketball, tennis, frisbee or other sports.
- 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 College Sports Stadium - \$2,150.00, plus \$100.00 operational fee

- At least 100 members.
- Operate a restaurant and full kitchen with ovens and equipment that is equivalent or greater than a private club restaurant, as determined by the commissioner, on the licensed premises and capable of serving freshly prepared food or meals to its stated members, guests, and patrons who will be attending the event at the private college sports stadium.
- Own or lease, control, operate, and use acreage amounting to at least 2 contiguous acres of bounded or fenced real property, as determined by the commissioner, which would be listed on the private college stadium's floorplan and could be used for contracted-for temporary non-collegiate sporting events, group-type weddings, reunions, conferences, meetings, or other events.
- List the entire property and all adjoining buildings and structures on the private college sports stadium'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 or nonintoxicating craft beer throughout the licensed premises whether these activities were conducted in a building or structure or outdoors while on the private college sports stadium's licensed premises and as noted on the private college sports stadium's floorplan.
- Have 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.
- Operates a college or university stadium or coliseum for Division I, II, or III and involves a college (public or private) or university that is a member of the National Collegiate Athletic Association, or its successor, and uses the facility for football, basketball, baseball, soccer, or other Division I, II, or III sports, reserved weddings, reunions, conferences, meetings, or other special events and does not maintain daily or regular operating hours as a bar or restaurant. The licensee may sell alcoholic liquors when conducting or temporarily hosting non-collegiate sporting events.
- Maintain an open-air or closed-air stadium or coliseum venue primarily used for sporting events, such as football, basketball, baseball, soccer, or other Division I, II, or III sports, and also weddings, reunions, conferences, meetings, or other events where parties shall reserve the college stadium venue in advance of the event.
- This license may be issued in the name of the National Collegiate Athletic Association Division I, II, or III college or university or the name of the primary food and beverage vendor under contract with that college or university. All alcohol sales shall take place within the confines of the college stadium: *Provided*, That any outside area approved for alcohol sales shall be surrounded by a fence or other barrier prohibiting entry except upon the college or university's express permission, and under the conditions and restrictions established by the college or university, so that the alcohol sales area is closed in order to prevent entry and access by the general public.
- Use an age verification system approved by the commissioner.
- Meet and be subject to all other private club requirements.

Requirements ---Private Wedding Barn or Venue - \$1,650.00, plus \$100.00 operational fee

- At least 25 members.
- Operate a restaurant and full kitchen with ovens and equipment that is equivalent or greater than a private club restaurant, as determined by the commissioner, on the licensed premises and capable of serving freshly prepared food or meals to its stated members, guests, and patrons who will be attending the event at the private wedding barn or venue.
- Owns or leases, controls, operates, and uses at least 2 acres that are all contiguous acres bounded or fenced real property that would be listed on the licensee's floorplan and would be used for large events such as weddings, events and reunions, conferences, meetings, or other events.
- Lists the entire property and all adjoining buildings and structures on the private wedding barn or venue'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 wedding barn or venue's licensed premises and as noted on the 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 Coliseum or Center - \$2,150, plus \$100.00 operational fee

- At least 5,000 members.
- Maintains an enclosed coliseum or center venue with at least 80,000 square feet of event space.
- Open for various events including, but not limited to, musical concerts, bands, sporting events, monster trucks, circuses, expos, etc, or a private fair and festival, as authorized by the commissioner. Per dual licensing requirements as set forth in 60-7-2a.
- Licensee may not sell alcoholic liquors, nonintoxicating beer or wine when conducting or hosting events focused on patrons who are less than 21 years of age.
- Operates a full kitchen with ovens.
- Capable of serving freshly prepared food or meals to its members, guests, and patrons who will be attending events,
- Own or leases, control, operate, and use acreage amounting to at least two contiguous acres of bounded or fenced real property, as determined by the Commissioner.
- Lists the entire property and all adjoining buildings and structures on the private coliseum or center's floorplan comprising the licensed premises.
- 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.
- Meet and be subject to all other private club requirements.

Requirements --- Self-pour automated system - \$0 (Must hold a private club type license)

- A private club type may apply to the WVABCA to operate an approved self-pour automated system.
- All self-pour automated system equipment specifications must be submitted to the WVABCA for prior approval. The WVABCA will approve the system or reply back to the licensee submitting the system for approval, with any issues that the WVABCA has found that would prevent the system's approval.
- The self-pour automated system must account for the price differential and ounce differential between and among various nonintoxicating beer, hard cider, or wine being self-poured. If the system is unable to calculate the difference for wine, then a separate card may be used for wine self-pouring.
- Patrons must be verified to be 21 years of age or older prior to being issued a self-pour automated payment card. The licensee or the licensee's employee must verify the patron's age.
- A self-pour automated system may only dispense a pre-paid serving of up to (32 ounces) of non-intoxicating beer before the payment card is reactivated and only after the person has been re-verified to be 21 years of age and matches the name on the payment card.
- A self-pour automated system may only dispense a pre-paid serving of up to (32 ounces) of hard cider before the payment card is reactivated and only after the person has been re-verified to be 21 years of age and matches the name on the payment card.
- A self-pour automated system may only dispense a pre-paid serving of up to (10 ounces) of wine before the payment card is reactivated and only after the person has been re-verified to be 21 years of age and matches the name on the payment card.
- Verification of age must be recorded by the licensee or the licensee's employee in a logbook or in some electronic record retention system for each payment card holder.
- The licensee or the licensee's employee must verify that patrons are not visibly or noticeably intoxicated prior to the issuance of a self-pour automated system payment card and/or prior to use after re-entry of a patron to a licensed premises, if the patron has left.

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 AT 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 Retail License, Consumption on Premises, Class A (ABCA – 192Comp)
- 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
- 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.

LICENSE FEES – License fees must be paid by Certified Check, Cashier's Check, Business Check, Personal Check, Credit Card, or Money Order. 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 semi-annually prorated to half the initial fee.

LIVE SCAN FINGERPRINTING – All applicants must complete a Live Scan Fingerprint in order to obtain a valid license. IdentoGO by MorphoTrust will provide fingerprinting services for all WVABCA license applicants. Contact IdentoGo at 855-766-7746 or online at <https://uenroll.identogo.com> for information on fingerprinting, locations, scheduling appointments, and fee requirements.

Fingerprint result reports MUST be sent to WVABCA directly from IdentoGo by Morpho Trust.

Please contact the WVABCA Licensing Department at 304-356-5500 to obtain the proper service code for the Live Scan Fingerprinting process.

NO REPORTS WILL BE ACCEPTED DIRECTLY FROM LICENSE APPLICANTS.

BONDS – Applicants must have a \$1,000.00 Nonintoxicating Beer Bond and/or 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. (If 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, Limited Liability Companies, Non-Profit Clubs, and Fraternal Organizations must be duly certified and registered with the WV Secretary of State.

INSTRUCTIONS FOR SIGNING:

- a) If an individual, by the owner
- b) If a partnership, by each member of the partnership (Copy of Partnership Agreement to be submitted to WVABCA)
- c) If an association, by each member of the governing board
- d) If a corporation, by all officers, or by other persons specifically authorized by corporate resolution (copy of resolution must be enclosed)
- e) If a limited liability company, by all members
- f) Manager(s) must sign

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 TTB form must be submitted with application to the WVABCA.

BUSINESS CLOSURE

If issued, 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 Division. 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)
- License Fee(s)
- Floor Plan
- 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
- Bonds
- Copy of menu (if applicable)
- Naturalization papers (if applicable)

WEST VIRGINIA ALCOHOL BEVERAGE CONTROL ADMINISTRATION

APPLICATION FOR RETAIL LICENSE

CONSUMPTION "ON PREMISES"

PRIVATE PROFESSIONAL STADIUM/PRIVATE COMPLEX/PRIVATE COLLEGE SPORTS
STADIUM/PRIVATE WEDDING VENUE/PRIVATE COLISEUM OR CENTER**CLASS A**

COUNTY: _____ FOR FISCAL YEAR _____ TO _____

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

A. LIQUOR APPLICATION	B. APPLYING AS: (CHECK ONE)
<input type="checkbox"/> Private Tennis Club\$2,150* <input type="checkbox"/> Private Professional Sport Stadium\$2,150* <div style="margin-left: 20px;"> <input type="checkbox"/> Private Multi-Sports Complex\$2,150* <input type="checkbox"/> Private Wedding Barn or Venue\$1,650* <input type="checkbox"/> Private College Sports Stadium\$2,150* <input type="checkbox"/> Private Coliseum or Center\$2,150* <input type="checkbox"/> Self-Pour Automated System (Private Club type only)\$0 </div> <p>*These fees include liquor, wine, and beer.</p> <p style="text-align: center;">Operational Fee</p> <p>Operational Fee.....\$100</p> <p>*This is a non-refundable and non-prorated fee to be paid with the filing of the application</p>	<input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Association <input type="checkbox"/> Limited Liability Company <p>Only Associations, Corporations, or Limited Liability companies May apply for liquor license.</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)

(STATE)

(ZIP CODE)

(TELEPHONE)

4) Mailing Address (required): _____

(STREET)

(CITY)

(STATE)

(ZIP CODE)

(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**

Title	Name	Residence Address, City, State and Zip Co de	% Ownership	Y/N
	/ /	- - -		
	Date of Birth	Social Security Number	Telephone Number	YRS Resident of WV
Title	Name	Residence Address, City, State and Zip Co de	% Ownership	Y/N
	/ /	- - -		
	Date of Birth	Social Security Number	Telephone Number	YRS Resident of WV
Title	Name	Residence Address, City, State and Zip Co de	% Ownership	Y/N
	/ /	- - -		
	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 SHAREHOLDER, OWNER, OR DIRECTOR OF CORPORATION ONLY. TITLE REFERS TO CORPORATE OFFICERS, PRESIDENT, VICE PRESIDENT, SECRETARY, TREASURER, OR MEMBER.**

- 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)
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- 7) STATE NAME AND ADDRESS OF ALL PERSONS HAVING TWENTY PERCENT (20%) OR MORE INTEREST IN THE APPLICANTS' CORPORATION, ASSOCIATION, PARTNERSHIP, LIMITED PARTNERSHIP, AND/OR LIMITED LIABILITY COMPANY. STATE THE EXACT PERCENTAGE OF OWNERSHIP INTEREST FOR EACH PERSON LISTED. A TRUST CAN HOLD NO PERCENTAGE OF OWNERSHIP.

NAME	ADDRESS	SOC. SEC. #	%OWNERSHIP
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- 8) HAS ANY OFFICER, MANAGER, OR 20% STOCKHOLDER 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)

10) DOES THIS LOCATION CURRENTLY HAVE A WVABCA LICENSE? ☐ YES ☐ NO
IF YES, NAME OF LICENSED ESTABLISHMENT: _____
LICENSE #: _____

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

12) 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) _____

13.) LIST THE DISTANCE TO THE NEAREST:
A.) CHURCH _____
B.) SCHOOL _____
C.) RESIDENCE _____
D.) GOVERNMENT OFFICE _____

14.) WILL TOBACCO PRODUCTS BE SOLD AT THIS ESTABLISHMENT? YES ☐ NO ☐

15.) WILL YOU BE APPLYING FOR A LIMITED VIDEO LOTTERY LICENSE? YES ☐ NO ☐

16.) IS THE APPLICANT'S LOCATION READY FOR AN INITIAL INSPECTION? YES ☐ NO ☐
IF NO, WHAT IS THE PROJECTED DATE FOR THE INITIAL INSPECTION? _____

17.) ON WHAT DAY (DATE) WAS THE "SPECIAL TAX REGISTRATION AND RETURN
APPLICATION" (TTB FORM) SUBMITTED TO THE ALCOHOL AND TRADE BUREAU?

18.) HOW MANY ACRES IS ENTIRE PROPERTY LISTED ON THE PROPOSED FLOORPLAN?

19.) PLEASE DESCRIBE YOUR AGE VERIFICATION SYSTEM.

20.) PLEASE DESCRIBE ACTIVITIES TO BE CONDUCTED ON THE PROPOSED LICENSED PREMISES?

21.) IF APPLYING FOR A PRIVATE COLLEGE SPORTS STADIUM, IS YOUR COLLEGE OR UNIVERSITY A MEMBER OF THE NCAA AS A DIVISION I, II, OR III OR IT'S SUCCESSOR.

YES ☐ NO ☐

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 §§ 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 due to the request for such information.

The undersigned hereby verify that we are all officers and all member 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! 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: _____

NAME: _____ TITLE: _____

SIGNATURE: _____ DATE OF SIGNATURE: _____

State of West Virginia, _____ County, To-Wit:

_____, being first duly sworn

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

President, Individual or Controlling Member(s)

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

(Applicant Signature) _____

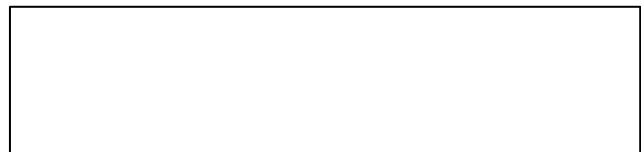
STATE OF WEST VIRGINIA,

COUNTY OF _____, to wit:

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

NOTARY PUBLIC

My Commission Expires: _____



SEAL OF NOTARY

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

(ADDENDUM B) ABCA-Lic. RIWCR.2

KNOW ALL MEN BY THESE PRESENTS:

That WE, _____

of _____ County, West Virginia, _____

ASSOCIATION

doing business under the firm name

CORPORATION

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 CORPORATE 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 Insert one above (County)
Corporation or association insert name of corporation or association An Individual, Partnership, Corporation, or Associationdoing 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)

BY: _____

_____ (Seal)

(SURETY CORPORATE SEAL)

_____ (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: _____

Address: _____

By: _____ (Seal)

Its: _____ (Title)

(Surety Corporate Seal)

Association _____ (Seal)

_____ (Seal)

_____ (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: _____ to _____

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 applicant must be licensed.

SUBMIT (1) COPY TO WVABCA. MUST GIVE DIMENSIONS.

KEEP (1) COPY AT LICENSED PREMISES.

(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.**)

[illegible]

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. And, I or we further understand that any violation of this provision will mean immediate revocation or suspension of my license.

Print: _____ Signature: _____ Title: _____ Date: _____

Print: _____ Signature: _____ Title: _____ Date: _____

Print: _____ Signature: _____ Title: _____ Date: _____

Print: _____ Signature: _____ Title: _____ Date: _____

Print: _____ Signature: _____ Title: _____ Date: _____

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

To: Municipal Clerk or Recorder

Entity Name: _____

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