



CITY OF BUFFALO, MINNESOTA

License Fee \$ _____

Public Safety Fee \$ _____

Total Fees \$ _____

APPLICATION FOR TEMPORARY LIQUOR LICENSES

On-Sale Liquor licenses are approved by the City Council on the first and third Mondays of each month. **Council approval is required before we can submit the license to the State AGE (Alcohol & Gambling Enforcement).** The State AGE requires that the City submit applications **30 days** prior to the event and the Temporary License is issued by the State AGE.

**** Please plan accordingly when you submit your application. ****

Type of Temporary Licenses & Fees

- ☐ **1-4 Day ON-SALE Liquor* \$75**
(Requires approval by State of MN Department of Safety AGE Division. Complete the AGE form and submit with this application.)
- ☐ **One Day ON-SALE 3.2 Malt Liquors \$10/Day**
(City Administrator approves at local level.)

Date of Event: _____ Time: _____ AM/PM to _____ AM/PM

Name & Location of Event: _____

Applicant's Name: _____ Phone: _____

Applicant's Address: _____
Street Address City/State/Zip

Email Address: _____ Type of Event: _____

If you want police presence at your event, please select below. Fees for Police Officers will be in accordance with the City's Master Fee Schedule. If you have questions, please contact the Police Department at 763-682-5976 or policeofficer@ci.buffalo.mn.us.

☐ Sworn Officer - How Many _____ ☐ Reserve Officer – How Many _____

Time frame officer requested for: _____ AM/PM to _____ AM/PM - Total number of hours: _____

****Required: Copy of Certificate of Liability Insurance showing coverage for Liquor Liability.****
Your Certificate of Insurance must show coverage for liquor liability. (See attachments)

Signature of Applicant

Date

For Office Use: Date to PD: _____ Council Meeting Approval Date: _____
07/2023



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7507 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization		Date of organization	Tax exempt number
<input type="text"/>		<input type="text"/>	<input type="text"/>
Organization Address (No PO Boxes)	City	State	Zip Code
<input type="text"/>	<input type="text"/>	Minnesota	<input type="text"/>
Name of person making application		Business phone	Home phone
<input type="text"/>		<input type="text"/>	<input type="text"/>
Date(s) of event	Type of organization <input type="checkbox"/> Microdistillery <input type="checkbox"/> Small Brewer		
<input type="text"/>	<input type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input type="checkbox"/> Other non-profit		
Organization officer's name	City	State	Zip Code
<input type="text"/>	<input type="text"/>	Minnesota	<input type="text"/>
Organization officer's name	City	State	Zip Code
<input type="text"/>	<input type="text"/>	Minnesota	<input type="text"/>
Organization officer's name	City	State	Zip Code
<input type="text"/>	<input type="text"/>	Minnesota	<input type="text"/>

Location where permit will be used. If an outdoor area, describe.

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license	Date Approved
<input type="text"/>	<input type="text"/>
Fee Amount	Permit Date
<input type="text"/>	<input type="text"/>
Event in conjunction with a community festival <input type="checkbox"/> Yes <input type="checkbox"/> No	City or County E-mail Address
<input type="text"/>	<input type="text"/>
Current population of city	
<input type="text"/>	

Please Print Name of City Clerk or County Official

Signature City Clerk or County Official

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event
No Temp Applications faxed or mailed. Only emailed.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

**PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY
PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY
CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US**



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Insurance Agency Name Mailing Address City, State, Zip Code		CONTACT NAME: Insurance Agent Contact Name PHONE (A/C, No, Ext): Insurance Agent Phone FAX (A/C, No): E-MAIL ADDRESS: Insurance Agent Email	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Insurance Company (General Liability)	
		INSURER B: Insurance Company (Liquor Liability)	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

INSURED 1SAMPLE.... Insured's name Insured's mailing address City, State, Zip Code	NAIC #
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COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
2 A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	Policy Number of policy			EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
3 B	Liquor Liability	Y	Y	Policy Number of policy			Bodily Injury - Occur 50,000 /person Bodily Injury - Occur 100,000/accident Property Damage 10,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Name of Event: **4**
Date of Event:
Location of Event:

CERTIFICATE HOLDER**CANCELLATION**

City of Buffalo
212 Central Ave.
Buffalo, MN 55313

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Insurance Agent Signature

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Sec. 4-87. Temporary on-sale liquor license.

- (a) *License authorized.* Notwithstanding any provision of this Code to the contrary, the council may issue a license for the temporary on-sale of liquor in connection with a social event sponsored by the licensee. Such license may provide that the licensee may contract with the holder of a full-year on-sale license, issued by the city, for liquor catering services.
- (b) *Permissible applicant.* The applicant for a license under this section must be a club or charitable, religious, or other nonprofit organization in existence for at least three years.
- (c) *Terms and conditions of license.* Temporary licenses are subject to the following terms and conditions:
 - (1) No license is valid until approved by the commissioner of public safety.
 - (2) No license shall be issued for more than three consecutive days.
 - (3) All licenses and licensees are subject to all provisions of statutes and this Code relating to liquor sale and licensing, except those relating to financial responsibility and insurance, and except those which by their nature are not applicable.
 - (4) Licenses may authorize sales on premises other than those owned or permanently occupied by the licensee.
- (d) *Fee.* Each license issued under this section will be subject to a public safety fee, which will be for the purpose of engaging additional police department presence during such events throughout the city. The amount of this fee shall be as provided in the city fee schedule.
- (e) *Police presence at alcohol sales events.* The city police department may provide security and crowd control on the licensed premises during the hours of authorized sales. The police chief will be responsible for determining the type and level of staff to be allocated for these events. Sworn or non-sworn staff may be utilized for these purposes at the discretion of the police chief.

(Code 1985, § 5.53)

Sec. 4-142. Temporary malt liquor license.

- (a) *Permissible applicants.* A club or charitable, religious, or nonprofit organization, duly incorporated as a nonprofit or religious corporation under state law and having its registered office and principal place of activity within the city, shall qualify for a temporary on-sale malt liquor license, for serving malt liquor on school property or church property.
- (b) *Issuance discretionary.* The administrator may, but at no time shall he be under any obligation whatsoever to, grant a temporary malt liquor license. The administrator shall verify that the information contained in the application is true and correct and that the applicant has no previous violations. If the administrator determines that restrictions or conditions are warranted, the application shall be referred to the city council for review.
- (c) *Application content; maximum term of license.* The application shall state the exact dates and place of proposed temporary sale. No temporary license shall be issued for a term of more than 30 days.
- (d) *Police presence at alcohol sales events.* The police department may provide security and crowd control on the licensed premises during the hours of authorized sales. The police chief will be responsible for determining the type and level of staff to be allocated for these events. Sworn or non-sworn staff may be utilized for these purposes at the discretion of the police chief.
- (e) *Financial responsibility.* If the premises to be licensed are owned or under the control of the city, the applicant shall file with the city, prior to issuance of the license, a certificate of liability insurance coverage in at least the sum of \$50,000.00 for injury to any one person and \$100,000.00 for injury to more than one person, naming the city as an insured during the license period. Such license shall be issued only on the condition that the applicant will not sell in excess of \$10,000.00 (retail value) worth of malt liquor in any calendar year, and thereupon shall be exempt from proof of financial responsibility as provided for herein.
- (f) *Fee.* Each license issued under this section will be subject to a public safety fee, which will be for the purpose of engaging additional police department presence during such events throughout the city. The amount of this fee shall be as provided in the city fee schedule.

(Code 1985, § 5.31)

State law reference(s)—Limitation on number of temporary licenses that may be issued, M.S.A. § 340A.410(10).