City of Glasgow
Alcoholic Beverage Control

Application Packet
ABC Application Instructions

A. Properly complete all appropriate City and State Application Forms. All application forms including appropriate payments should be returned to the City of Glasgow, c/o ABC Administrator. The State forms will be forwarded to the appropriate State offices. Separate sets of documentation (discussed below) must be attached to each individual Application Form.

B. Payment of all fees must be in the form of Certified Check, Cashier’s Check or Money Order. You must submit with each application a separate payment for each item listed below:
   - City of Glasgow (non-refundable application fee): Payable to “City of Glasgow”
   - City of Glasgow ABC License: payable to “City of Glasgow”. (License Fee minus application fee.)
   - Kentucky State ABC License: payable to “Kentucky State Treasurer”

C. Run a legal advertisement in the Glasgow Daily Times for one (1) day (select the proper format from the example included with the State application packet). You must obtain an Affidavit of Advertisement signed by the newspaper and a copy of the actual advertisement must be attached to each Application Form.

D. If you are purchasing an existing licensed establishment, you must have the current owner complete the “Seller Verification section of the State Application. Under State Law, you are not allowed to use the current owner’s license in order to keep the business running while your application is being processed. The current owner would have to continue to run the business during that time period.

E. If you do not own the building where you plan to establish your licensed business, you must send a copy of the lease, dated and signed by both the lessee and the lessor. Lessee must be the same party, or parties, as listed on the Application Forms. The lease must be valid and in force through the full license period. City and state license periods end annually on April 30.

F. A city of Glasgow Business License must be presented or purchased and a copy presented with this application. New businesses must complete the business application process through the Occupational Licensing Department at City Hall, 126 East Public Square.

G. The investigative process will normally take from five (5) to seven (7) working days at the local level. If problems or questions arise, the investigation time may increase. For this reason, it is very important that the applicant furnish a telephone number where a responsible party may be reached by the investigating officer assigned to handle the application.

H. After the local Administrator has approved or denied each application received, the City will mail all State documents and forms to the Kentucky Alcoholic Beverage Control Board in Frankfort, Kentucky.

I. The City of Glasgow ABC License Fees for Alcohol Licenses are detailed on the following pages. Any licenses issued during a portion of the license period shall be assessed a fee which is based on the pro rata portion of the remainder of the license period; however, the cost of any license shall not be less than that for a period of six (6) months.

Applications for renewal of licenses required by this section shall be made for each fiscal year beginning the first of April and extending through the last day of March of the succeeding year. Applications for renewal are to be filed with the City ABC Administrator thirty (30) days to expiration.

If you have any questions or concerns, contact the City of Glasgow ABC Administrator, Brandon Kerney, at (270) 651-5131, or by email at bkerney@glasgow-ky.com.
ABC License Checklist

Forms:

__________ Application Instructions—City License
__________ Application—City License
__________ Verification of Zoning Compliance
__________ Verification of Food Service Compliance
__________ Verification of Building Code Compliance
__________ Verification of Fire Code Compliance
__________ Kentucky State ABC License Application
  *include Glasgow Daily Times Legal Advertisement
  *include Affidavit of Advertisement
__________ Copy of City Ordinance (applicant to retain)

If Building/Premises is owned:

__________ Copy of Deed

If Building is Leased:

__________ Copy of Lease, valid through entire License period (April 30)
SECTION A:
Name of Applicant: ____________________________________________________________
d/b/a: _____________________________________________________________________
Premises Address: ____________________________________________________________
Mailing Address: ____________________________________________________________
Premises Phone No: __________________________________________________________
Contact Phone No: __________________________________________________________
Fax No: ________________________________ Email address: _________________________

FEE ENCLOSED: __________________________

Check the license type(s) for which the applicant is applying. For each license type selected, the applicant affirms that the Requirements for that license type(s) are met.

<table>
<thead>
<tr>
<th>RETAIL - QUOTA</th>
<th>License Fee Full Year</th>
<th>License Fee Half Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>_ Quota Retail Package License (KRS 243.230, 804 KAR 4:270)</td>
<td>$1,000</td>
<td>$500</td>
</tr>
<tr>
<td>* A quota license must be available prior to applying.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ Quota Retail Drink License (KRS 243.250, 804 KAR 4:270)</td>
<td>$1,000</td>
<td>$500</td>
</tr>
<tr>
<td>* A quota license must be available prior to applying.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ NQ Retail Malt Beverage Package License (KRS 243.280)</td>
<td>$200</td>
<td>$100</td>
</tr>
<tr>
<td>If applying for both an NQ Retail Malt Beverage Package License and an NQ-4 Retail Malt Beverage Drink License, the total license fee for a full year for both is $250. $200 for the primary NQ Malt Beverage License and $50 discounted fee to add the secondary NQ (KRS 243.070 (18)).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ NQ-4 Retail Malt Beverage Drink License (KRS 243.088)</td>
<td>$200</td>
<td>$100</td>
</tr>
<tr>
<td>If applying for both an NQ Retail Malt Beverage Package License and an NQ-4 Retail Malt Beverage Drink License, the total license fee for a full year for both is $250. $200 for the primary NQ Malt Beverage License and $50 discounted fee to add the secondary NQ (KRS 243.070 (18)).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>License Type</td>
<td>Description</td>
<td>Fee</td>
</tr>
<tr>
<td>--------------</td>
<td>-------------</td>
<td>-----</td>
</tr>
</tbody>
</table>
| __ NQ-1 Retail Drink License (KRS 243.082) | Specify the business type:  
- Convention Center-Premises capacity of 1,000 persons | $2,000 | $1,000 |
|  | Horse Track- Premises located at a track licensed by the Kentucky Racing Commission (KRS 243.265) |  |  |
|  | Automobile Race Track- Premises seating capacity of 30,000 persons |  |  |
|  | Air or Rail System-Commercial airline system or railroad  
Company sells alcohol to passengers on scheduled or chartered Trips |  |  |
|  | State Park- 9 or 18 hole golf course, or full-service lodge and Dining room without or without a 9 or 18 hole golf course |  |  |
| __ NQ-2 Retail Drink License (KRS 243.084) | Specify the business type  
- Restaurant- Minimum 50% of gross annual income from food sales | $1,000 | $500 |
|  | Motel/Hotel- Minimum 50 sleeping rooms, 25,000 square feet Of parking, and maintain a restaurant with 50% food sales and Minimum seating capacity of 50 people at tables |  |  |
|  | Airport- Premises located in a commercial airport through which more than 500,000 passengers arrive or depart annually |  |  |
|  | Riverboat- Capacity to carry more than 100 passengers, and license from U.S. Coast Guard |  |  |
| __ NQ-3 Retail Drink License (KRS 243.086) | Specify the business type  
- Private Club- Nonprofit charitable, civic, social, fraternal organization, or political club which has maintained a room from which the general public has been excluded for at least one (1) year. | $300 | $150 |
<p>|  | Dining Car- Railroad or Pullman car company that sells alcohol by package or drink on a train |  |  |
| __ Limited Restaurant Drink License LR100 (KRS242.185, KRS 241.010(31)(a)) | LR100- Minimum 70% food sales and minimum seating capacity Of 100 persons at tables | $1,200 | $600 |
| __ Limited Golf Course License (KRS 243.038, KRS 243.039) | Nine(9) or eighteen (18) hole USGA regulation golf course | $1,200 | $600 |
| __ Caterer's License (KRS 243.033, 804 KAR 4:310) | Premises contains Commissary and applicant holds food service permit | $800 | $400 |
| __ Special Temporary License (KRS 243.260, 804 KAR 4:250) |  | $166 per event |  |
| __ Special Temporary Auction License (KRS 243.036) |  | $200 per event |  |
| __ Distiller's License (KRS 243.120, KRS 243.130, 804 KAR 4:050, 804 KAR 4:240) |  | $500 | $250 |</p>
<table>
<thead>
<tr>
<th>License Type</th>
<th>Fee</th>
<th>Sub-Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rectifier’s License (KRS 243.120, 804 KAR 4:050)</td>
<td>$3,000</td>
<td>$1,500</td>
</tr>
<tr>
<td>Brewer’s License (KRS 24.150, KRS 244.606)</td>
<td>$500</td>
<td>$250</td>
</tr>
<tr>
<td>Microbrewery License (KRS 243.157, KRS 244.606)</td>
<td>$500</td>
<td>$250</td>
</tr>
<tr>
<td>Wholesaler’s License (KRS 243.160, KRS 243.170)</td>
<td>$3,000</td>
<td>$1,500</td>
</tr>
<tr>
<td>Distributor’s License (KRS 243.180, KRS 244.606)</td>
<td>$200</td>
<td>$100</td>
</tr>
<tr>
<td>Bottle House/Bottling House Storage License (KRS 243.350, 804 KAR 4:404)</td>
<td>$2,000</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

**Supplemental Bar License**—Fees are required for the first five (KRS 243.037, KRS 241.010)

Select supplemental license type that applies to primary license type:

- Quota Liquor Drink Supplemental Bar | $1,000 | $500 |
- NQ-2 Supplemental Bar | $1,000 | $500 |
- Limited Restaurant Supplemental Bar | $1,200 | $600 |
- Limited Golf Course Supplemental Bar | $1,200 | $600 |
- NQ-3 Private Club Supplemental Bar | $300 | $150 |

For how many Supplemental Licenses is the applicant applying?

- Special Sunday Retail License | $300 | $150 |
- Extended Hours Supplemental License | $2,000 | $1,000 |
- Brew on Premises License (KRS 243.040, 804 KAR 4:340) | $100 | $50 |

**SECTION C**

I, __________________________, do hereby solemnly swear or affirm that I am aware that my state application is incorporated, made a part of this application, and must be included with this application, have received a copy of the current Alcoholic Beverage Control Ordinance of the City of Glasgow, Kentucky, and I hereby consent to the authority of the Alcoholic Beverage Control Administrator and his/her investigators for: (a) inspections and searches of the licensed premises listed above; (b) confiscation of articles found on said licensed premises in violation of any Ordinance or Statute; and (c) emergency temporary closure of the licensed premises if the public health, safety, morals, and welfare is threatened by multiple violations of any Ordinance or Statute involving disturbance of the peace or public disorder during the course of one day’s operation of the licensed premises.

Date of Application: __________ Signature of Applicant: ______________________ Title: __________

Approved: ______________________

Glasgow Alcoholic Beverage Control Administrator Date
This form must be completed by the Glasgow-Barren County Planning and Zoning Commission, 126 East Public Square, Glasgow, Kentucky, Phone: (270) 659-0661, before submitting your application for an Alcoholic Beverage License.

The current zoning of the property located at _______________________________________________, Glasgow, Kentucky is ____________________________________________________________.

Signed this _________ day of _________________________________, 20___.

_________________________________________________
Kevin Myatt, Director
Glasgow-Barren County Planning and Zoning Commission
VERIFICATION OF FOOD SERVICE COMPLIANCE
City of Glasgow, Kentucky

This form must be completed by the Barren County Health Department, 318 West Washington Street, Glasgow, Kentucky, Phone: (270) 651-8321, before submitting your application for an Alcoholic Beverage License.

This is to certify that the property located at _____________________________________________, to be occupied by an establishment known as _____________________________________________, has obtained all necessary food service permits in order to comply with the Kentucky Food Service Code, with the following conditions, if any:

**Establishment will be required to comply with applicable Kentucky Food Service Establishment Act and State Retail Food code requirements prior to commencing operation that includes limited restaurant alcoholic beverage service.

Signed this __________ day of _________________________________, 20___.

_________________________________________________
Barren County Health Department Representative

THIS FORM DOES NOT VERIFY THAT THE ABOVE NAMED BUSINESS QUALIFIES FOR STATUS AS A “RESTAURANT” UNDER STATUTES, ADMINISTRATIVE REGULATIONS OR GLASGOW CITY CODE PERTAINING TO ALCOHOLIC BEVERAGE CONTROL; THE CITY ALCOHOLIC BEVERAGE CONTROL ADMINISTRATOR MAKES SUCH VERIFICATION.
This form will be completed by City ABC Dept.

VERIFICATION OF BUILDING CODE COMPLIANCE
City of Glasgow, Kentucky

This form must be completed by the City Building Inspector, City Hall, 126 East Public Square, Glasgow, Kentucky, Phone: (270) 651-3921, before submitting your application for an Alcoholic Beverage License.

This is to certify that the property located at ________________________________, to be occupied by an establishment known as __________________________________________, meets all applicable Building Codes in order to comply with the Alcoholic Beverage Control Ordinance of the City of Glasgow, Kentucky, with the following conditions, if any:

Signed this _________ day of _________________________________, 20___.

_________________________________________________
Jim Griffin
City Building Inspector

THIS FORM DOES NOT VERIFY THAT THE ABOVE NAMED BUSINESS QUALIFIES FOR STATUS AS A “RESTAURANT” UNDER STATUTES, ADMINISTRATIVE REGULATIONS OR GLASGOW CITY CODE PERTAINING TO ALCOHOLIC BEVERAGE CONTROL; THE CITY ALCOHOLIC BEVERAGE CONTROL ADMINISTRATOR MAKES SUCH VERIFICATION.
VERIFICATION OF FIRE CODE COMPLIANCE
City of Glasgow, Kentucky

*This form will be completed by city of Glasgow ABC Dept.

This form must be completed by the City of Glasgow Fire Marshal, 203 South Broadway, Glasgow, Kentucky, Phone: (270) 651-5170, before submitting your application for an Alcoholic Beverage License.

This is to certify that the property located at _________________________________, to be occupied by an establishment known as _________________________________, meets Fire Codes in order to comply with the Alcoholic Beverage Control Ordinance of the City of Glasgow, Kentucky, with the following conditions, if any:

Signed this _________ day of _________________________________, 20___.

____________________________________
Glasgow Fire Department
City of Glasgow Fire Marshal

THIS FORM DOES NOT VERIFY THAT THE ABOVE NAMED BUSINESS QUALIFIES FOR STATUS AS A “RESTAURANT” UNDER STATUTES, ADMINISTRATIVE REGULATIONS OR GLASGOW CITY CODE PERTAINING TO ALCOHOLIC BEVERAGE CONTROL; THE CITY ALCOHOLIC BEVERAGE CONTROL ADMINISTRATOR MAKES SUCH VERIFICATION.
The City of Glasgow requires Mandatory Responsible Beverage Service Training for all Alcohol Licensee’s under our Alcohol Ordinance Article XII, which states:

(1) All persons employed in the selling and/or serving of alcoholic beverages shall participate in and complete the Kentucky S.T.A.R. program, or such other certified and approved server training course provided by the Kentucky Department of Alcoholic Beverage Control which is at least equivalent to the requirements of the S.T.A.R. program.

(2) All persons required to complete training under provision (1) above shall complete that training within thirty (30) days of the date on which the person first becomes subject to the training requirement. When a new business is licensed to serve alcoholic beverages all employees must be trained prior to the opening of the business.

(3) Each licensee shall be responsible for compliance with the training requirements and shall maintain for inspection by the City ABC Administrator a record or file on each employee that shall contain the pertinent training information. Each premise licensed hereunder must at all times when alcoholic beverages are being served have at least one person currently certified in responsible beverage service training on duty as described herein.

(4) All persons completing the training required by this section shall be re-certified not less than once every three (3) years thereafter.

To register for the server training course (S.T.A.R.) provided by the Kentucky Department of Alcoholic Beverage Control, visit their website: http://ww.abc.ky.gov or contact them at 888-847-7222
City of Glasgow, Alcohol Servicer Training List
Note: All columns must be completed for licensing or renewals, or it will be returned to you as incomplete.

<table>
<thead>
<tr>
<th>Hire Date</th>
<th>Employee’s Full Name</th>
<th>DOB</th>
<th>Course Name</th>
<th>Class Date</th>
<th>Expiration Date</th>
</tr>
</thead>
</table>

I certify that the above list of employees have completed a server trainer courts that meets the requirements of Glasgow Municipal Ordinance, Article XII, Section A. (Recertification is required not less than once every three (3) years thereafter). Attach additional sheets if needed.

Printed Name: ___________________________ Signature: ___________________________

Title: ___________________________ Date: ___________________________

Contact Number: ________________________ **This form must be signed or it will be returned as incomplete**