

## Temporary 3.2% Malt Liquor License

Requests to sell 3.2% malt liquor at an event requires a temporary license. (including community events). If applying for a temporary license to be in connection with a community festival, provide a letter of support with application.

- License can be issued to a charitable, religious or non-profit organization in existence for at least 3 years having an Internal Revenue Service Determination Letter.
- The Council shall not award more than one temporary license to any one organization or registered political committee annually *unless the license is issued in connection with an event officially designated as a community festival by the City Council.* [City Code 6.3.04 Subd. 2]
  - *A series of temporary licenses under this provision may be issued in any combination not to exceed a total of 12 days per year in any combination of the following:*
    - *No more than three - 4 day*
    - *No more than four - 3 day*
    - *No more than six - 2 day*
    - *No more than twelve - 1 day*

– **Fill out City of Cloquet Temporary On Sale 3.2% Malt Liquor License Application.**

**City Fee:** \$ 50.00 per day paid at the time of application. [City Code 6.3.02 Subd. 4 (A.)(3.)]

**Insurance:** Must provide a certificate of insurance providing proof of liability and dram shop insurance in an amount of \$500,000 per claim and \$1,000,000 in aggregate. **The City will be added as a named insured on any such certificate** and will be given Ten (10) days written notice prior to termination of any such policy.  
[City Code 6.3.04 Subd. 4 (A.)(3.)]

**Police Security:** Applicant shall deposit **at the time of application** an amount to reimburse all costs for two police officers on location during which time liquor is sold plus an additional hour for police to secure event closing.  
[City Code 6.3.04 Subd. 4]

Police Officer Fee: \$60.00 per hour each - minimum 2 police officers on location

Liquor in a parking lot is required to be fenced in. [City Code 6.3.04 Subd. 3]

**Apply 60 days prior to event.**

Within 10 days of issuance of license, the municipality shall inform the Commissioner of Public Safety. (340A.403, Subd. 2)





## TEMPORARY ON SALE 3.2% MALT LIQUOR LICENSE GUIDELINES/CHECKLIST

- This license is available only to a charitable, religious, or non-profit corporation in existence for three (3) years, or a club as defined by Cloquet Municipal Code.
- IRS 501(c)(3) letter if Charitable, religious, or non-profit organization.
- Certificate of Liquor Liability providing proof of liability and dram shop insurance in an amount of Five Hundred Thousand Dollars (\$500,000) per claim and One Million Dollars (\$1,000,000) in aggregate. The City will be added as a named insured on any such certificate and will be given ten (10) days written notice prior to termination of any such policy.
- Authorization & Release/Data Practices Advisory Form
- Attach a drawing showing the area with scaled dimensions. Indicate how the area will be enclosed, alcohol serving area and other important features.
- Any Zoning Issues?
- Cloquet Municipal Code. Section 6.3.04, Subd. 4. Police.** The applicant shall deposit with the City Administrator at the time of applying for the license sufficient funds to reimburse the City for all costs for two (2) police officers who shall be on the location for which the temporary license for the sale of 3.2 percent malt liquor is issued during all times when 3.2 percent malt liquor is sold.
- Fees: \$50.00 Each day the license is requested for.  
Security/Police - 2 police officers @ \$60/hr. each

**Applications are required not less than 60 days prior to the date for which the temporary license for the sale of 3.2 percent malt liquor is sought. If an application is submitted without sufficient time to review and secure required approvals, the application may not be accepted.**

## Authorization & Release

The undersigned, having filed an application with the City of Cloquet realizing that the City has need to investigate the background and history of the applicant in order to better evaluate his or her application, does hereby authorize and request every law enforcement official and every other person, firm, officer, corporation, association, organization or institution having control of any documents, records or other information pertaining to me to furnish the original or copies of any such documents, records and other information to the City or any of its representatives and to permit said City or any of its representatives to inspect and make copies of any such documents, records and other information. I further authorize any such persons to answer any inquiries, questions or interrogatories concerning the undersigned which may be submitted to them by the City or its authorized representative. I fully understand that the information so obtained by the City may be used by it in its evaluation of my application.

I hereby release and exonerate any person who shall comply with the authorization and request made herein from any and all liability of every nature and kind growing out of and in any way pertaining to the furnishing or inspection of such documents, records and other information.

## Data Practices Advisory (*Tennessee Warning*)

Some or all of the information that you are asked to provide on the attached forms are classified by state law as either private or confidential. Private data is information which generally cannot be given to the public, but can be given to the subject of the data. Confidential data is information which generally cannot be given to either the public or the subject of the data.

Our purpose and intended use of this information is to perform background investigations of the applicant, manager and others appearing on the application. This information will be used to determine if it is appropriate for the applicant to be issued a license or permit from the City of Cloquet.

You are not legally required to provide this information. However, failure to furnish the requested information may result in your application being denied.

This information will be used by various City departments in the course of their investigations. In addition, various State and Federal law enforcement agencies may be furnished portions of the information you provide.

If you have any questions in this regard, please contact the City Administrator's Office at (218) 879-3347.

I read and understand the above information regarding my rights as a subject of government data.

**I HAVE READ AND UNDERSTAND THE ABOVE  
AUTHORIZATION & RELEASE AND DATA PRACTICES ADVISORY.**

---

Signature of Applicant

---

Date