

# City of Hartford

## Alcoholic Beverage Control Application Form

Name of Applicant: \_\_\_\_\_

d/b/a: \_\_\_\_\_

Business Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Desired Opening Date: \_\_\_\_\_

### Type of License Applying for:

### Check One

- |   |                                     |
|---|-------------------------------------|
| 1. Distiller's License, per annum   | <input type="checkbox"/> \$ 500.00  |
| 2. Rectifier's License  |                                     |
| a. Class A, per annum   | <input type="checkbox"/> \$3,000.00 |
| b. Class B (craft rectifier), per annum   | <input type="checkbox"/> \$ 960.00  |
| 3. Wholesaler's distilled spirits and wine License, per annum   | <input type="checkbox"/> \$3,000.00 |
| 4. Quota Retail Package License, per annum  | <input type="checkbox"/> \$1,000.00 |
| 5. Quota Retail Drink License, per annum  | N/A                                 |
| 6. Special Temporary License, per event   | <input type="checkbox"/> \$ 166.66  |
| 7. Non-quota Type 1 Retail Drink License, per annum<br>(includes distilled spirits, wine, and malt beverages) | <input type="checkbox"/> \$2,000.00 |
| 8. Non-quota Type 2 Retail Drink License, per annum<br>(includes distilled spirits, wine, and malt beverages) | <input type="checkbox"/> \$1,000.00 |
| 9. Non-quota Type 3 Retail Drink License, per annum<br>(includes distilled spirits, wine, and malt beverages) | <input type="checkbox"/> \$ 300.00  |
| 10. Special Temporary Alcohol Auction License, per event  | <input type="checkbox"/> \$ 166.66  |
| 11. Special Sunday Retail Drink License, per annum  | <input type="checkbox"/> \$ 300.00  |
| 12. Extended Hours Supplement License, per annum  | <input type="checkbox"/> \$2,000.00 |
| 13. Caterer's License, per annum  | <input type="checkbox"/> \$ 800.00  |
| 14. Bottling House or Bottling House Storage License, per annum   | <input type="checkbox"/> \$1,000.00 |
| 15. Brewer's License, per annum   | <input type="checkbox"/> \$ 500.00  |
| 16. Microbrewery License, per annum   | <input type="checkbox"/> \$ 500.00  |
| 17. Malt Beverage Distributor's License, per annum  | <input type="checkbox"/> \$ 400.00  |
| 18. Non-quota Retail Malt Beverage Package License, per annum   | <input type="checkbox"/> \$ 200.00  |
| 19. Non-quota Type 4 Retail Malt Beverage Drink License, per annum  | <input type="checkbox"/> \$ 200.00  |
| 20. Malt Beverage brew-on-premises License, per annum   | <input type="checkbox"/> \$ 100.00  |
| 21. Limited Restaurant License, per annum   | <input type="checkbox"/> \$1,200.00 |
| 22. Limited Golf Course License, per annum  | <input type="checkbox"/> \$1,200.00 |
| 23. Authorized Public Consumption License, per annum  | <input type="checkbox"/> \$ 250.00  |
| 24. Qualified Historic Site License, per annum  | <input type="checkbox"/> \$1,030.00 |

I do hereby solemnly swear or affirm that I am aware that my **State application is incorporated and made a part of this application**, and that the answers contained therein plus the questions responded to above are true and correct to the best of my knowledge, information and belief. 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: _____		
Hartford Alcoholic Beverage Control Administrator	Date	

Remit Check or Money Order Payable to:  
 City of Hartford  
 c/o ABC Administrator  
 116 East Washington Street  
 Hartford, KY 42347  
 (270) 298-3612

The City of Hartford requires Mandatory Responsible Beverage Service Training for all Alcohol Licensee's under our Alcohol Beverage Control Ordinance 2017-01, Article XII, which states:

- (1) All persons employed in the selling and/or serving of alcoholic beverages shall participate in and complete the Department of Alcoholic Beverage Control's STAR program or other Responsible Beverage Serving ("RBS") program approved by the Department of Alcoholic Beverage Control.
- (2) All persons required to complete training under Section 1 above shall complete that training within sixty (60) days of the date on which the person first becomes subject to the training requirement.
- (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://www.abc.ky.gov> or contact them at 888-847-7222.

## **Application Instructions**

- A. Complete online State Application Form at [abc-portal.ky.gov/s/](http://abc-portal.ky.gov/s/)
- B. Advertise the intent to apply for an ABC license(s) one-time in the Ohio County Times News. You must get an Affidavit of Advertisement signed by the newspaper's officer and a copy of the actual advertisement to be attached to each Application Form.
- C. Complete City of Hartford's Alcoholic Beverage Control Application Form with \$50 application fee.
- D. Copy of deed or if you do not own the building where you plan to establish your licensed business, you must include a copy of the lease, dated and signed by both the lessee and the lessor. The 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 licensing period. The City's alcoholic beverage control license period ends annually on January 31<sup>st</sup>.
- E. New businesses must complete a business license application. The City's license period ends annually on June 30<sup>th</sup>.
- F. Complete an occupational tax application through the Occupational Licensing Department at Hartford City Hall, 116 East Washington Street.
- G. Voluntarily submit a criminal background check for all applicants, officers of corporation, or partners
- H. If you have questions or concerns, call Hartford City Hall at (270) 298-3612 Ext. 3 or email at [clerk@hartfordky.org](mailto:clerk@hartfordky.org).