



Temporary On-Sale Liquor License Requirements

1. Liquor License Applications:
 - a. State license PS-09079
 - b. Complete City of Northfield supplemental application form for temporary liquor licenses.
2. Fees:
 - a. \$350.00 for Temporary 3.2 Liquor License
 - b. \$350.00 for Temporary On-Sale Intoxicating Liquor License Fee
3. Certificate of Insurance (if the event is on City Property):
 - The City of Northfield must be named as certificate holder
 - The City of Northfield must be named as additional insured
 - A cancellation clause must be included reading; "the City will be notified **ten (10) days before cancellation** of policy."
 - The insurance must cover the entire period of the event.
 - The applicant shall maintain commercial general liability insurance with a limit of not less than \$2,000,000 per occurrence and \$4,000,000/aggregate.
 - The applicant shall maintain liquor liability insurance with a limit of not less than \$1,000,000 per occurrence and \$2,000,000/aggregate.

Please note that once the City receives all completed documents, the application will be referred to the Chief of Police or designee for background investigation. Once the investigation is complete and a written report is received from the Chief of Police, the license will be referred to the City Council for action. If the license will be used on city-owned property through an agreement with the city, the city may require that the license be limited to wine or malt liquor or to wine and malt liquor and may require additional safety related requirements. With the exception of temporary 3.2 licenses, all temporary licenses must be approved by the State.

Information on temporary licenses from the Northfield City Code (note a full copy of Chapter 6 regarding Alcoholic Beverages is attached)

Temporary 3.2 percent malt liquor licenses

- Temporary on-sale licenses shall be granted for a period of time not to exceed five days and shall be granted only to clubs and charitable, religious and other nonprofit organizations for the sale of 3.2 percent malt liquor for consumption on the premises or area specifically described in the license. A temporary on-sale license issued to a club shall entitle such club to sell 3.2 percent malt liquor to nonmembers as well as club members.

Temporary on-sale intoxicating liquor licenses

- The city may, with the approval of the commissioner of public safety, issue to (i) a club or charitable, religious, or other nonprofit organization in existence for at least three years; (ii) a political committee registered under Minn. Stat. § 10A.14; or (iii) a state university a temporary on-sale license for the sale of intoxicating liquor in connection with a social event within the city sponsored by the licensee. The applicant for a license under this section shall specify whether the license is for the sale of wine, malt liquor, wine and malt liquor, or all intoxicating liquor, and the city shall designate the type of license applied for and granted. If the license will be used on city-owned property through an agreement with the city, the city may require that the license be limited to wine or malt liquor or to wine and malt liquor. The license may authorize the sale of intoxicating liquor for not more than four consecutive days, and may authorize on-sales on premises other than premises the licensee owns or permanently occupies. The license may provide that the licensee may contract for intoxicating liquor catering services with the holder of a full-year on-sale intoxicating liquor license issued by the city. The license shall be subject to the terms, including a license fee, established by resolution of the city council from time to time. Licenses issued under this section are subject to laws and ordinances governing the sale of intoxicating liquor, except those provisions specifically excepted or which by their nature are not applicable. Licenses under this subdivision are not valid unless first approved by the commissioner of public safety.

(b) The city may not issue more than three four-day, four three-day, six two-day, or 12 one-day temporary on-sale intoxicating liquor licenses, in any combination not to exceed 12 days per year, to any one organization or registered political committee or for any one location within a 12-month period. The city may not issue more than one such temporary license to any one organization or registered political committee or for any one location within any 30-day period unless the licenses are issued in connection with an event officially designated a "community festival" by the city. The limitations contained in this subsection may be applied separately with regard to temporary wine and temporary intoxicating liquor licenses issued to any one organization or registered political committee or for any one location.

If you have any questions regarding this matter, please do not hesitate to call City Clerk Lynette Peterson at (507) 645-3001 or via e-mail at lynette.peterson@ci.northfield.mn.us