

**CITY OF WOODBURY
DEPARTMENT OF ADMINISTRATION
CLERK DIVISION
8301 VALLEY CREEK ROAD
WOODBURY, MN 55125
651-714-3524**

How to apply for a Temporary Liquor License:

Under state statute, temporary liquor licenses may be issued to a club or charitable, religious, or other nonprofit organization in existence for at least three years and the licenses are subject to the terms set by the issuing county or city.

Items to submit to the Woodbury City Clerk for review:

1. Temporary Liquor License Application
2. Temporary Liquor License applicants are required to provide the City with proof of non-profit status.
3. Letter of intent and description of the event
4. Fee:
 - Intoxicating Liquor and Wine - \$50.00 per day (s) of event: This license must be approved by the Woodbury City Council and Minnesota Department of Public Safety Alcohol and Gambling Enforcement Division
 - 3.2% Malt Liquor - \$25.00 per event: This license must be approved by the Woodbury City Council
5. Information regarding servers. Please note: Servers responsible for the service of alcohol must attend a brief training session conducted by a public safety staff member.
6. Identify one individual that will remain alcohol free and provide name and cell number to the City. This individual will be the contact person during the event.

Questions regarding temporary liquor licensing should be directed to:

Kimberlee K. Blaeser, City Clerk - 651-714-3524



Minnesota Department of Public Safety
ALCOHOL AND GAMBLING ENFORCEMENT DIVISION
 444 Cedar Street Suite 133, St. Paul MN 55101-5133
 (651) 201-7507 Fax (651) 297-5259 TTY (651) 282-6555
 WWW.DPS.STATE.MN.US



**APPLICATION AND PERMIT
 FOR A 1 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

TYPE OR PRINT INFORMATION

NAME OF ORGANIZATION	DATE ORGANIZED	TAX EXEMPT NUMBER	
STREET ADDRESS	CITY	STATE	ZIP CODE
NAME OF PERSON MAKING APPLICATION	BUSINESS PHONE ()	HOME PHONE ()	
DATES LIQUOR WILL BE SOLD	TYPE OF ORGANIZATION <input type="checkbox"/> CLUB <input type="checkbox"/> CHARITABLE <input type="checkbox"/> RELIGIOUS <input type="checkbox"/> OTHER NONPROFIT		
ORGANIZATION OFFICER'S NAME	ADDRESS		
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Location license will be used. If an outdoor area, describe

Will the applicant contract for intoxicating liquor service? If so, give the name and address of the liquor licensee providing the service.

Will the applicant carry liquor liability insurance? If so, please provide the carrier's name and amount of coverage.

APPROVAL

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

CITY/COUNTY _____ DATE APPROVED _____

CITY FEE AMOUNT _____ LICENSE DATES _____

DATE FEE PAID _____

SIGNATURE CITY CLERK OR COUNTY OFFICIAL

APPROVED DIRECTOR ALCOHOL AND GAMBLING ENFORCEMENT

NOTE: Submit this form to the city or county 30 days prior to event. Forward application signed by city and/or county to the address above. If the application is approved the Alcohol and Gambling Enforcement Division will return this application to be used as the License for the event