

# CITY OF WICHITA LIQUOR LICENSE INFORMATION SHEET

**BASIS** “Any person who operates a Drinking Establishment, Drinking Establishment/Restaurant, Drinking Establishment/Restaurant/Caterer, Drinking Establishment/Restaurant/Event Center, Drinking Establishment/Hotel, Drinking Establishment/Caterer, Class A Club, Class B Club, Caterer, or operates pursuant to a Temporary Permit must first obtain a liquor license for such business as issued by the City of Wichita.”

"**Alcoholic Liquor**" means alcohol, spirits, wine, beer, and every liquid or solid, patented or not, containing alcohol, spirits, wine, or beer and capable of being consumed as a beverage by a human being, but shall not include any cereal malt beverage.

**LEGAL REFERENCE** K.S.A. Chapter 41; Chapter 4.04 and 4.16, Code of the City of Wichita, Kansas.

**REGULATIONS** Alcohol may be sold between 9AM and 2AM.

A license from the State of Kansas is also required for the sale of alcoholic liquor by the drink and may be obtained at:

Kansas Department of Revenue Alcoholic Beverage Control  
Docking State Office Building  
915 SW Harrison Street, Room 214  
Topeka, KS 66625-3512

(785) 296-7015; email abc\_email@kdor.state.ks.us

Renewals: Once the information required has been provided to Licensing, at renewal, the establishment is not required to provide a business plan including hours of operation, proposed forms of entertainment, key personnel such as owner(s), list of on-site manager(s) providing there is no change in managers, a copy of any lease or purchase agreement, a floor plan, a site plan, a food menu, projected income, copies of vendor letters of intent, proof of a CPTED (Crime Prevention Through Environmental Design) inspection, and safe bar class information. However, for updates regarding any changes being made by an establishment in the information and information regarding any on-site manager(s), the establishment shall submit any changes to Licensing in writing within 10 business days.

**Non-Refundable. Non-transferable.**

**ENFORCING AUTHORITY** Wichita Police Department Administration, Records and Vice Sections; Office of Central Inspection; Fire Department

<b>FEES</b>	Drinking Establishment.....	\$250.00
	Drinking Establishment/Restaurant.....	\$250.00
	Drinking Establishment/Restaurant/Caterer.....	\$250.00
	Drinking Establishment/Caterer.....	\$250.00
	Drinking Establishment – Entire Hotel.....	\$250.00
	Drinking Establishment – Hotel/Caterer.....	\$250.00
	Private Club Class B (Profit).....	\$250.00
	Caterer.....	\$250.00
	Private Club Class A (Non-Profit) – Fraternal/Vets.....	\$250.00
	Private Club Class A (Non-Profit) – Social-500 or less members.....	\$250.00
	Private Club Class A (Non-Profit) – Social-500 + members.....	\$250.00
	Temporary Permit (maximum 3 consecutive days, 4 times per year).....	\$80.00 per day

Due annually on date approved for the State License. Allow 30 days for approval.

**NOTE: Please be advised that even though the State of Kansas has established a two-year license, the City of Wichita will maintain a one-year license.**

# CITY OF WICHITA LIQUOR LICENSE APPLICATION INSTRUCTIONS

## GENERAL INSTRUCTIONS

Please provide all information applicable to your business. All questions must be answered fully and truthfully. You must submit your application with original signatures. Completed applications are submitted to the City of Wichita Licensing at the address on the application. **Incomplete applications will be denied.**

## INSTRUCTIONS TO COMPLETE THE LIQUOR LICENSE APPLICATION

On the application, enter your State License Number and Expiration Date.  
Select whether this application is new, a renewal or a new owner.

Check the appropriate box for the Type of Business that applies:

<b>Individual</b>	A business owned directly by one person.
<b>Corporation</b>	A business with Articles of Incorporation on file with the Secretary of State of Kansas.
<b>Limited Liability Co. (LLC)</b>	A business owned by two or more individuals or entities with a bona fide Limited Liability Company Agreement on file with the Secretary of State of Kansas.
<b>Partnership</b>	A business owned by two or more individuals or entities with a bona fide partnership agreement.
<b>Limited Partnership</b>	A business owned by two or more individuals or entities with a bona fide Limited Partnership Agreement on file with the Secretary of State of Kansas.

Check the appropriate box for the Type of License for which you are applying:

<b>Drinking Establishment</b>	Premises which may be open to the general public and alcoholic liquor is sold by the individual drink.
<b>Drinking Establishment/ Restaurant</b>	An establishment which derives more than 30% of their gross receipts from the sale of food.
<b>Drinking Establishment/ Restaurant/ Caterer</b>	Combined categories of Drinking Establishment/Restaurant and Caterer, subject to all provisions of such categories
<b>Drinking Establishment/ Caterer</b>	Combined categories of Drinking Establishment and Caterer, subject to all provisions of such categories
<b>Drinking Establishment - Entire Hotel</b>	Entire premises is licensed as a Drinking Establishment.
<b>Drinking Establishment - Hotel/Caterer</b>	Combined categories of Drinking Establishment - Entire Hotel, Caterer and Drinking Establishment subject to all provisions of such categories.
<b>Private Club Class B (Profit)</b>	Premises operated for profit by a corporation, partnership, or individual to which members of such club may resort for the consumption of food or alcoholic beverages and for entertainment.
<b>Caterer</b>	An Individual, partnership, or corporation which sells alcoholic liquor by the individual drink and provides services related to the serving thereof, on unlicensed premises which may be open to the public but does not include a holder of a temporary permit, selling alcoholic liquor in accordance with the terms of such permit.
<b>Private Club Class A (Non-Profit)</b>	Premises which is owned or leased by a corporation, partnership, business trust, or association and which is operated thereby as a bona fide non-profit social, fraternal, or war veterans club, as determined by the director for the exclusive use of the corporate stockholders, partners, trust beneficiaries, or associates (hereinafter referred to as members), and their families and guests accompanying them.
<b>Temporary Permit</b>	This permit shall allow a permit holder to offer for sale, sell and serve alcoholic liquor for consumption on unlicensed premises, which may be open to the public, subject to the terms of such permit. If the event is over 3 days, you must apply for two separate permits.  Please indicate if the temporary permit is being applied for in connection with a Temporary Entertainment District pursuant to a Community Event license.

**SECTION 1. License Application Information** – All correspondence regarding the license will be mailed to this address.

- Enter the Business Mailing Address Information.
- Enter the Location Information.

**SECTION 2. Business Ownership Information** – This information is required for individual owners; partners; all officers and directors of a corporation or LLC; anyone with a financial interest, including spouses. ***The ownership must total 100%***.

- Complete the required information for each person with a financial interest in the business.
- Attach additional pages as necessary and submit with your application.

**SECTION 3. Appointment of Process Agent with Power of Attorney** – The Process Agent is required for LLCs and Corporations, must be a Kansas resident and are required to provide spousal information if are married.

- Enter all required information for your Process Agent.

**SECTION 4. Background Qualifications** – Applicants, owners and process agents must meet certain qualifications required by the state law and local ordinance.

- Check the appropriate box to answer **each** question truthfully for **all** applicants you have listed in Sections 2 and 3.
- If the answer to any question is yes, you must provide an explanation on a separate page and attach to your application.

**SECTION 5. Business Entity Information** – GOOD STANDING. Your corporation, partnership, LLC or LLP must be in good standing with the Kansas Secretary of State. If you do not have a corporation, partnership, LLC or LLP, check the N/A box.

- Check the box for your entity type.

**SECTION 6. Premises information** – Applicants must provide information regarding ownership of the proposed location. If you lease the premise, the lease must be valid for at least  $\frac{3}{4}$  of your license year.

- Check the appropriate box for each question.

**SECTION 7. Primary Contact Person to whom the City will direct inquiries.** – Complete this section if the contact person is different from the Process Agent listed in Section 3. City staff may have questions regarding your business or need additional documentation/information. If you wish to designate someone other than the process agent person listed in Section 3, please indicate.

- Enter the required information if you are designating a primary contact person.

**SECTION 8. Application Oath** – Read the application oath, then:

- Sign the application and enter the date signed.
- Complete the Drinking Establishment (DE)/Drinking Establishment/Restaurant (DER) Checklist.
- Complete the Liquor License On-Site Manager Information Form
- Attach all required documentation to your application.
- Attach the appropriate license fee.