

**APPLICATION FOR PRIVATE CLUB PERMIT
MUST BE NON-PROFIT CORPORATION
on file at Arkansas Secretary of State's Office**

INSTRUCTIONS

1. Answer all questions correctly and in full. **PLEASE PRINT IN INK OR TYPE.**
NOTE: FORMS MUST BE NOTARIZED.

***APPLICATION MUST BE ACCOMPANIED BY CRIMINAL BACKGROUND
INVESTIGATION RESULTS (FORMS AND INSTRUCTIONS ENCLOSED).***

2. Permit fee is \$1,500.00 for "wet" areas and \$3,000.00 for "dry" areas. Submit half of this amount when making application after December 1 and before May 1. **NO CASH.** If application is refused, one-half of the application fee is refunded.
3. Applicant must be a citizen of the United States, or a permanent resident alien (must provide a copy of green card), and a resident of Arkansas. Applicant must also be a resident of the county in which application has been made, or live within 35 miles of the premises to be permitted.
4. The following additional materials must be submitted with your application:
 - a. Pursuant to ACT 1112 of 2017, all new private club applications must be submitted with an ordinance from the governing body of the county or municipality in which the private club wishes to be located, approving the application.
 - b. A current list of names and addresses of all members (minimum of 100). Husbands and wives are considered one membership unit. **LIST MUST BE TYPED AND IN ALPHABETICAL ORDER.**
 - c. A copy of the Articles of Incorporation, all amendments to the articles, and By-Laws of the club.
 - d. Non-profit corporation papers must reflect date that articles were filed with the Arkansas Secretary of State; non-profit must have been filed at least one year prior to application.
 - e. Copy of minutes authorizing this application.
 - f. If the non-profit corporation does not own the property, a copy of the lease, option to lease, option to purchase, or buy-sell agreement **in favor of the non-profit corporation** must be attached, along with a copy of the floor plan (8 ½ x 11). **THE FLOOR PLAN SHOULD SPECIFICALLY IDENTIFY ANY DESIGNATED OUTDOOR SERVICE AREAS THAT MIGHT BE COVERED BY THE PERMIT.**
NOTE: FEIN (Federal Employer Identification Number) is required for all corporations/LLC's.
 - g. A minimum of three (3) pictures of the outlet or building site. The pictures should show a front, back and side view of the **exterior** of the building. If the primary business is of serving food, you must provide a sample menu.
 - h. You must furnish a file-marked copy of the annual report required by ACT 569 of 2007 that was filed with the Arkansas Secretary of State's office.

MAIL DIRECTLY TO: Alcoholic Beverage Control Division
 1515 West 7th Street, Suite 503
 Little Rock, Arkansas 72201

WHEN YOUR APPLICATION HAS BEEN ACCEPTED, A NOTICE FOR PUBLICATION, A SIGN FOR POSTING OF THE PREMISES, AND A FORM FOR CERTIFICATION OF SUCH POSTING WILL BE FORWARDED TO YOU WITH NECESSARY INSTRUCTIONS.



STATE OF ARKANSAS
ALCOHOLIC BEVERAGE CONTROL DIVISION

APPLICATION FOR PRIVATE CLUB PERMIT

Private Club _____

Permit No. _____

We hereby make applications for permits to serve alcoholic beverages on our premises to the club's adult members, members of their families over the age of 21, and duly qualified guests.

FEIN# _____

Non-Profit Corporation

APPLICANT ON BEHALF OF CLUB _____
First Middle Last

HOME ADDRESS _____
Street City Zip County

BUSINESS NAME _____

BUSINESS ADDRESS _____
Street City Zip County

Is proposed location inside or outside city limits? _____

Does the club own the premises? _____ If leased, give name and address of owner:

Is your establishment primarily engaged in the business of serving food for consumption on the premises? _____

Under which system of dispensing alcoholic beverages will the club operate?

Pool/Revolving _____ Locker _____

Does anyone now hold an alcoholic beverage permit a this location? _____ If so, give name, address and permit no. (s) _____

Amount of Dues \$ _____ ANNUAL () MONTHLY ()



Give names and addresses of all officers/directors of the non-profit organization:

NAME

TITLE

ADDRESS

Has any member of the club's board of directors or other governing body, or any club officer, been under the sentence, whether suspended or otherwise, of any court for the conviction of a felony within two (2) years preceding the date of this application? YES _____ NO _____ If yes, please explain _____

Signed this _____ day of _____, _____.

Signature of Applicant/Managing Agent

Official Title

Subscribed and sworn to before me this _____ day of _____, _____.

Notary Public

My Commission Expires: _____