

## **MEMO**

**TO:** Mayor and City Council  
**FROM:** Paul Antolin, Deputy City Clerk  
**DATE:** January 6, 2022  
**SUBJECT:** 2022 Special Events Special License Resolution

City events have been scheduled for Music on the Lawn (June 4, July 29, and August 26, 2022) and Fall Fest (September 17, 2022), at which beer and wine are served. The Michigan Liquor Control Commission requires an adopted Resolution recommending/not recommending the application be issued. Additional requirements included the approval of the Department of Public Safety, approval of a church or school within 500' of City Hall, and a fee be paid to the State in the amount of \$50.00 per event. Upon Council approval, the required signature will be obtained from Pastor Sarang Kang of Grosse Pointe Presbyterian Church.

Prerogative of the City Council to adopt the Resolution recommending the application be submitted for four Special Event Licenses serving beer and wine for the City's 2022 events, authorize the Mayor, Deputy City Clerk, and Director of Public Safety, to sign said application, and authorize payment in the amount of \$200.00 to the MLCC for the Special License application fee, funds to be taken from Community Events Account No. 205-870-820.130.



Michigan Department of Licensing and Regulatory Affairs  
Liquor Control Commission (MLCC)  
Constitution Hall - 525 W. Allegan, Lansing, MI 48933  
Mailing Address: P.O. Box 30005, Lansing, MI 48909  
Toll-Free: 866-813-0011 - [www.michigan.gov/lcc](http://www.michigan.gov/lcc)

Business ID: 161089

Request ID: \_\_\_\_\_

(For MLCC Use Only)

## Special License Application

**A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.**

### Part 1 - Applicant Organization Information

Applicant organization name: City of Grosse Pointe Woods		
Applicant address: 20025 Mack Plaza Dr.		
City: Grosse Pointe Woods		Zip Code: 48236
Contact name: Frank Schulte	Phone: 313 343-2450	Email: fschulte@gpwmi.us
Alternate contact name: Paul Antolin	Phone: 313 343-2440	Email: pantolin@gpwmi.us
1. Has the applicant organization previously received a Special License? <input checked="" type="radio"/> Yes <input type="radio"/> No		Leave Blank - MLCC Use Only
If No, the applicant organization must submit documentary proof of its non-profit status (e.g. charter, bylaws, IRS tax exemption, Articles of Incorporation, etc.)		
2. Has the applicant organization been established for one (1) year or longer? <input checked="" type="radio"/> Yes <input type="radio"/> No		
Date the applicant organization was established (month/day/year): _____		
3. Is the applicant organization a municipality? <input checked="" type="radio"/> Yes <input type="radio"/> No		

### Part 2 - Event Information - For requests at more than one location, submit separate forms for each location.

Address of event location: 20025 Mack Plaza Dr.	
City, township, or village where event will be held: Grosse Pointe Woods	County: Wayne <input type="button" value="v"/>
1. Will you submit your completed application at least ten (10) business days before your event? <i>It is strongly recommended that you submit the application as soon as you know the date of your event(s).</i> <input checked="" type="radio"/> Yes <input type="radio"/> No	
2. Do you have permission from the property owner of the location listed above to hold your event(s) on the date(s) listed below (see pages 2-3) at this location? <input checked="" type="radio"/> Yes <input type="radio"/> No	
3. Has the local law enforcement agency with primary jurisdiction over the event location approved this application for a Special License? (See Part 5 on Page 5) <input checked="" type="radio"/> Yes <input type="radio"/> No	
4. Is the event location within 500 feet of a church or school? If Yes, the church or school must consent to the event(s). (See Part 6 on Page 5) <input checked="" type="radio"/> Yes <input type="radio"/> No	
5. Is the event location outdoors or partially outdoors? <input checked="" type="radio"/> Yes <input type="radio"/> No	
If Yes, list the exact dimensions of the outdoor area: <b>Submit a clear diagram of the outdoor service area with your application form.</b>	
232 feet X 138 feet = <input type="text"/> square feet Width Length	
Describe type and height of the barrier that will be used to enclose the outdoor area: 4' vinyl winter fencing	
6. Describe type of security that will be used for event(s) and how it will be utilized to secure and monitor to prevent sales to minors and visibly intoxicated persons: Public Safety Auxiliary will check I.D. and monitor activities. Signage will be posted identifying, "Must be 21 years of age or older to consume alcoholic beverage - Picture I.D. must be shown."	

7. Is the event location situated in or on state owned land, such as a state park or National Guard armory? ☐ Yes ☒ No  
If Yes, attach a copy of your documentary proof of approval to use the state owned land.

8. Is there an existing liquor licensee issued at the event location, such as a Class C or Club license? ☐ Yes ☒ No  
If Yes, the existing licensee must request to place its license in escrow during the event(s). (See Part 7 on Page 5)

9. Will the event(s) involve an auction of donated wine? ☐ Yes ☒ No  
If Yes, please check "Wine Auction" for the applicable event date(s) on pages 2-3. Only donated wine may be auctioned under a Special License; beer and spirits cannot be auctioned. If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.

10. Have you applied for or been issued a Temporary Marijuana Event License from the Marijuana Regulatory Agency (MRA) for the event(s)? ☐ Yes ☒ No

11. Is the event location in a Social District? ☐ Yes ☒ No  
If Yes, you must obtain written confirmation from the local governmental unit that the Social District Permit holders will not sell or serve alcohol for consumption in the Social District during the time period of the event(s) pursuant to MCL 436.1551(3). Submit the written confirmation with this application.

12. The applicant organization may request up to twelve (12) Special Licenses total (one Special License per day) in a calendar year. Please complete the information below **for each individual date** for which you are requesting a Special License at this location. **If you are requesting Special Licenses for consecutive days, completely fill out a separate box for each date.** If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.

1	June 24, 2022		Describe event being held: This is a City community event - "Music on the Lawn"	
	Date			
	7pm	10pm	Special License will be used for: <input checked="" type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

2	July 29, 2022		Describe event being held: This is a City community event - "Music on the Lawn"	
	Date			
	7pm	10pm	Special License will be used for: <input checked="" type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

3	August 26, 2022		Describe event being held: This is a City community event - "Music on the Lawn"	
	Date			
	7pm	10pm	Special License will be used for: <input checked="" type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

4	Sep. 17, 2022		Describe event being held: This is a City community event - "Fall Fest"	
	Date			
	5pm	9pm	Special License will be used for: <input checked="" type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

5			Describe event being held:	
	Date			
			Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

6			Describe event being held:	
	Date			
			Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

12. Special license date information Continued from Page 2.

7			Describe event being held:			
	Date					
			Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction			
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No		If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

8			Describe event being held:			
	Date					
			Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction			
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No		If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

9			Describe event being held:			
	Date					
			Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction			
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No		If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

10			Describe event being held:			
	Date					
			Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction			
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No		If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

11			Describe event being held:			
	Date					
			Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction			
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No		If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

12			Describe event being held:			
	Date					
			Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction			
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No		If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

**A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.**

**Part 3 - Special License Fees - Complete the Special License fee calculation on Page 4**

**For Organizations established less than one year or are municipalities** - a \$50.00 Special License base fee for each separate, consecutive day of the event is required. If the event is held on a Sunday and spirits will be served after 12:00 Noon, an additional \$7.50 Sunday Sales Permit (P.M.) fee is required. In addition, if any alcoholic beverages, including beer, wine, and spirits, will be served between 7:00AM and 12:00 Noon, an additional \$160.00 Sunday Sales Permit (A.M.) fee is required. Sunday Sales Permit (A.M.) and/or Sunday Sales Permit (P.M.) fees will be required for each date that is a Sunday. **If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

**For Organizations established one year or more** - a \$25.00 Special License base fee for each separate, consecutive day of the event is required. If the event is held on a Sunday and spirits will be served after 12:00 Noon, an additional \$3.75 Sunday Sales Permit (P.M.) fee is required. In addition, if any alcoholic beverages, including beer, wine, and spirits, will be served between 7:00AM and 12:00 Noon, an additional \$160.00 Sunday Sales Permit (A.M.) fee is required. Sunday Sales Permit (A.M.) and/or Sunday Sales Permit (P.M.) fees will be required for each date that is a Sunday. **If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

The fees must be paid by check, bank or postal money order, or by credit card, using the attached Credit Card Authorization Form (LCC-300). Checks and money orders should be made payable to **State of Michigan**.

**Part 3 Continued - Special License Fees Calculation**

Special License Base Fee: <i>(per Special License requested)</i>		<b>If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.</b>  Make checks payable to: <b>State of Michigan</b>	<i>Leave Blank - MLCC Use Only</i>
x Number of Special Licenses:			
= Special License Fees: <i>MLCC Fee Code: 4008</i>			
+ Sunday Sales Permit (P.M.) Fees: <i>MLCC Fee Code: 4032</i>			
+ Sunday Sales Permit (A.M.) Fee: <i>MLCC Fee Code: 4033</i>			
<b>= TOTAL FEES DUE:</b>			

**Part 4 - Signatures of Applicant Organization's Officers, Witnesses, and Notary**

Pursuant to administrative rule R 436.575, the president and secretary of the organization making application shall sign the application and the signatures shall be notarized. Political candidates only need to sign the president section and have it notarized.

**By signing below the applicant organization's officers attest that:**

We certify that all profits from the sale of beer, wine and/or spirits or from a wine auction will go to the applicant organization and not to any individual. We further certify that any license issued by the Michigan Liquor Control Commission is a contract subject to suspension or revocation by the Commission, that there shall be no liability on the part of the State of Michigan, the Commission, or any of its officers or employees by reason of such suspension or revocation, and that the granting of the license does not create a vested right.

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. Approval of this application by the Michigan Liquor Control Commission does not waive any of these requirements. The licensee must obtain all other required state and local licenses, permits, and approvals for this business before using this license for the sale of alcoholic liquor on the licensed premises.

We certify that the information contained in this form is true and accurate to the best of our knowledge and belief. We agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. We also understand that providing **false** or **fraudulent** information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

**A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.**

Arthur W. Bryant, Mayor 313 343-2440

Print Name and <u>Phone Number</u> of President	Signature of President	Date
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Gretchen Miotto

Print Name of Notary	Signature of Notary	Date
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Notary Public, State of Michigan, County of Wayne	▼	Acting in the County of Wayne	▼
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My commission expires 11/30/2026
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Paul Antolin, Deputy City Clerk 313 343-2440

Print Name and <u>Phone Number</u> of Secretary	Signature of Secretary	Date
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Gretchen Miotto

Print Name of Notary	Signature of Notary	Date
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Notary Public, State of Michigan, County of Wayne	▼	Acting in the County of Wayne	▼
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My commission expires 11/30/2026
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**Part 5 - Local Law Enforcement Approval\***

The local law enforcement agency with primary jurisdiction over the event location must complete this section.

Name of law enforcement agency: City of Grosse Pointe Woods Department of Public Safety	
Name & title of reviewing officer: John Kosanke, Director of Public Safety	
Phone number of officer: 313 343-2420	Email of officer: jkosanke@gpwmil.us
If event will be held on a Sunday, is the sale of alcohol from 7:00am to 12:00 Noon on Sunday allowed in this local governmental unit? <input type="radio"/> Yes <input checked="" type="radio"/> No	
If the event will be held on a Sunday, is the sale of alcohol after 12:00 Noon on Sunday allowed in this local governmental unit? <input checked="" type="radio"/> Yes <input type="radio"/> No	
<b>I certify that I have reviewed the application of the applicant organization for a Special License and approve the issuance of a Special License by the Michigan Liquor Control Commission at the proposed event location.</b>	
_____ Signature of Reviewing Officer	
_____ Date	

**Part 6 - Church/School Consent (If Applicable)\***

If the event location is located within 500 feet of a church or school, the applicant organization must obtain the consent of the church or school. A church or school within 500 feet of the event location may object based on such the sale of alcohol at the location adversely affecting the church or school's operations. If a proper objection is filed, the Commission shall hold a hearing to determine whether the granting of the application will adversely affect the operation of the church or school.

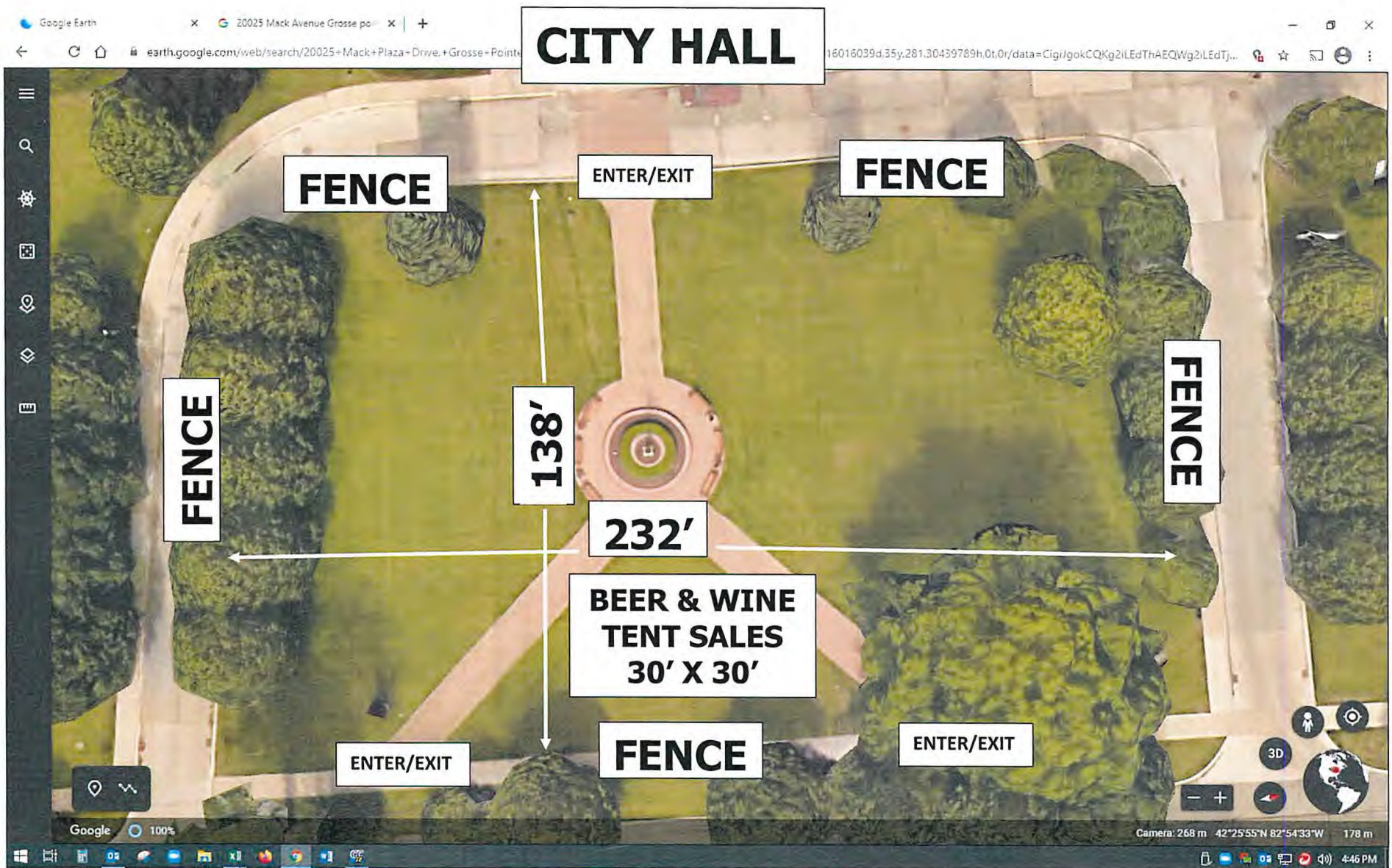
Name of church or school: Grosse Pointe Presbyterian Church	
Address of church or school: 19950 Mack Avenue	
City: Grosse Pointe Woods	Zip Code: 48236
Phone number: 313 886-4301	Email: gpwpc@comcast.net
Name of clergy member or superintendent: Pastor Sarang Kang	
<b>I, the authorized representative of the above named church or school, state that the church or school has no objection to the issuance of a Special License to the applicant organization at its proposed event location.</b>	
_____ Signature of Clergy Member or Superintendent	
_____ Date	

***\*Please note: the Commission has the sole and only right to approve or deny this request for a Special License.***

**Part 7 - Existing On-Premises Licensee Escrow Request (If Applicable)**

If the event location is currently licensed with an on-premises license, the licensee must request that its license be placed into escrow for the date(s) and time(s) of the Special Licenses issued for use at the event location requested on this application. If the existing license would prefer to temporarily drop space from its licensed premises, it must submit a letter to the Commission requesting to drop space temporarily from its licensed premises during the event date(s) and time(s), accompanied by a diagram showing the area where the license will temporarily drop space from its licensed premises to accommodate the applicant organization.

Name of licensee:	Business ID Number:
Type of license held at this location (e.g. Class C, Club, Tavern, etc.):	
Phone number:	Email:
Name of authorized signer for licensee:	
<b>I, the authorized signer, for the above named on-premises licensee, request that the licensee's licenses at this location be placed into escrow during the date(s) and time(s) specified for the Special Licenses issued for use at this location.</b>	
_____ Signature of Authorized Signer for Licensee	
_____ Date	



### Music on the Lawn & Fall Fest Events Layout

**LOCATION: Grosse Pointe Woods City Hall/20025 Mack Plaza Drive/Grosse Pointe Woods, MI 48236**

**Fencing will be erected around the perimeter as indicated with the "FENCE" markers.**

City of Grosse Pointe Woods  
2022 Special License Application  
Additional Details

1. Committee Members, employees (including Public Safety personnel), and/or Public Safety Auxiliary Officers over the age of 21 will be checking patron's identification and monitoring the entrances and exits of the beer and wine tent to ensure compliance with the laws of the State of Michigan and Rules of the MLCC regarding the sale, furnishing, and consumption of alcoholic beverages;
2. Public Safety Auxiliary Officers and/or Public Safety Officers monitor the entrances and exits of the fenced in area to ensure compliance with the laws of the State of Michigan and the Rules of the MLCC with regard to entering and exiting the premises;
3. The beer/wine tent will be enclosed on three sides with signage posted, "Must be 21 Years of Age or Older to Enter/Consume Alcoholic Beverages" as well as a sign stating, "Picture I.D. Must be Shown.";
4. Only individuals with wrist bands will be permitted to purchase or consume beer/wine;
5. Total service area is 138' x 232' = 32,016 sq. ft.;
6. Perimeter of fenced area is 732' (grassy area in front of the Robert E. Novitke Municipal Center);
7. Snow fencing will be used to enclose grassy area.



Michigan Department of Licensing and Regulatory Affairs  
Liquor Control Commission (MLCC)  
Constitution Hall - 525 W. Allegan, Lansing, MI 48933  
Mailing Address: P.O. Box 30005, Lansing, MI 48909  
Toll-Free: 866-813-0011 - [www.michigan.gov/lcc](http://www.michigan.gov/lcc)

Business ID: \_\_\_\_\_  
Request ID: \_\_\_\_\_  
(For MLCC Use Only)

**Certified Resolution of the Membership or Board of Directors Authorizing the Application for Special License**

(Required under Administrative Rule R 436.576 - Not Required for Candidate Committee)

At a ☐ Regular ☐ Special meeting of the ☐ Membership ☐ Board of Directors

called to order by \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_  
(Date) (Time)

the following resolution was offered:

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_

that the application from \_\_\_\_\_  
(Name of Organization)

for a Special License to serve alcohol on \_\_\_\_\_  
(Event Date or Dates)

to be located at \_\_\_\_\_  
(Physical Address - Include Location Name, Street Address, City, State, & Zip Code)

It is the consensus of this body that the application be \_\_\_\_\_ for issuance.  
(Recommended or Not Recommended)

**Approval Vote Tally**

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

**Certification by Authorized Officer of Organization:**

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the

☐ Membership ☐ Board of Directors at a ☐ Regular ☐ Special meeting held on \_\_\_\_\_  
(Date)

\_\_\_\_\_  
Print Name & Title of Authorized Officer

\_\_\_\_\_  
Signature of Authorized Officer

\_\_\_\_\_  
Date





Michigan Department of Licensing and Regulatory Affairs  
Finance and Administrative Services  
Revenue Services

LARA Revenue Services **is not** a part of  
the Michigan Liquor Control  
Commission (see note below).

## Credit Card Authorization Form

**\*\* FAX COMPLETED FORM TO SECURE FAX LINE: 517-284-8557 \*\***

**\*\* DO NOT EMAIL OR MAIL THIS FORM \*\***

*Requests with credit card payments that are not faxed to the above secure fax line will be destroyed along with the credit card authorization in order to ensure the security of applicants' personal credit card numbers.*

**\*\*IF YOU ARE NOT SUBMITTING AN APPLICATION FORM WITH THIS CREDIT CARD AUTHORIZATION, YOU MUST PROVIDE AN ITEMIZATION OF THE FEES FOR WHICH YOU ARE SUBMITTING PAYMENT OR YOUR PAYMENT WILL NOT BE PROCESSED\*\***

Name on Card: \_\_\_\_\_

Payment Amount: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Card Number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Check One:

Phone: \_\_\_\_\_

☐ MasterCard

☐ Visa

☐ Discover

Email: \_\_\_\_\_

Security Code/CVV Code: \_\_\_\_\_

Applicant/Licensee Name: \_\_\_\_\_ Request or Business ID #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Payment is for: \_\_\_\_\_

Signature \_\_\_\_\_

**IF YOU ARE NOT SUBMITTING AN APPLICATION FORM WITH THIS CREDIT CARD AUTHORIZATION, YOU MUST PROVIDE AN ITEMIZATION OF THE FEES FOR WHICH YOU ARE SUBMITTING PAYMENT OR YOUR PAYMENT WILL NOT BE PROCESSED.**

**Credit Card Payment Itemization:**

Fee Type	Fee Amount	MLCC Fee Code
<input type="checkbox"/> Inspection Fee(s):	_____	4036
<input type="checkbox"/> Special License Fee(s):	_____	4008
<input type="checkbox"/> Temporary Authorization Fee:	_____	4037
<input type="checkbox"/> License Renewal Fee(s):	_____	4004
<input type="checkbox"/> Manufacturer License(s):	_____	4038
<input type="checkbox"/> Wholesaler License(s):	_____	4085
<input type="checkbox"/> New Retailer License(s):	_____	4012
<input type="checkbox"/> Transfer Retailer License(s):	_____	4034
<input type="checkbox"/> Conditional License	_____	4012
<input type="checkbox"/> New Add Bar <input type="checkbox"/> Transfer Add Bar:	_____	4012/4034
<input type="checkbox"/> Sunday Sales Permit (AM):	_____	4033
<input type="checkbox"/> Sunday Sales Permit (PM):	_____	4032
<input type="checkbox"/> Catering Permit:	_____	4031

LARA Revenue Services **is not** a part of the Michigan Liquor Control Commission (MLCC). Receipt of payment and application forms by LARA Revenue Services does not constitute receipt of an application by the MLCC. **Applications submitted through LARA Revenue Services may take up to two (2) additional business days to be received by the MLCC after receipt by LARA Revenue Services.**

For requests that require a timely receipt of an application by the MLCC to be processed, such as Special Licenses and temporary requests, please ensure that your application will be received in adequate time to be processed by the MLCC after the payment is received and processed by LARA Revenue Services.