

**NEW HAMPSHIRE LIQUOR COMMISSION**

Please submit form to:

NHLC, 50 Storrs Street, Concord, NH 03301

603-271-3521

License & Fee required before operating

FOR NHLC USE ONLY

License Type: Restaurant

RSA: 178:20, 178:21, 178:22

Liq Rule: 705.29

From To

License Fee:

LICENSE TYPE WORKSHEET
RESTAURANT

Business Name

Trade Name

Name of Primary Contact for Applicant

THE FOLLOWING DOCUMENTS ARE REQUIRED TO BE SUBMITTED PRIOR TO A LICENSE BEING ISSUED:

1. WARRANTY DEED OR LEASE AGREEMENT
2. TOWN OR CITY APPROVAL
3. PERMIT OF ASSEMBLY
4. HEALTH/FOOD SERVICE LICENSE (IF APPLICABLE)
5. DIAGRAM - DESCRIPTION OF AREA INTENDED TO BE UTILIZED FOR THE SALE AND/OR SERVICE OF BEVERAGES, WINE, LIQUOR, AND/OR TOBACCO PRODUCTS

License Type Applied for:

- ☐ Beverage and Wine ----- ☐ Beverage, Wine and Liquor ----- ☐ Cocktail Lounge
Proceed to Section 1 *Proceed to Section 2* *Proceed to Section 2 & 3*

~~1. The seating capacity of the dining room is _____. If there are additional rooms licensed, the total number of rooms is _____ and the seating capacity of the additional room(s) is _____.~~

~~2. The number of outside patios is _____. The total number of outside seats is _____.~~

SECTION 1: ~~FOR~~ RESTAURANT BEVERAGE & WINE**ACKNOWLEDGEMENTS (initial after each) – Beverage & Wine.**

1. Acknowledge that the applicant prepares, cooks, and serves the food for the restaurant. (initial)
2. Acknowledge that the kitchen facility can properly service the licensed dining room(s). (initial)
3. Acknowledge that public toilet facilities meeting the requirements of RSA 143-A are available for use by patrons. (initial)
4. Acknowledge that applicant shall at all times maintain a dining room or rooms open to the public with seating for at least 20 patrons. (initial)
5. Acknowledge that the business shall sell beverages, liquor, or wine containing not more than 24 percent alcohol by volume at 60 degrees Fahrenheit. (initial)

6. Acknowledge that all liquor and beverage consumed on the premises shall be those sold by the business.
 (initial)
7. Acknowledge that all liquor and beverage shall only be sold in licensed dining rooms at such times as meals are available, promoted, and served in those rooms. (initial)

PLEASE COMPLETE THE FOLLOWING INFORMATION:

8. The seating capacity of the dining room is _____. If there are additional rooms licensed, the total number of rooms is _____ and the seating capacity of the additional room(s) is _____.
9. The number of outside patios is _____. The total number of outside seats is _____.

SECTION II: ~~FOR BEVERAGE – WINE – LIQUOR - LICENSE~~ —In addition to meeting all the requirements outlined above for the sale of beverage and wine, if the applicant is requesting a full service restaurant licensed under RSA 178:21, II(a) or (b), complete this section.

PLEASE COMPLETE THE FOLLOWING INFORMATION:

- ~~1. If this application is for full liquor and/or a cocktail lounge, the food sales of the restaurant for the 12 months prior to this filing were \$ _____. The alcohol sales were \$ _____. (For renewal applications only).~~

ACKNOWLEDGEMENTS (initial after each) – Beverage, Wine & Liquor.

1. Acknowledge that the kitchen facility can service the licensed dining areas as a full service restaurant.
 (initial)
2. Acknowledge that the applicant prepares, cooks, and serves the food for the restaurant. (initial)
- ~~1.3. Acknowledge that public toilet facilities meeting the requirements of RSA 143-A are available for use by patrons.~~
 (initial)
- ~~2.4. Acknowledge that applicant shall at all times maintain a dining room or rooms open to the public, with seating for at least 20 patrons.~~ (initial)
- ~~3.5. Acknowledge that the location of the service bar meets the requirements of RSA 175:1, LXI.~~
 (initial)
- ~~4.6. Acknowledge that full course meals are a requirement.~~ (initial)
- ~~5.7. Acknowledge that meals shall be readily available, promoted, and served to the table.~~ (initial)
- ~~6.8. Acknowledge that the dining room and kitchen must be fully staffed.~~ (initial)
9. Acknowledge that the restaurant must be open a minimum of five (5) days a week serving the evening meal.
 (initial)
- 7.
10. Acknowledge that all liquor and beverage consumed on the premises shall be those sold by the business.
 (initial)
11. Acknowledge that all liquor and beverage shall only be sold in licensed dining rooms at such times as meals are available, promoted, and served in those rooms. (initial)

12. Acknowledge that full service restaurants require that at least 50 percent of the gross sales is in food. Restaurants with annual food sales of at least \$75,000 shall be exempt from the 50 percent requirement. (initial)

PLEASE COMPLETE THE FOLLOWING INFORMATION:

13. The seating capacity of the dining room is _____. If there are additional rooms licensed, the total number of rooms is _____ and the seating capacity of the additional room(s) is _____.

14. The number of outside patios is _____. The total number of outside seats is _____.

SECTION III: ~~FOR~~ COCKTAIL LOUNGE LICENSE

PLEASE COMPLETE THE FOLLOWING INFORMATION:

1. ~~If this application is for full liquor and/or a cocktail lounge, the food sales of the restaurant for the 12 months prior to this filing were \$ _____. The alcohol sales were \$ _____. (For renewal applications only).~~

2. ~~The seating capacity of the lounge is _____.~~

ACKNOWLEDGEMENTS (initial after each) – Cocktail Lounge.

1. Acknowledge that the kitchen facility can service the licensed dining areas as a full service restaurant. (initial)

2. Acknowledge that the applicant prepares, cooks, and serves the food for the restaurant. (initial)

3. Acknowledge that public toilet facilities meeting the requirements of RSA 143-A are available for use by patrons. (initial)

4. Acknowledge that applicant shall at all times maintain a dining room or rooms open to the public, with seating for at least 20 patrons. (initial)

5. Acknowledge that the location of the service bar meets the requirements of RSA 175:1, LXI. (initial)

6. Acknowledge that full course meals are a requirement. (initial)

7. Acknowledge that meals shall be readily available, promoted, and served to the table. (initial)

8. Acknowledge that the dining room and kitchen must be fully staffed. (initial)

9. Acknowledge that the restaurant must be open a minimum of five (5) days a week serving the evening meal. (initial)

10. Acknowledge that all liquor and beverage consumed on the premises shall be those sold by the business. (initial)

11. Acknowledge that all liquor and beverage shall only be sold in licensed dining rooms at such times as meals are available, promoted, and served in those rooms. (initial)

PLEASE COMPLETE THE FOLLOWING INFORMATION:

12. The seating capacity of the dining room is _____. If there are additional rooms licensed, the total number of rooms is _____ and the seating capacity of the additional room(s) is _____.

13. The seating capacity of the lounge is _____.

14. The number of outside patios is _____. The total number of outside seats is _____.

ACKNOWLEDGEMENTS (initial after each) – Cocktail Lounge.

15. Acknowledge that no person under the age of 18 ~~is~~ ~~are~~ allowed in the cocktail lounge unless accompanied by a parent, legal guardian, or adult spouse. (initial)

16. Acknowledge that a separate room or rooms will be maintained and used for the service of alcoholic beverages with or without food. (initial)

17. Acknowledge that the cocktail lounge shall not be operated on days that the dining room is closed. (initial)

18. Acknowledge that the cocktail lounge shall not operate before the dining room opens for meals except if breakfast and lunch are not offered, the cocktail lounge may operate three (3) hours before the dining room opens for evening meals. (initial)

19. Acknowledge that dining rooms and areas may not be used as overflow of the cocktail lounge before 9:00 p.m. (initial)

5.

20. Acknowledge that full service restaurants require that at least 50 percent of the combined restaurant and lounge sales shall fall within the category of food. Restaurants with annual food sales of at least \$75,000 shall be exempt from the 50 percent requirement. (initial)

If this is a **renewal application** for full liquor and/or a cocktail lounge, respond to Inquiry 1 below:

1. The restaurant's food sales for the 12 months prior to this filing were: \$_____.

If the number provided in response to Inquiry 1 is greater than \$75,000, email a statement of accounting supporting the numbers provided in response to **Inquiries 1** to audit@liquor.nh.gov. In the subject line of the email, provide the name of the licensee and the license number.

Edit. "Inquiry".

If the number provided in response to Inquiry 1 is less than \$75,000, respond to Inquiry 2, below.

2. The restaurant's other, non-food sales (for example: alcohol, beverages, merchandise, entertainment cover charges) for the 12 months prior to this filing were: \$_____.

Email a statement of accounting supporting the numbers provided in response to Inquiries 1 and 2 to audit@liquor.nh.gov. In the subject line of the email, provide the name of the licensee and the license number.

By initialing this statement, I, _____ certify that I will retain, maintain, and keep readily available all supporting documentation as required per this license worksheet. If requested, I agree to provide such documentation to any member of the NHLC. (initial)

I declare under RSA 641:3, that I am authorized to sign on behalf of the business entity applying for a license, that I have examined all of the information provided on or with this application, and that the information is true, correct, and complete to the best of my knowledge and belief.

X _____	_____	_____
Applicant Signature	Date	Title



NEW HAMPSHIRE LIQUOR COMMISSION

Form LTW-03 General Instructions

Please submit form to NHLHC, 50 Storrs Street, Concord, NH 03301

603-271-3521

WHO MUST FILE

Individuals, partnerships, limited liability companies and partnerships, or corporations but not to unincorporated associations, to apply for the manufacture, warehousing, sale, offer for sale, or solicitation of orders for sale of liquor or beverages and for retail sales of tobacco products within the state, subject to the limitations and restrictions imposed by RSA 178:2.

WHEN TO FILE

Before operating

WHERE TO FILE

- NHLC, 50 Storrs Street, Concord, NH 03301
- Email Licensing@liquor.nh.gov

NEED HELP

- If you have any questions, please contact Enforcement_Licenses_Help_Desk@liquor.nh.gov (or) Call (603) 271-3521 between 8:00am – 4:30pm, Monday through Friday.

WHAT IS THE FEE

The annual Restaurant fee is determined by RSA 178:29 I:

Restaurant with beer and wine:	\$ 480.
Restaurant with beer, wine & liquor:	\$ 840.
Restaurant with cocktail lounge:	\$1,200.

See the following RSA for any fee updates:

<http://www.gencourt.state.nh.us/rsa/html/XIII/178/178-29.htm>

Incomplete license type requirement form will be returned to the applicant and will result in a delay in issuance of a license. Some common omissions/errors include:

- The application for license is not attached. (This does not apply for renewals.)
- Check missing or not filled-out completely or signed.
- License type requirement form is not properly complete or unsigned.

RSA 175:1, XXXIII Definition:

"Full service restaurant" means a room or rooms capable of seating, at tables with chairs or at booths, at least 20 guests at one time. The dining room and kitchen shall be sufficiently staffed. Meals shall be readily available, promoted and served to the table. The menu shall contain a variety of full course meals and a sandwich menu may be substituted at the noon meal.

<http://www.gencourt.state.nh.us/rsa/html/XIII/175/175-1.htm>

To ensure that you qualify for the type of license that you want, see the following RSA:

RSA 178:20 On-Premises Beverage and Wine Licenses

<http://www.gencourt.state.nh.us/rsa/html/XIII/178/178-20.htm>

178:21, I, II-(5) On-Premises Beverage and Liquor Licenses

<http://www.gencourt.state.nh.us/rsa/html/XIII/178/178-21.htm>

178:22, V(q) On-Premises Cocktail Lounge Licenses

<http://www.gencourt.state.nh.us/rsa/html/XIII/178/178-22.htm>