



**Notice for yyyy City of Brookhaven, GA  
Alcohol Occupational License Renewal**

Toll Free Phone: (800) 556-7274  
Toll Free Fax: (844) 528-6529

BUSINESS NAME  
DBA  
MAILING ADDRESS 1  
MAILING ADDRESS 2  
MAILING CITY, STATE ZIP

Email: [businesslicensesupport@avenuinsights.com](mailto:businesslicensesupport@avenuinsights.com)  
Website: [www.avenuinsights.com](http://www.avenuinsights.com)

Avenu Business License Department  
PO Box 830900  
Birmingham, AL 35283-0900

Dear Business Owner / Tax Manager,

date  
**Avenu Account #:** insert

Avenu is the administering agent for the City of Brookhaven's alcohol license.

**Why we are writing you**

Brookhaven's alcohol license are valid for a calendar year, January 1 through December 31, and must be renewed by December 31<sup>st</sup> of each year. All certificates shall be assessed a penalty in the amount of ten percent (10%), plus 1% interest on the amount owed for each calendar year or portion thereof for taxpayers who fail to file their renewal by November 30th.

**What to do now**

Please include your account number on your payment remittance and corresponding documentation. Complete and remit the application on the reverse of this notice.

- Your 2018 license expires **December 31, 2018.**
- Your 2019 license must be renewed and paid in full by **November 30, 2018** in order to avoid penalties and interest.
- Businesses who do not need to renew must still respond to this notice to prevent further collection efforts.
- **Online File and Pay is coming soon!**

**To Remit Payment By Mail:**

Make Check Payable To: Tax Trust Account  
Mail to: Avenu Business License Dept. PO Box 830900 Birmingham, Alabama 35283-0900

**Don't need a license?** If your business is closed, no longer doing business or does not meet the above criteria, check one of the below options and return either by fax, by email or mail to Avenu.

I hereby affirm that my business indicated above for City of Brookhaven closed/or is no longer operating in as of

\_\_\_\_\_ (date)

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

**Questions?** All questions regarding the business license renewal process should be directed to Avenu.

**Returned Check Disclaimer:** Effective July 1, 2010, each returned item received by Avenu due to insufficient funds will be electronically represented to the presenters' bank no more than two times in an effort to obtain payment. Avenu is not responsible for any additional bank fees that will accrue due to the resubmission of the returned item. Please see the full returned check policy at [www.avenuinsights.com](http://www.avenuinsights.com).

**INSTRUCTIONS FOR  
RENEWAL ALCOHOL BEVERAGE LICENSE  
APPLICATION**

**APPLICATION:**

- Type or print responses.
- Answer each question fully and completely.
- If additional space is needed to fully and completely answer questions, please attach a separate sheet noting in question space that separate sheet is attached. (i.e., "See Separate Sheet")
- **Incomplete applications will not be processed for licensing.**  
Application must be signed, dated, notarized, and returned to Avenu on or before **November 30, 2018**. **Make checks payable to TAX TRUST ACCOUNT. Remit to Avenu BL Dept • PO Box 830900 • Birmingham, AL 35283-0900**
- **RENEWAL APPLICATIONS RECEIVED AFTER NOVEMBER 30, 2018 SHALL BE ASSESSED A 10% LATE FILING PENALTY FEE, IN ADDITION TO A 1% LATE FILING INTEREST FEE.**
- **NO RENEWAL LICENSE SHALL BE GRANTED AFTER DECEMBER 31, 2018.**
- **Any application received after December 31, 2018 shall be treated as an initial application.**
- Each application for **Consumption on the Premises** or **Retail Package** of Wine, Malt Beverage or Distilled Spirits shall be accompanied by a certified check for the full amount of the license fee.
- All applications for a **Package Distilled Spirits License** must be accompanied by a full and complete statement relative to any and all interest in retail liquor stores. This shall include the names and addresses of all persons possessing a legal ownership in the subject establishment. [Ch. 4 Sec, 4-59(c)].

**CHANGES:**

- **The applicant must make the Finance Department aware of ALL changes to information provided on initial application and/or renewal application(s).**

**CHECK LIST**

- Completed Renewal Alcoholic Beverage License Application sworn to by applicant before notary public or other officer authorized to administer oath. [Ch. 4 Sec. 4-59(d)].
- **Certified Check (only) in amount of license fee.**
- Submit to Revenue Division on or before **November 30, 2018**.
- **Please take note of the Revised Alcohol Beverage Ordinance included with this renewal. Be sure to review the entire ordinance for updates and changes.**
- Please note the specific update in **Sec. 4-203(d)** of the revised ordinance, as additional documentation may be required as a result of this update.

## Significant Changes to Alcoholic Beverage Ordinance

Businesses of the City of Brookhaven need to be aware of the following changes:

- **License and Permits Classes – Sec. 4-201(2). Permit classes (B, C, D, E, F, G, H, J & N)**
  - The following licenses and permits, or any combination thereof, may be issued pursuant to this article; provided, however, that such combination is not prohibited by Title 3 of the O.C.G.A.
  - Manufacturer (1-3), Retail Dealer(C.O.P.) (1-3), Retail Package Store, Ancillary Retail Package (Tasting), Wholesaler, Complimentary Services, Grocery Store, Underage Permit, and Temporary Alcohol License
- **Application for licenses; applicant; contents of application – Sec. 4-203(d)(3-5)**
  - Proof of financial responsibility – Dram Shop Insurance
    - Applicants seeking a Class A, C, G or H alcohol beverage license shall file with their application a certificate of liquor liability insurance; providing an annual aggregate policy limit for dram shop insurance of not less than \$1,000,000 per policy year
  - Proof of financial responsibility – General liability insurance
    - Applicants seeking a Class A, B (to the extent the applicant offers or intends to offer tastings as defined in this article), C, D, E, G, or H alcoholic beverage license shall file with their application a certificate of liability insurance; providing at least \$1,000,000 in commercial general liability insurance coverage.
  - Public safety plan
    - Class C licensees that operate or intend to operate establishments where persons under the age of 21 are not permitted and Class J licensees shall prepare and submit with their application a written public safety plan which shall be subject to the approval of the chief of the City of Brookhaven Police Department or their designee prior to the issuance of any alcoholic beverage license.
- **Advertisement of license application; Erection of sign – Sec. 4-206 (a)(b)**
  - Advertisement of license application required
    - Upon applying to the city for a license to manufacture, distribute, dispense or sell alcoholic beverages, the applicant must post an advertisement of license application on the premises for which the license is sought
  - Sign requirements
    - The sign shall have a minimum size of 93 square inches and shall specify the nature of the license being requested
    - The sign shall be posted on the premises in a conspicuous place which is observable by pedestrian and vehicle traffic passing such location for at least 14 days.
    - Sign Shall not be removed until the applicant receives or is denied a license
- **Hours of operation; Sunday sales – Sec. 4-302**
  - *Hours of sale and operation for on-premises consumption licenses.* Alcoholic beverages shall be sold and delivered to the customer for consumption on the premises only during the following hours:
    - Monday through Saturday hours are from 9:00 a.m. until 2:00 a.m. of the following day.
    - Sunday hours are from 12:30 p.m. until 11:59 p.m.
    - Sales during all other hours are prohibited. There shall be no consumption on the premises after prohibited hours have been in effect for thirty (30) minutes. All licensed establishments must close their premises to the public and clear their premises of patrons by 2:30 a.m. Tuesday through Sunday and 12:30 a.m. Monday and shall not reopen to the public until 9:00 a.m. or thereafter. These times and rules also apply to the section or area of a Grocery Store in which sales for consumption on premises occur.
  - *Establishments that qualify for Sunday sales.* Holders of a Class C or Class H License qualify for Sunday sales of alcoholic beverages.
  - *Sunday sales – certain exceptions.* Permitted hours of sale and operation for on-premises consumption shall be extended to match Monday through Saturday hours for establishments that are otherwise eligible for Sunday sales when the following days or events occur on a Sunday: New Year's Day, NFL's Super Bowl; the Sunday before the Martin Luther King Federal Holiday; March 17 (St. Patrick's Day); May 5 (Cinco de Mayo); the Sunday before the Memorial Day Holiday; July 4 (Independence Day); Sunday before the Labor Day Holiday; October 31 (Halloween); and December 31 (New Year's Eve). This section does not allow Sunday sales at establishments that do not qualify for Sunday sales.

- *Hours of sale and operation for off-premises consumption licenses.* Retailers may engage in the sale of alcoholic beverages only during the following hours:
  - Monday through Saturday hours are from 8:00 a.m. to 12:00 a.m. midnight.
  - Sunday hours are from 12:30 p.m. to 11:30 p.m.
  - Licensees may open their establishments for the sale of alcoholic beverages on any election day, except within 200 yards of any polling place.
  
- **Security/law enforcement presence at certain establishments – Sec. 4-311**
  - *Interior and exterior security personnel required.* All entertainment venues shall provide interior and exterior security personnel of a number equaling one (1) licensed security guard per each occupancy level of fifty (50) occupants or any portion thereof or as determined, with cause, by the chief of police or their designee. Security personnel must be properly licensed by the State of Georgia. Entertainment venues and security personnel must provide proof of licensing upon request of law enforcement.
  
  - *Off-duty law enforcement officers required.*
    - In addition to the interior and exterior licensed security personnel required in subsection (a), all entertainment venues shall, at their expense, provide at least the required minimum number of off-duty law enforcement officers as determined by the chief of police or their designee. The chief of police or their designee may periodically review and adjust its recommendation as to the required staffing of off-duty officers, based on the availability of off-duty officers and current security conditions at the entertainment venue and within its vicinity.
    - Such off-duty officers shall commence service at 10:00 p.m. or as designated by the chief of police or their designee each evening the entertainment venue is open to the public later than 10:00 p.m. and ending one (1) hour after closing of said entertainment venue or as designated by the chief of police or their designee.
    - Entertainment venues are required to employ a minimum of two (2) off-duty law enforcement officers. For entertainment venues with a maximum capacity that exceeds one hundred fifty (150) persons, one (1) additional off-duty law enforcement officer is required for each one hundred fifty (150) persons or any portion thereof exceeding the first one hundred fifty (150) persons. Maximum capacity of the premises is as stated on the certificate of occupancy.
  
- **Security camera system required – Sec. 4-312**
  - Class C and Class D licensees and Class J permittees must install a security camera system of a type and number of cameras as approved by the chief of police. At minimum, each location must position security cameras such that each point of ingress and egress can be clearly recorded. The location of security cameras shall be approved by or determined by the chief of police or their designee. Establishments required to install a security camera system shall be responsible for the maintenance and daily check of said system and shall ensure that the system is functioning at all times when employees are present. Any and all data captured by the security camera system must be produced upon request of law enforcement.

Avenu Account #: BUSINESS NAME

## 2019 ALCOHOL BEVERAGE LICENSE RENEWAL APPLICATION

**Licensee Information:** *The Licensee/Applicant on file with our office should be the person listed below.* Please type or print "Yes" if Licensee/Applicant is new and please contact the Business License Office at 404.637.0500 or by email at [revenue@brookhavenqa.gov](mailto:revenue@brookhavenqa.gov) for additional required documents. **Make checks payable to TAX TRUST ACCOUNT. Remit to Avenu BL Dept • PO Box 830900 • Birmingham, AL 35283-0900**

### LICENSEE/APPLICANT

Licensee/Applicant Name

New Applicant/Licensee?

Licensee Home Address

Home or Cell Phone

Business Phone

Date of Birth

Federal Tax ID Number

### OWNER/CORPORATION

Business Owner Name (Company and/or Individual – Please Print)

Owner Address

### BUSINESS

Name of Business (Include D.B.A, if applicable)

Hours of Operation (Mon-Sat)

Business Location (Include Suite #)

Business Mailing Address (if other than above)

<u>LICENSE TYPE</u>	<u>LICENSE SUB-TYPE</u>	<u>LICENSE BUSINESS TYPE</u>
<input type="checkbox"/> DISTILLED SPIRITS	<input type="checkbox"/> CONSUMPTION ON THE PREMISES	<input type="checkbox"/> RESTAURANT
<input type="checkbox"/> MALT BEVERAGE	<input type="checkbox"/> PACKAGE	<input type="checkbox"/> TAVERN/PUB
<input type="checkbox"/> WINE	<input type="checkbox"/> MANUFACTURER	<input type="checkbox"/> EVENT VENUE
<input type="checkbox"/> GROWLER	<input type="checkbox"/> ANCILLARY PACKAGE (TASTING)	<input type="checkbox"/> HOTEL/MOTEL
<input type="checkbox"/> ADDITIONAL BAR (C.O.P. ONLY)	<input type="checkbox"/> GROCERY STORE	<input type="checkbox"/> SPECIALTY SHOP
<input type="checkbox"/> PATIO	<input type="checkbox"/> COMPLIMENTARY SERVICE	<input type="checkbox"/> CONVENIENCE STORE
		<input type="checkbox"/> SERVICE/GAS STATION
		<input type="checkbox"/> PACKAGE STORE
		<input type="checkbox"/> SUPERMARKET
		<input type="checkbox"/> BARBER/SALON

## ALCOHOLIC BEVERAGE RENEWAL APPLICATION FEE SCHEDULE

**TYPE OF LICENSE:**

	<u>Annual Fee (s)</u>	<u>Administrative Fee(s)</u>	<u>License Fee Due</u>
<b>CLASS B – MANUFACTURER</b>			
<input type="checkbox"/> Distilled Spirits	\$4,000.00	\$200.00	\$ _____
<input type="checkbox"/> Malt Beverage	\$600.00	\$100.00	\$ _____
<input type="checkbox"/> Wine	\$600.00	\$100.00	\$ _____
<b>CLASS C – CONSUMPTION ON THE PREMISES</b>			
<b><u>RESTAURANT</u></b>			
<input type="checkbox"/> Distilled Spirits, Malt Beverage & Wine	\$4,900.00	\$300.00	\$ _____
<input type="checkbox"/> Distilled Spirits	\$4,000.00	\$200.00	\$ _____
<input type="checkbox"/> Malt Beverage & Wine	\$900.00	\$100.00	\$ _____
<input type="checkbox"/> Malt Beverage	\$600.00	\$100.00	\$ _____
<input type="checkbox"/> Wine	\$600.00	\$100.00	\$ _____
<input type="checkbox"/> Patio Permit	\$50.00		\$ _____
<input type="checkbox"/> Additional Movable Bar(s) # _____ x	\$300.00 each		\$ _____
<input type="checkbox"/> Additional Fixed Bar(s) # _____ x	\$600.00 each		\$ _____
<input type="checkbox"/> Sunday Sales	\$1100.00		\$ _____
<input type="checkbox"/> Growler (Malt Beverage Only)	No Additional Fee		
<b><u>TAVERN/PUB</u></b>			
<input type="checkbox"/> Distilled Spirits, Malt Beverage & Wine	\$7,500.00	\$300.00	\$ _____
<input type="checkbox"/> Distilled Spirits	\$6,500.00	\$200.00	\$ _____
<input type="checkbox"/> Malt Beverage & Wine	\$1,000.00	\$100.00	\$ _____
<input type="checkbox"/> Malt Beverage	\$700.00	\$100.00	\$ _____
<input type="checkbox"/> Wine	\$700.00	\$100.00	\$ _____
<input type="checkbox"/> Patio Permit	\$50.00		\$ _____
<input type="checkbox"/> Additional Movable Bar(s) # _____ x	\$300.00 each		\$ _____
<input type="checkbox"/> Additional Fixed Bar(s) # _____ x	\$600.00 each		\$ _____
<input type="checkbox"/> Growler (Malt Beverage Only)	No Additional Fee		
<b><u>EVENT VENUE</u></b>			
<input type="checkbox"/> Distilled Spirits, Malt Beverage & Wine	\$4,900.00	\$300.00	\$ _____
<input type="checkbox"/> Distilled Spirits	\$4,000.00	\$200.00	\$ _____
<input type="checkbox"/> Malt Beverage & Wine	\$900.00	\$100.00	\$ _____
<input type="checkbox"/> Malt Beverage	\$600.00	\$100.00	\$ _____
<input type="checkbox"/> Wine	\$600.00	\$100.00	\$ _____
<b>Subtotal Due:</b>			\$ _____
<b>Renewals Postmarked or Received After November 30<sup>th</sup> will be charged Eleven Percent (11%) penalty and interest.</b>			
<b>Penalty (10% x</b>			\$ _____
Subtotal Due)			\$ _____
<b>Interest (1% x</b>			\$ _____
Subtotal Due)			\$ _____
<b>Total Due: (Subtotal Due + Penalty</b>			\$ _____
+ Interest)			\$ _____

## ALCOHOLIC BEVERAGE RENEWAL APPLICATION FEE SCHEDULE

**TYPE OF LICENSE:**

<u>CLASS C – CONSUMPTION ON THE PREMISES</u>	<u>Annual Fee (s)</u>	<u>Administrative Fee(s)</u>	<u>License Fee Due</u>
<b><u>HOTEL/MOTEL</u></b>			
<input type="checkbox"/> Distilled Spirits, Malt Beverage & Wine	\$4,900.00	\$300.00	\$ _____
<input type="checkbox"/> Distilled Spirits	\$4,000.00	\$200.00	\$ _____
<input type="checkbox"/> Malt Beverage & Wine	\$900.00	\$100.00	\$ _____
<input type="checkbox"/> Malt Beverage	\$600.00	\$100.00	\$ _____
<input type="checkbox"/> Wine	\$600.00	\$100.00	\$ _____
<input type="checkbox"/> Patio Permit	\$50.00		\$ _____
<input type="checkbox"/> Additional Movable Bar(s) # _____ x	\$300.00 each		\$ _____
<input type="checkbox"/> Additional Fixed Bar(s) # _____ x	\$600.00 each		\$ _____
<input type="checkbox"/> Growler (Malt Beverage Only)	No Additional Fee		\$ _____
<input checked="" type="checkbox"/> <b>Sunday Sales</b>	\$1100.00		\$ _____
<b><u>SPECIALTY SHOP</u></b>			
<input type="checkbox"/> Distilled Spirits, Malt Beverage & Wine	\$4,900.00	\$300.00	\$ _____
<input type="checkbox"/> Distilled Spirits	\$4,000.00	\$200.00	\$ _____
<input type="checkbox"/> Malt Beverage & Wine	\$900.00	\$100.00	\$ _____
<input type="checkbox"/> Malt Beverage	\$600.00	\$100.00	\$ _____
<input type="checkbox"/> Wine	\$600.00	\$100.00	\$ _____
<input type="checkbox"/> Patio Permit	\$50.00		\$ _____
<input type="checkbox"/> Additional Movable Bar(s) # _____ x	\$300.00 each		\$ _____
<input type="checkbox"/> Additional Fixed Bar(s) # _____ x	\$600.00 each		\$ _____
<input type="checkbox"/> Growler (Malt Beverage Only)	No Additional Fee		\$ _____
		<b>Subtotal Due:</b>	\$ _____
<b>Renewals Postmarked or Received After November 30<sup>th</sup> will be charged Eleven Percent (11%) penalty and interest.</b>			
		<b>Penalty (10% x</b>	\$ _____
Subtotal Due)		<b>Interest (1% x</b>	\$ _____
Subtotal Due)		<b>Total Due: (Subtotal Due + Penalty</b>	\$ _____
+ Interest)			\$ _____

**Make checks payable to TAX TRUST ACCOUNT. Remit to Avenu BL Dept • PO Box 830900 • Birmingham, AL 35283-0900**

## ALCOHOLIC BEVERAGE RENEWAL APPLICATION FEE SCHEDULE

**TYPE OF LICENSE:**

<u>CLASS C. – CONSUMPTION ON THE PREMISES</u>	<u>Annual Fee (s)</u>	<u>Administrative Fee(s)</u>	<u>License Fee Due</u>
<b>CLASS D. – PACKAGE/GROWLER</b>			
( ) Distilled Spirits	\$4,000.00	\$200.00	\$ _____
( ) Malt Beverage	\$600.00	\$100.00	\$ _____
( ) Wine	\$600.00	\$100.00	\$ _____
<b>CLASS E. – ANCILLARY PACKAGE</b>			
( ) Malt Beverage Tasting	\$75.00	\$0.00	\$ _____
( ) Wine Tasting	\$75.00	\$0.00	\$ _____
<b>CLASS F. – WHOLESALE</b>			
( ) Distilled Spirits	\$4,000.00	\$200.00	\$ _____
( ) Malt Beverage	\$600.00	\$100.00	\$ _____
( ) Wine	\$600.00	\$100.00	\$ _____
<b>CLASS G. – COMPLIMENTARY SERVICE</b>			
( ) Distilled Spirits	\$100.00	\$100.00	\$ _____
( ) Malt Beverage	\$50.00	\$50.00	\$ _____
( ) Wine	\$50.00	\$50.00	\$ _____
<b>CLASS H. – GROCERY STORE</b>			
( ) Distilled Spirits	\$4,000.00	\$200.00	\$ _____
( ) Malt Beverage	\$600.00	\$100.00	\$ _____
( ) Wine	\$600.00	\$100.00	\$ _____
( ) Sunday Sales	\$1100.00		\$ _____
		<b>Subtotal Due:</b>	\$ _____
<b>Renewals Postmarked or Received After November 30<sup>th</sup> will be charged Eleven Percent (11%) penalty and interest.</b>			
		<b>Penalty (10% x</b>	\$ _____
Subtotal Due)		<b>Interest (1% x</b>	\$ _____
Subtotal Due)		<b>Total Due: (Subtotal Due + Penalty</b>	\$ _____
+ Interest)			\$ _____

**Make checks payable to TAX TRUST ACCOUNT. Remit to Avenu BL Dept • PO Box 830900 • Birmingham, AL 35283-0900**

## 2019 ALCOHOL LICENSE RENEWAL

**Type of Ownership:** ( ) Single Owner ( ) Partnership ( ) Association ( ) Corporation ( ) LLC

**If a corporation:** Corporate Name \_\_\_\_\_ State Inc. \_\_\_\_\_ Date Inc. \_\_\_\_\_

**Please list, on a separate form, the Name, Address and % of Ownership of all Corporate Officers, Partners and Owners.**

1. Has any change occurred in ownership of this business since filing the last application?       Yes       No

.....

If yes, detail change which occurred and date change occurred:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. (a) Since filing the last application, has the named licensee, any member of a partnership licensee, or any member, officer, director, manager or agent for either a limited liability company licensee, corporation licensee, or nonprofit organization licensee been **convicted of any offenses** (excluding traffic offenses not related to alcohol) for violation of any federal laws, any Georgia laws, any laws of other states, or ordinances of any municipality?

Yes       No

(b) Are **charges for any offenses** presently **pending** (excluding traffic offenses not related to alcohol) against the named licensee or any other person(s) affiliated with this license?

Yes       No

**If answer to Questions No. 2a and/or 2b is "YES," outline details below: If more than one individual, please use a separate form for additional info and details.**

Name \_\_\_\_\_  
Charge \_\_\_\_\_  
Where Convicted \_\_\_\_\_  
Date \_\_\_\_\_ Penalty \_\_\_\_\_  
\_\_\_\_ PENDING    \_\_\_\_ MISDEMEANOR    \_\_\_\_ FELONY

Name \_\_\_\_\_  
Charge \_\_\_\_\_  
Where Convicted \_\_\_\_\_  
Date \_\_\_\_\_ Penalty \_\_\_\_\_  
\_\_\_\_ PENDING    \_\_\_\_ MISDEMEANOR    \_\_\_\_ FELONY

**READ CAREFULLY BEFORE SIGNING:** Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Further, the applicant agrees to abide by all laws, rules and regulations of the United States, the State of Georgia, and of the City of Brookhaven, now in force or which may hereafter be enacted, which regulate and govern the sale of alcoholic beverages and liquors. The applicant understands that issuance of license hereby applied for be granted, shall be constituted only as a privilege and not a right and that said license may be revoked or suspended by the City Finance Department, Brookhaven, Georgia

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to state laws and city ordinances of Brookhaven, Georgia shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

\_\_\_\_\_  
Applicant and Licensee's Signature

\_\_\_\_\_  
Date

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public's Signature and Seal

Your renewal application(s) and payment must be received by November 30th to avoid penalty and interest charges of eleven percent (11%). Incomplete renewals will be returned to you to be completed.

**No renewals are accepted after December 31st.**

**Avenu Account #: BUSINESS NAME**

**CITY OF BROOKHAVEN SUNDAY SALES RENEWAL APPLICATION**  
**Only Complete if you participate in Sunday Sales (Consumption on Premise Only)**

Name of Business: \_\_\_\_\_

Business Address: \_\_\_\_\_

**This affidavit must be fully completed, signed by licensee and notarized.** Renewals are due by November 30<sup>th</sup> for the next calendar year. Renewals submitted after November 30 will be charged a ten (10) percent late payment penalty and interest charges of one (1) percent per month or fraction of a month.

**The following information must be provided for the last twelve months that the business was open.** If the business has been open less than twelve (12) months, please provide actual sales for time open.

1. Period for which information is provided. \_\_\_\_\_
2. Gross receipts/sales from food and food service. \$ \_\_\_\_\_ = (\_\_\_\_) %
3. Gross receipts/sales from beer, wine and/or liquor. \$ \_\_\_\_\_ = (\_\_\_\_) %
4. Total of food and beverage sales (lines 2 & 3) for this period. \$ \_\_\_\_\_ = (100) %

Briefly describe how the sales are totaled or divided into the food and beverage service amounts:

\_\_\_\_\_  
I certify that I have a working knowledge of the books and records of the above establishment and to the best of my knowledge that these figures are true and correct. I hereby affirm in accordance with City of Brookhaven Alcoholic Beverage (Chapter 4) Ordinance **that at least 60% (50% for establishments selling distilled spirits) of this establishment's food and beverage service for the last 12 months (365 days) is derived from the sale of food and food products.** I further affirm that City of Brookhaven may request an audit, at any time, at the licensee's expense to verify these figures.

**Make checks payable to TAX TRUST ACCOUNT. Remit to Avenu BL Dept • PO Box 830900 • Birmingham, AL 35283-0900**

**THIS FORM MUST BE FULLY COMPLETED, SIGNED AND NOTARIZED. INCOMPLETE FORMS WILL BE RETURNED TO YOU.**

\_\_\_\_\_  
Name of Preparer (please print or type)

\_\_\_\_\_  
Name of Licensee (please print or type)

\_\_\_\_\_  
Signature of Preparer

\_\_\_\_\_  
Signature of Licensee

\_\_\_\_\_  
Date

Sworn under oath on this \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Month Day Year

\_\_\_\_\_  
Notary Signature and Seal

### **Alcohol Excise Tax Acknowledgement**

Pursuant to the Chapter 4 Alcohol Beverage Ordinance, all licensed businesses in the City of Brookhaven that hold a valid City of Brookhaven Alcohol Privilege License to **serve Distilled Spirits for consumption on premises** must be responsible for submitting their monthly Alcohol Excise Tax returns. Below is an excerpt of Article 2 Excise Tax from the Chapter 4 Alcohol Ordinance.

*Section 1: Tax Imposed on Sale of Drinks Containing Distilled Spirits*

There is imposed and levied upon every sale of an alcoholic beverage purchased by the drink in the city a tax in the amount of three (3) percent of the purchase price of such beverage. Every licensee for the sale of alcoholic beverages by the drink operating a place of business in the city shall maintain detailed sales records indicating each transaction by beverage and food served, its price and total.

*Section 2: Licensee to Collect and Remit*

Every licensee or the licensee's agent shall collect the tax herein imposed from purchasers of alcoholic beverages by the drink sold within the licensee's licensed premises. Such licensee or agent shall furnish such information as may be requested by the finance department to facilitate the collection of the tax.

*Section 3: Payment and Returns by Licensee*

(a) Each licensee shall pay over the amount of taxes collected and coming due under this Article in any calendar month to the City not later than the **twentieth day of the following calendar month**.

(b) On or before the twentieth day of each month, a return for the preceding month shall be filed with the City of Brookhaven by each licensee liable for the payment of tax under this article. Returns shall be in such form as the City may specify and shall show the licensee's gross receipts from the sale of drinks containing distilled spirits and the amount of taxes collected or coming due thereon.

Any amounts collected in excess of three per cent (3%) of the taxable sales shall be reported and paid to the City.

(c) Licensees shall be allowed a percentage of the tax due and accounted for and shall be reimbursed in the form of a deduction in submitting, reporting, and paying the amount due, if said amount is not delinquent at the time of payment. The rate of deduction shall be the same rate authorized for deductions from State sales and use tax under O.C.G.A. § 48-8-50.

Alcohol Excise forms can be found on our website at [www.avenuinsights.com](http://www.avenuinsights.com). Please sign and date below acknowledging that you understand your responsibility to report your monthly Alcohol Excise Taxes.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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