

---

## APPLICATION INSTRUCTIONS

---

- A. Properly complete each appropriate State Application Form. Separate sets of documentation (discussed below) must be attached to each individual Application Form.
- B. Run a legal advertisement in the Messenger for one day (select the proper format from the examples attached). You must get an Affidavit of Advertisement signed by the newspaper and a copy of the actual advertisement to be attached to each Application Form.
- C. Submit an Affidavit of Sale to Right in Quota (if applicable) with your application.
- D. Submit an Agreement to Operate licensed premises (if applicable) pending your license request being either approved or denied.
- E. If you own the building where you plan to establish your licensed business, you must send a copy of your Deed. If you do not own the building where you plan to establish your licensed business, you must send a copy of the lease, dated and signed by both the lessee and lessor. Lessee must be the same party, or parties, as listed on the Application Forms. The lease must be valid and in force through the full licensing period. All license periods end annually on June 30.
- F. A Madisonville Occupational License Form must be completed and returned with the appropriate minimum license fee attached to this Application Form.
- G. Payment of all fees to the Director of Finance, City of Madisonville, Kentucky must be submitted with this Application Form in the form of a Certified Check, Money Order (payable to the Director of Finance) or cash.
- H. The investigative process will normally take from one to three working days at the local level. If problems or questions arise, the investigation time may increase. For this reason, it is very important that the applicant furnish a telephone number where a responsible party may be reached by the investigating officer assigned to handle the application.
- I. After the local Administrator has approved or denied each Application received, all original state documents and forms will be returned to you. Approved applications should then be mailed or delivered to the Kentucky Alcoholic Beverage Control Board, Frankfort, Kentucky 40601. Proper checks or money orders payable to the Kentucky State Treasurer must accompany the applications to Frankfort. We will mail your state applications to Frankfort for you if the proper state fees are included with your city application.
- J. If you have questions or concerns, call the Madisonville Alcoholic Beverage Control Office at <sup>270</sup>(502) 824-2125 or visit us at the City Municipal Building at 37 East Center Street. Our mailing address is P. O. Box 705, Madisonville, Kentucky 42431.

---

### MADISONVILLE LICENSE FEE SCHEDULE

---

The following ABC license fees are listed at the "full year rate":

Retail Beer	\$200.00	Wholesale Beer	\$100.00
Restaurant/Wine	\$200.00	Wholesale Liquor	\$100.00
Restaurant/Drink	\$600.00	Temporary Beer	<del>\$100.00</del> 25.00
Package Liquor	\$600.00	Temporary Liquor	\$100.00
		Special Private	
		Club License	\$300.00

Applications for renewal of licenses required by this section shall be made for each fiscal year beginning the first day of July and extending through the last day of June of the succeeding year; applications for renewal are to be filed with the City Alcoholic Beverage Control Administrator fifteen (15) days prior to expiration.

