



NEW HAMPSHIRE LIQUOR COMMISSION
Please submit form to:
NHLC, 50 Storrs Street, Concord NH, 03301
603-271-3521
License & Fee required before operating

Table with license details: License Type: Clubs, RSA: 178:22, V(f)-(h), Liq Rule: 705.20, From, To, License Fee:

LICENSE TYPE WORKSHEET
COLLEGE, MILITARY & VETERANS / SOCIAL CLUBS

Form fields for Business Name, Trade Name, and 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
6. ROSTER OF MEMBERS AND THEIR AUXILIARIES WITH ADDRESSES (For College and Social Clubs)

License Type Applied for

- College Club - Proceed to Section 1
Military Club - Proceed to Section 2
Veterans / Social Club - Proceed to Section 3

SECTION 1: - COLLEGE CLUB

PLEASE COMPLETE THE FOLLOWING INFORMATION:

- 1. The membership of the club on January 1st for the two (2) years preceding the date of application was
2. The club has been in continuous existence since
3. The seating capacity of the club room is
4. List all other club rooms and the seating capacity of each:
Club Room Name, #Seats
5. The number of outside patios is. The total number of outside seats is
6. Does this club have a rental hall? Yes No If yes, the seating capacity is

7. Please check the number of supplemental licenses that the club would like to purchase and add the fee to the check for the license.

9 for \$250

18 for \$450

36 for \$750

52 for \$1200

ACKNOWLEDGEMENTS (initial after each) - College Club

1. Acknowledge that the applicant is an accredited college or university. (initial)
2. Acknowledge that no manufacturer or wholesaler of beverage has given, sold or loaned any fixtures or equipment with which the club conducts its business. (initial)
3. Acknowledge that toilet facilities meeting the requirements of RSA 143-A are available. (initial)
4. Acknowledge that no person under 18 years of age shall be allowed on the licensed premises except when accompanied by parent or guardian. (initial)
5. Acknowledge that the club has, and provide a roster of members and auxiliaries and include their addresses. (initial)
6. Acknowledge that the entrance to the club is restricted by a bell or buzzer system to gain entrance. (initial)

SECTION 2: - MILITARY CLUB

1. The membership of the club on January 1st for the two (2) years preceding the date of application was _____.
2. How many members of the club are National Guard Members? _____.
3. Total patron capacity of the military club _____.
4. The total seating capacity of the cocktail lounge is _____.
5. The number of outside patios is _____. The total number of outside seats is _____.
6. Do members have the right to run for office and vote in the club's affairs? Yes No

ACKNOWLEDGEMENTS (initial after each) - Military Club

1. Acknowledge that toilet facilities meeting the requirements of RSA 143-A are available. (initial)
2. Acknowledge that no beverages or liquor will be sold for consumption off the premises. (initial)
3. Acknowledge that the applicant shall be under the control of the Director of the Army National Guard and subject to inspection by the commission. (initial)
4. Acknowledge that no person under 18 years of age shall be allowed on the licensed premises except when accompanied by parent or guardian. (initial)

SECTION 3: - SOCIAL / VETERAN'S CLUB

1. The membership of the club on January 1st for the two (2) years preceding the date of application was _____.
2. The club has been in continuous existence since _____.
3. The total seating capacity of the club room is _____.
4. List all other club rooms and the seating capacity of each:

Club Room Name _____, _____ #Seats
Club Room Name _____, _____ #Seats
Club Room Name _____, _____ #Seats
5. Is there a rental hall, meeting the requirements of Liq 501.13, licensed by the Commission? Yes No
If yes, the seating capacity is _____
6. Number of outside patios is _____. The total number of outside seats is _____.
7. If the applicant desires supplemental licenses for sale of beverages and liquor to private groups, please check the number of supplemental licenses the club would like to purchase, and add the fee to the check for the license.

 9 for \$250 18 for \$450 36 for \$750 52 for \$1200

ACKNOWLEDGEMENTS (initial after each) - Social/Veteran's Club

1. Acknowledge that the club is registered with the New Hampshire Secretary of State and/or the Internal Revenue Service as a non-profit organization. (initial)

The expiration date of the non-profit status is _____.
2. Acknowledge that toilet facilities meeting the requirements of RSA 143-A are available. (initial)
3. Acknowledge that no person under 18 years of age shall be allowed on the licensed premises except when accompanied by parent or guardian in a rentable room. (initial)
4. Acknowledge that the club has, and provide a roster of members and auxiliaries and include their addresses (initial)
5. Acknowledge that all the club property belongs to all club members. (initial)
6. Acknowledge that all the club members have a right to run for office and vote in the club's affairs. (initial)
7. Acknowledge that no manufacturer or wholesaler of beverage has given, sold, or loaned any fixtures or equipment with which the club conducts its business. (initial)
8. Acknowledge that the business shall file a monthly report with the Commission prior to the 10th of following month. (initial)
9. Acknowledge that the entrance to the club is restricted by a bell or buzzer system to gain entrance. (initial)

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-01 General Instructions
 Please submit form to NHLHC, PO Box 1795, Concord, NH 03302
 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

- NHLHC, 50 Storrs St., Concord, NH 03301 (or)
- NHLHC, PO Box 1795, Concord, NH 03302
- Email Licensing@liquor.nh.gov

NEED HELP

- If you have any questions, please contact [Enforcement Licenses Help Desk@liquor.nh.gov](mailto:EnforcementLicensesHelpDesk@liquor.nh.gov) (or) Call (603) 271-3521 between 8:00am – 4:30pm, Monday through Friday.

WHAT IS THE FEE

The annual college, military, veterans/social club license fees are determined pursuant to RSA 178:29, I, which is the following:

Club Military \$100	College Club \$1,200
Club Social	Club Veterans
9 events \$250	9 events \$250
18 events \$450	18 events \$450
36 events \$750	36 events \$750
52 events \$1,200	52 events \$1,200
Club Private \$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.

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

RSA 175:1, XVIII, XIX, XX, XXI, XXII, LIV-a & LIV-b Definition:

"Club-college or university" means a facility operated under the authority of an accredited college or university for use by its students, faculty, alumni and their guests. "Club member" means an individual who, whether as a chartered member or admitted in accordance with the bylaws of the club, has become a member and who maintains membership in good standing by the payment of dues in a manner in accordance with bylaws and whose name and address is entered on the list of members. No individual who does not have full club privileges shall be considered a member.

"Club-military" means a facility operated within the confines of a National Guard Armory for the sale of liquor, wine and beverages to members and their guests. "Club-social" means a group of individuals, incorporated under the laws of this state and may be affiliated with any national fraternal organization approved by the commission, either of which shall have been in existence for at least one year before the club's application for license. The premises occupied by the club, whether owned or leased shall not have been operated for pecuniary gain for that one-year period. The club shall be for the use of members and their guests and the property and fixtures of the club shall belong to the members. The members shall have the right to vote in club affairs and run for office.

"Club-veterans" means a facility operated under the authority of a group of individuals, incorporated under the laws of this state, and which may be affiliated with any national organization, whose members comprise persons who served in the armed forces of the United States during any war in which the United States was engaged, and received an honorable discharge from such service. The premises occupied by the club, whether owned or leased, shall not have been operated for pecuniary gain. The club shall be for the use of members and their guests and the property and fixtures of the club shall belong to the members. The members shall have the right to vote in club affairs and run for office.

"Private club" means an organization incorporated under the laws of this state, whose members are equal shareholders, whose assets belong to the members equally, and whose members have an equal vote in club affairs and a right to run for club offices. The licensed area of a private club shall be operated solely for the use of members and their accompanied guests, and shall be open for inspection by investigators of the commission and local law enforcement officials whenever operating.

"Private group" means an assembly of persons gathered for a designated social or business occasion, present by invitation or reservation.

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

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

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