



**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: B&B / Hotel	
RSA: 178:20 & 178:22,V(k)	
Liq Rule: 705.15	
From	To
License Fee:	

**LICENSE TYPE WORKSHEET**  
**BED & BREAKFAST / HOTEL**

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**

Bed & Breakfast - -----  Hotel  
*Proceed to Section 1* *Proceed to Section 2*

**SECTION 1: - BED & BREAKFAST – ON SITE LICENSE ISSUED PURSUANT TO RSA 178:20, I AND RSA 178:21, II(c)**

**PLEASE COMPLETE THE FOLLOWING INFORMATION:**

1. Does the posted room rate include breakfast? Yes  No
2. What are the number of rentable rooms?: \_\_\_\_\_.
3. Is the establishment the primary residence of the applicant, owner or operator? Yes  No
4. The seating capacity of the dining room is \_\_\_\_\_. If there are additional room(s) licensed, the total number of additional rooms is: \_\_\_\_\_. The seating capacity of the additional room(s) is \_\_\_\_\_.
5. The number of outside patios is: \_\_\_\_\_. The total number of outside seats is: \_\_\_\_\_.

**ACKNOWLEDGEMENTS (initial after each) – Bed & Breakfast**

1. Acknowledge that the business provides food and lodging for guests.  (initial)
2. Acknowledge that the establishment has *at least* four (4) rentable rooms.  (initial)
3. Acknowledge that the applicant has a dining area and suitable cooking facilities connected that are capable of accommodating the maximum number of registered guests.  (initial)

4. Acknowledge that public toilet facilities are available for the use of the patrons that meet the provisions of RSA 143-A.  (initial)
5. Acknowledge that alcohol shall only be serviced to registered guests.  (initial)

**For an on-sale of beverages and liquor pursuant to RSA 178:21, II(c)**

1. Acknowledge that the sale of liquor to guests shall only be with meals in the dining room, or in the rooms of guests.  (initial)
2. Acknowledge that liquor and beverage may be sold by the bottle which shall be delivered to the room of registered guests at a price that is not below the licensee's cost.  (initial)

**SECTION 2: - HOTEL**

**PLEASE COMPLETE THE FOLLOWING INFORMATION:**

1. The seating capacity of the main dining room is \_\_\_\_\_.
2. There are \_\_\_\_\_ additional dining rooms. The additional seating capacities of the additional dining rooms are \_\_\_\_\_.
3. The hotel has \_\_\_\_\_ sleeping units containing private bath facilities.
4. The total number of rental units is \_\_\_\_\_.
5. The seating capacity of the cocktail lounge is \_\_\_\_\_.
6. The number of outside patios is \_\_\_\_\_. The total number of outside seating is \_\_\_\_\_.

**ACKNOWLEDGEMENTS (initial after each) – Hotel**

1. Acknowledge that public toilet facilities are available for the use of the patrons that meet the provisions of RSA 143-A.  (initial)
2. Acknowledge that the applicant prepares, cooks, and serves the food for the restaurant.  (initial)
3. Acknowledge that the applicant shall at all times maintain a dining room or rooms with seating for at least 20 patrons.  (initial)
4. Acknowledge that all beverage and liquor sold by the establishment shall be consumed in licensed areas or in the rented rooms.  (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 NHLHC.  (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-16 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](mailto: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 bed and breakfast and hotel license fees are determined pursuant to RSA 178:29, I, which provides: \$480 or \$840 for a bed & breakfast and \$840 or \$ 1,200 for a Hotel.

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. (That 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, VI & XXXVII Definition:**

"Bed and breakfast" means a building or buildings regularly used and kept open as such in a bona fide manner for the feeding and lodging of transient guests. A bed and breakfast shall have at least 4 rentable rooms and an area of dining capable of accommodating the number of registered guests whose posted room rates shall include breakfast.

XXXVII. "Hotel" means a facility regularly used, maintained and kept open for the feeding and lodging of transient guests. A hotel shall have at least 12 rentable rooms of which at least 8 shall have private baths.

<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:

**BED AND BREAKFAST:**

**RSA 178:20, On-Premises Beverage and Wine Licenses**

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

**RSA 178:22, V(k) On-Premises Beverage and Liquor Licenses**

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

**RSA 178:21, II(c) On-Premises Beverage and Liquor Licenses**

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

**HOTEL:**

**RSA 178:21, II(b) On-Premises Beverage and Liquor Licenses**

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