





**NEW HAMPSHIRE LIQUOR COMMISSION**  
**Form LTW-11 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: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 ballroom license fee is \$1,200 pursuant to RSA 178:29, I. The ballroom may receive a supplemental license to host special social functions to bona fide members of a social club or organization pursuant to RSA 178:22, V,(c)(3) for a \$45.00 fee.

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, V Definition:**

"Ballroom" means an indoor facility which has seating accommodations for at least 500 patrons and which provides live entertainment.

<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 178:22, V,(c) Ballrooms**

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