



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: Convention Center	
RSA: 178:22 V(e)(2), V(e)(3) & V(i)	
Liq Rule: 705.23	
From	To
License Fee:	

LICENSE TYPE WORKSHEET
CONVENTION CENTER

SECTION 1: TO BE COMPLETED BY APPLICANT

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

PLEASE PROVIDE THE FOLLOWING INFORMATION:

1. There is seating in the building for at least _____ patrons at all times.
2. The seating capacity of the cocktail lounge is _____.
3. The seating capacity of the convention room(s) is _____.
4. List all additional dining/meeting rooms and seating capacities:
5. The number of outside patios is _____. The total number of outside seats is _____.

ACKNOWLEDGEMENTS (initial after each)

1. Acknowledge that the convention center rooms seat a minimum of 600 persons. (initial)
2. Acknowledge that the public dining room as defined by RSA 175:1, XXVI seats at least 175 patrons. (initial)
3. Acknowledge that the cocktail lounge as defined by RSA 175:1, XXIII seats at least 200 persons as required by RSA 175:1, XXVI, and is separated by permanent partitions from the dining room and convention rooms. (initial)
4. Acknowledge that there are public toilet facilities available meeting the requirements of RSA 143-A. (initial)
5. Acknowledge that the main dining room is regularly used for serving meals. The seating capacity of the main dining room is _____. (initial)
6. Acknowledge that the facility is regularly used for the assembly of persons participating in business, professional, or organizational gatherings. (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-25 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: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 convention center license fee is \$2,400 pursuant to RSA 178:29, I.

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, XXVI Definition:

"Convention center" means a facility with seating for at least 600 persons consisting of at least one public dining area, which shall seat at least 175 persons, where meals are regularly served, and at least one cocktail lounge with a capacity of at least 200 persons, and convention rooms which together shall seat at least 225 persons and which are regularly used for the assembly of persons participating in business, political, professional or other organizational gatherings.

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

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

RSA 178:22, V(e)(2) On-Premises Cocktail Lounge Licenses

RSA 178:22, V(e)(3) On-Premises Cocktail Lounge Licenses

RSA 178:22, V (i) On-Premises Cocktail Lounge Licenses

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