

## **EXPLANATION FOR PARTNERSHIP DOCUMENTS**

1. **OWNERSHIP OF PREMISE:** MUST BE IN PARTNERSHIP NAME ONLY - Copy of the warranty deed or a lease agreement showing that you have the right to occupy the premise and are in control of the premise.
2. **BILL OF SALE OR LEASE FOR THE FURNITURE, FIXTURES AND EQUIPMENT:** MUST BE IN PARTNERSHIP NAME ONLY - Unless already stated in the above document, will need a document stating you either own or are leasing/renting the furniture fixtures and equipment.
3. **CIGAR BAR: BILL OF SALE FOR HUMIDOR:** MUST BE IN PARTNERSHIP NAME ONLY - Need a Bill of Sale for Humidor.
4. **IF AN ON-PREMISE LICENSE AND YOU HAVE A DRAFT SYSTEM:** MUST BE IN PARTNERSHIP NAME ONLY - Will need a copy of the bill of sale with a \$\$ amount or lease for the draft system.
5. **IF YOU ARE BUYING AN ALREADY LICENSED PREMISE AND THERE IS ALCOHOL:** MUST BE IN PARTNERSHIP NAME ONLY - Will need a bill of sale with a \$\$ amount along with a complete inventory of the stock by brand and type.
6. **IF AN ON-PREMISE LICENSE:** MUST BE IN PARTNERSHIP NAME ONLY - Must have a permit of assembly showing the seating capacity allowed by the local fire department.
7. **IF AN ON-PREMISE LICENE:** MUST BE IN PARTNERSHIP NAME ONLY - Must have a food certification permit (health certificate) from the local or state health agency or a score sheet with a score of 70 or above.
8. **CERTIFICATE OF REGISTERED TRADE NAME FROM THE NH SECRETARY OF STATES OFFICE:** MUST BE IN PARTNERSHIP NAME ONLY
9. **PARTNERSHIP AGREEMENT:** Need general or limited PARTNERSHIP agreement if other than husband and wife with a date, if spouse's last name different need a copy of the marriage certificate, if spouse same last name then the date of trade name being registered will be used.
10. **NOTARIZED AFFIDAVITS:** For the each partner – **attached.**
11. **IF APPOINTING A MANAGER FOR THE ESTABLISHMENT:** Must have a letter from PARTNERSHIP appointing person as manager and attach an affidavit for the manager and or persons in charge.
12. **COPY OF MTS TRAINING CERTIFICATE:** (if attended prior to getting license) - Must be either manager or one of PARTNERSHIP.
13. **DESIGNEE NOTIFICATION FOR MTS TRAINING** - Filled out and signed by PARTNERSHIP- **attached.**
14. **IF AN ON-PREMISE RESTAURANT LICENSE** - Must have a copy of your menu.
15. **TOWN APPROVAL** - Need letter from town stating they have no objection to you having a liquor license at this address (only need if within 15 days of submitting your request for application to us). Additional permits ( In the city/town of Salem, Manchester, or Bedford must have a license issued by city/town for operation on Sunday, in the town of Hudson must have a permit from the town of Hudson).
16. **IF COMBINATION LICENSE** - Must have proof of \$3,000.00 wholesale grocery stock available to the public and it must include milk (including dairy), bread, meat, (vegetables, fruits- canned or fresh), cereal and snack food (soda, juice, water, candy, ice cream, pastries, chips, etc.) **if Beer Specialty**, \$1,000 wholesale grocery.
17. **DIAGRAM, SKETCH OR PLAN OF PHYSICAL LAYOUT OF ESTABLISHMENT** - Copy of Diagram, Sketch, or plan of physical layout of establishment
18. **IF ON-PREMISE LICENSE WANTING ENTERTAINMENT** - Letter from town stating they have no objections to you having entertainment at your establishment.
19. **IF THERE WAS A PREVIOUS LICENSE PRIOR TO YOU** - Need previous license, copy of previous license, or trade name and license number of previous license.
20. **IF SOMEONE OTHERS THAN PARTNERSHIP WILL BE SIGNING THE APPLICATION** - Must have notarized original power of attorney and affidavit for person with power of attorney.