



State of New Jersey
Office of the Attorney General
Division of Alcoholic Beverage Control
140 E. Front Street, PO Box 087
Trenton, NJ 08625
609-984-2830



MUNICIPAL CLERKS ASSOCIATION OF NEW JERSEY

SPRING CONFERENCE

May 4, 2018

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David P. Rible, Director

Today's Topics

1. **POSSE review and updates.**
2. **License renewals, deadlines and procedures.**
3. **Special Rulings pursuant to NJSA 33:1-12.39 and NJSA 33:1-12.18.**
4. **Permits-Ad Interim, Catering, Social Affair, Extension of Premises.**
5. **Quality of Life Issues- Special Conditions, Denial of Renewal, Enforcement/disciplinary matters.**
6. **Club licenses**
7. **Q & A**

Renewal process for the 2018-2019 term

Renewal notifications:

- Sent directly to the licensees



Notices include:

- 12.39 requirement
- No application filed for the 2017-2018 license term (12.18 issue)

Licensees need to:

- Review their information
- Answer questions on the renewal
- Pay their \$200 state fee
- Submit their renewal application

Once a renewal application is submitted the renewal will appear on the municipal clerk's dashboard.

Note: Licensees are directed to go to the municipal clerk's office to pay their municipal fee to be considered a complete renewal filing.

FOR THE 2018-2019 LICENSE TERM
REMEMBER: All licenses expire on June 30, 2018

You can accept and your governing body can act upon renewal applications and fees filed with you on or before **July 30, 2018**.

- * Clearance Certificate for Renewal from the Div. of Taxation
- * 12.39 Special Ruling by the Director of ABC, if required

NOTE: Application and fees filed with you on or before July 30, 2018, but not acted upon due to no tax clearance or awaiting a Special Ruling **WILL REMAIN ON YOUR DASHBOARD!**

IMPORTANT DATES TO REMEMBER

- * Renewal applications and fees filed on or before July 30th are considered timely filed.
- * Applications and fees filed after July 30th are considered late and will require a Special Ruling pursuant to N.J.S.A. 33:1-12.18 from the Division.



Special Ruling pursuant to N.J.S.A. 33:1-12.39



Licenses that are inactive two (2) or more license terms are required to file for a Special Ruling pursuant to N.J.S.A. 33:1-12.39.

For the 2018-2019 license term, licenses that became inactive on or before June 30, 2016 require a Special Ruling before the license can be considered for renewal.

NEW Procedure to file for a 12.39 Special Ruling:

Licensee is REQUIRED TO FILE A:

1. “Verified Petition Form.”

* Licensee may attach supporting documents.

2. \$100.00 filing fee required for each term requested.

NO ONLINE PETITIONS WILL BE ACCEPTED.

STATE OF NEW JERSEY
DEPARTMENT OF LAW AND PUBLIC SAFETY
DIVISION OF ALCOHOLIC BEVERAGE CONTROL

LICENSE NO: _____

NAME OF LICENSEE: _____)
t/a: _____)
IN THE MATTER OF A _____)
SPECIAL RULING PURSUANT TO N.J.S.A. 33:1-12.39)
FOR LICENSE TERM(S) 2018-19; 2019-20;)
(circle term(s) requested) (LIST PRIOR TERM(S) IF NOT ALREADY RECEIVED)

“VERIFIED PETITION FORM”
AFFIDAVIT IN
SUPPORT OF REQUEST
FOR A SPECIAL RULING

1. I am _____ (NAME) _____ (POSITION OR TITLE)
Contact email address is: _____
I make this affidavit in support of a request for a Special Ruling pursuant to N.J.S.A. 33:1-12.39 with the Division of Alcoholic Beverage Control (“Division”). I am fully familiar with the facts stated herein, and am authorized to make this request on behalf of _____ (LICENSEE)

2. Briefly state the reasons why the license has remained inactive, and the prognosis for activation of the license. NOTE: Along with this REQUIRED form, you MAY submit documentation which shows steps taken to activate the license. Attach additional pages if needed.

3. Provide complete contact information including mailing address, telephone number, and fax number. Failure to provide this information will delay the processing of the Special Ruling.

Your Mailing Address: _____ (STREET) _____ (CITY/TOWN) _____ (STATE) _____ (ZIP)
Personal Phone: _____ Business Phone: _____ Fax: _____

PLEASE MAIL THIS DOCUMENT, ANY OPTIONAL SUPPORTING DOCUMENTATION AND MONEY ORDER OR CHECK TO:
Division of ABC, 140 East Front Street, PO Box 087, Trenton, NJ 08625-0087 ATTN: Petitioner
Note: you must include a \$100 filing fee for EACH term requested, made payable to the Division of ABC

I certify that I have provided a copy of this Verified Petition Form to the municipality, submitted on _____ (DATE)

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

(SIGNATURE) _____ (SIGNATURE OF NOTARY/ATTORNEY-AT-LAW)

(DATE) _____ (DATE)

NOTE: AFFIANT'S SIGNATURE MUST BE NOTARIZED BEFORE A NOTARY PUBLIC OR AN ATTORNEY AT LAW.

This section for Division of Alcoholic Beverage Control Use ONLY: JOB NUMBER: _____
DOCKET NUMBER: _____

I have reviewed the petition filed in this matter and have considered all the facts and circumstances related to the inactive status of this license. I find that the petitioner or licensee has established good cause in accordance with the statutory requirements to warrant an application for renewal of the license for the license term(s). Accordingly, the municipal issuing authority is hereby authorized to consider the application for renewal of the subject license for the _____ license term(s) and to thereupon grant or deny said application in the reasonable exercise of its discretion. This authorization does not abrogate the licensee's obligation to timely submit the license renewal application and requisite fees prior to any consideration of renewal, including obtaining a tax clearance. Please note that the approval granted herein is conditional, and is based upon the representations set forth in the petitioner's notarized verified petition form. This approval is subject to review and/or modification should the factual circumstances warrant.

Date _____ Director _____

WHAT WOULD YOU DO?

- * 1. Clerk is given a 12.39 “Verified Petition Form” by a licensee who then asks the clerk to send it to ABC for them.

Clerks should not send “Verified Petition Form” to ABC for the licensee.

- * 2. Licensee comes in with the municipal renewal fee on August 20th. What do you do?

Check municipal dashboard to see if renewal application filed and state fee paid. Give licensee 12.18 procedure since they filed municipal fee late. Licensee cannot be open. Municipal issuing authority cannot renew until 12.18 Special Ruling issued by the Division of ABC. (Licensee must publish, file 12-page application and have tax clearance.)

- * 3. Licensee pays the municipal fee and the clerk checks dashboard and their renewal does not appear on dashboard. What would you do?

Tell licensee you cannot accept renewal fee until they have filed online renewal and paid state fee. The renewal application must appear on clerk’s dashboard in order to accept the municipal fee.

Special Ruling pursuant to N.J.S.A. 33:1-12.18

The statute permits a license holder to petition the Director following the expiration of the license renewal period and request a Special Ruling to permit the filing of an application for a “new” license upon failure to timely renew.

FOR THE 2018-2019 LICENSE TERM - *Renewal application and filing fees filed between July 31, 2018 and July 30, 2019:*

- ❖ You may accept the renewal application and fees.
- ❖ Advise them that the license will lapse and cease to exist if they do not file a 12.18 petition and \$100 petition fee to the Division of ABC by July 30, 2019.
- ❖ The Procedures to Petition for 12.18 Relief should be given to the licensee at this time.

N.J.S.A. 33:1-12.18 continued...

To obtain a Special Ruling, the Director must make a written determination that the applicant's failure to apply for a renewal of their license in a timely manner was due to circumstances beyond their control.

A copy of the verified petition **must** be submitted to the municipal clerk at the same time the original is submitted to the Division.

Once the Special Ruling is granted by the Director:

12- Page Application and Publication requirements must be completed.

Governing Body may then act upon the license renewal.

- Receipt of tax clearance for renewal **MUST** be issued.
- The resolution should reference that the license is renewed pursuant to a 12.18 Special Ruling granted by the Director.

MUNICIPAL CLERK DASHBOARD

As licensees file their renewal applications they will appear on your **DASHBOARD** for your review.

When a licensee pays their municipal fee you **must** check your dashboard to verify that they have filed their renewal application.

Show more button

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DIVISION OF ALCOHOLIC BEVERAGE CONTROL

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Welcome Paula!

See below for Pending Applications associated with ATLANTIC CITY that require Municipality attention

APPLICATIONS

File Number	Application Type	License Type	License Number	Description
68365	Renewal Application	Plenary Retail Consumption License	0102-33-061-013	Licensee: TEAM JACKSON INC - Establishment: KELSEYS Renewal Term: 07/01/2016 to 06/30/2017
70809	Renewal Application	Plenary Retail Consumption License	0102-33-046-008	Licensee: ROSARIOS CONTI LLC - Establishment: NA Renewal Term: 07/01/2016 to 06/30/2017
74874	Renewal Application	Plenary Retail Consumption License	0102-33-211-008	Licensee: ED STOKES LLC - Establishment: NONE Renewal Term: 07/01/2016 to 06/30/2017
75575	Renewal Application	Plenary Retail Distribution License	0102-44-212-003	Licensee: - Establishment: OHM LIQUORS Renewal Term: 07/01/2016 to 06/30/2017
80589	Renewal Application	Plenary Retail Consumption License	0102-33-198-001	Licensee: - Establishment: SABATINI'S RESTAURANT Renewal Term: 07/01/2016 to 06/30/2017
81838	Renewal Application	Plenary Retail Consumption License	0102-33-057-012	Licensee: NAM FOOD & BEVERAGE INC - Establishment: JANUZIS PIZZA & GRILL Renewal Term: 07/01/2016 to 06/30/2017
82457	Renewal Application	Plenary Retail Consumption License with Broad C	0102-32-200-006	Licensee: - Establishment: MUMZEES LIQUORS Renewal Term: 07/01/2016 to 06/30/2017
82919	Renewal Application	Plenary Retail Consumption License	0102-33-150-008	Licensee: - Establishment: MAMA MOTTS RESTAURANT AND HIDEAWAY Renewal Term: 07/01/2016 to 06/30/2017
84999	Renewal Application	Plenary Retail Consumption License	0102-33-080-008	Licensee: JORDAN KIM - Establishment: Not Available Renewal Term: 07/01/2016 to 06/30/2017
86389	Renewal Application	Plenary Retail Consumption License	0102-33-204-004	Licensee: - Establishment: MEGANS GOOD GRUB & PUB Renewal Term: 07/01/2016 to 06/30/2017

[Show More...](#)

LICENSEES INFORMATION

- WARNING TYPE
12.39 REQ
START DATE
- RENEWAL QUESTIONS
- CHECKLIST
 - MUNICIPAL FEE PAID
 - TAX CLEARANCE CERTIFICATE FOR RENEWAL
 - RESOLUTION
- COMMENTS
- UPLOAD DOCUMENTS
 - RESOLUTION
- ANSWER QUESTION
IF RESO INCLUDES
SPECIAL CONDITIONS
- ANY OTHER PERTINENT INFO

***THEN YOU HAVE TWO CHOICES:**

“SUBMIT RESOLUTION TO ABC”

- THIS ACTION WILL
RELEASE THE LICENSE
CERTIFICATE TO BE
PRINTED BY MUNICIPAL
CLERK -OR-

“AWAITING ABC SPECIAL RULING”

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Renewal Application - Plenary Retail Consumption License

File Number: 74874 Renewal Term: 07/01/2016 to 06/30/2017

License Number: 0102-33-211-008

License Type: Plenary Retail Consumption License

Licensee: ED STOKES LLC

Legal Entity (Licensee)
309 WINDSOR DRIVE VENTNOR, NJ 08406 USA

Establishment: NONE
447 CARSON AVENUE ATLANTIC CITY, NJ 08401
USA

WARNINGS:

Warning Type	Start Date	End Date
12.39REQD	Jul 1, 2016	mmm dd, yyyy

QUESTIONS

Question	Response
Does the licensee, applicant or any other person mentioned in this application, or any person having a beneficial interest in the licensed business, hold office in the unit of government issuing the license? This includes Mayors, Council Members or ABC Boards that have authority to issue, transfer, or renew this license by resolution.	<input type="radio"/> Yes <input checked="" type="radio"/> No
Is the license being actively used at an actual premise?	<input type="radio"/> Yes <input checked="" type="radio"/> No

CHECKLIST

Completed?	Description	Mandatory?
<input type="checkbox"/>	If applicable, verify the licensee has paid municipal fees.	Yes
<input type="checkbox"/>	If applicable, verify the licensee has received tax clearance from the New Jersey Division of Taxation.	Yes
<input type="checkbox"/>	Please upload the approved municipal resolution, renewing this license for the new license term.	Yes

COMMENTS:

UPLOADED DOCUMENTS

Description	File Name	Uploaded Date
* Does the resolution include Special Conditions?		
		<input type="radio"/> Yes <input checked="" type="radio"/> No

Resolution



Remember:

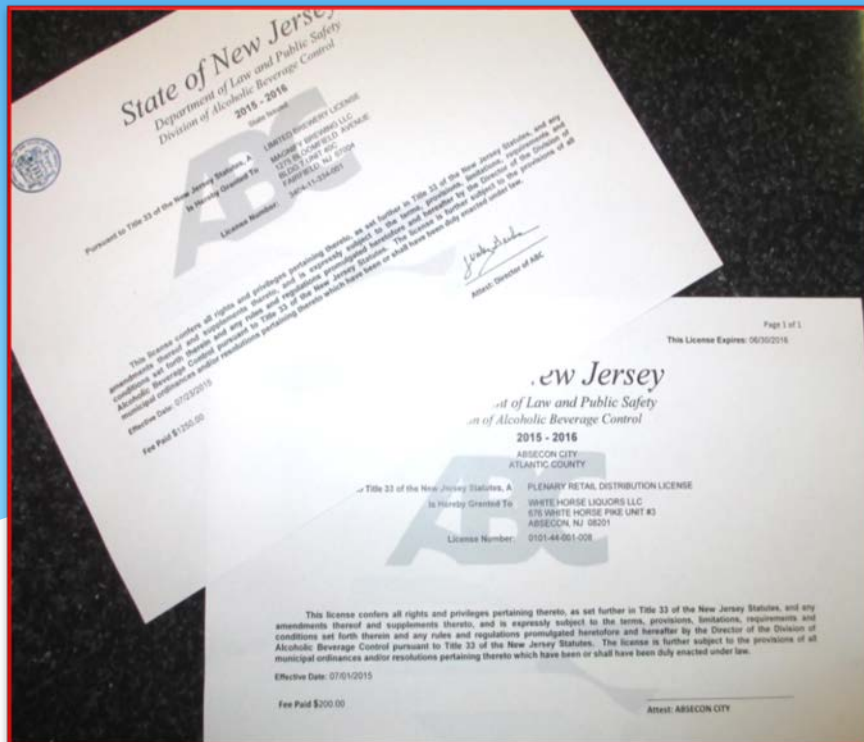
Your issuing authority has no jurisdiction to act on the renewal of a license without an Alcoholic Beverage Retail Licensee Clearance Certificate for Renewal from the Division of Taxation!

- * Check your confidential Web address
- * Municipal Clerks may contact the Division of Taxation's ABC Licensing Unit at (609) 292-0043
- * ***It is the licensee who must be in tax compliance.***

SUBMIT RESOLUTION TO ABC

PRINT LICENSE CERTIFICATE

Municipal Clerk will print and distribute to licensees



NOTE:

Certificates for inactive licenses should be retained in municipal clerk's office

Renewal Resolutions General Guidelines



All Resolutions should clearly list:

- * **License Number**
- * **Licensee Name**
- * **Licensed Premise Location**
- * **Language Relating to Special Rulings (if applicable)**
- * **Special Conditions, if applicable**
- * **License Renewal Term**
- * **Date Adopted**

Municipal Resolutions with Special Conditions

Resolution must specifically include any Special Conditions that are to be applied to the license *for that license term only*.



Conditions may not be imposed for matters not directly related to alcoholic beverage control

- For Special Conditions to become effective, they may only be imposed at the time of issuance, renewal or transfer of a license.
- Special Conditions may not be “revisited” during the license term with the intent of making them more restrictive, however, a Special Condition may be “relaxed” at any time during the license term by Resolution.

CHANGE IN FACTS

A licensee is required to file an AMENDMENT to their license application within 10 days

- * *Becoming inactive/closing*
- * *Becoming active/opening*
- * *Change of home address/phone number*



Any fact that is associated with a license and listed on POSSE ABC, must be updated by the licensee via a paper amendment and forwarded to Issuing Authority within 10 days of the occurrence. The municipality then needs to provide a copy to the Division of ABC.

Ad Interim Permit (AI)



An Ad Interim permit application may be applied for when:

- ☐ The license is not renewed by the issuing authority by resolution on time to be effective on the first day of the new license term

TO OBTAIN AN AD INTERIM PERMIT, A LICENSEE IS REQUIRED TO HAVE:

1. Filed a renewal application
2. Paid the municipal renewal filing fee
3. Paid the \$200 state renewal filing fee
4. A fully completed ad interim permit application which is signed by the municipality and the licensee
5. Permit application fee - \$75, plus the daily fee of \$5 per day
Certified check, attorney check or money order only
Payable to the Division of Alcoholic Beverage Control
6. A renewal clearance certificate from the Division of Taxation
Full clearance or 30 day clearance certificate

AD INTERIM PERMIT FILING IS NOT AVAILABLE ON LINE

**AD INTERIM PERMIT APPLICATIONS MUST BE SUBMITTED IN
PERSON TO THE DIVISION OF ABC**

ABC Web Site - Permits

* On the Division's web site, applicants can click here to log in to POSSE ABC

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DIVISION OF ALCOHOLIC BEVERAGE CONTROL

Alcoholic Beverage Control

ABC Handbook / Manual de ABC

Licensing / Permits

Enforcement / Investigation

Public Awareness / Education

Underage Drinking / DWI

Division of Consumer Affairs

Division of Criminal Justice

Division on Civil Rights

Division of Gaming Enforcement

Highway Traffic Safety

Division of Law

Juvenile Justice Commission

NJ Racing Commission

State Athletic Control Board

Division of State Police

Victims of Crime Comp. Office

OPRA | Open Public Records Act

ABC Licensing Bureau

About the Bureau | Licensing Documents | Contact

Licensing Bureau Areas

state permits retail revenue

Some publications are pdfs. [pdf plug-in](#) needed to print and view pdfs

ATTENTION PERMIT APPLICANTS:

You may now apply for certain permits online through **POSSE ABC**, the Division's online licensing system. Please see the the permit section [below](#) for more details. Permit applications are still available on this site for reference, however **you must login to POSSE ABC in order to submit an online application**. If you have any questions about applying for a permit, you may contact the Division at 609-984-2830.

Handbooks | Brands | Permits | Retail | Revenue | License Applications | Reports

Handbooks

- ▶ [ABC Municipal Clerk's Handbook](#)
- ▶ [ABC Handbook - For Retail Licensees](#)

ABC Home | ABC en Español

ABC News | About ABC

ABC FAQs | Contact ABC

ABC Handbook | ABC Grants

Bureaus/Units | [Licensing/Permits](#)

ABC Library | Services A - Z

Highlights

- View the Latest Winners...**
ABC's Annual Proms and Alcohol PSA Contest
- ABC Handbook / Manual de ABC**
- ABC's Investigative Unit**
Report Illegal Activity
1-866-713-8392
- Special Ruling for Wine Tasting**
- Fetal Alcohol Warning**
Bulletin Poster (413k pdf)
- #77**
Report Aggressive Drivers
Dial #77 on your cell phone

ABC Payment Methods

The Division accepts personal checks, certified checks and money orders.
Cash not accepted.

PERMIT ONLINE FILING

SOCIAL AFFAIR – CATERING – EXTENSION OF PREMISE

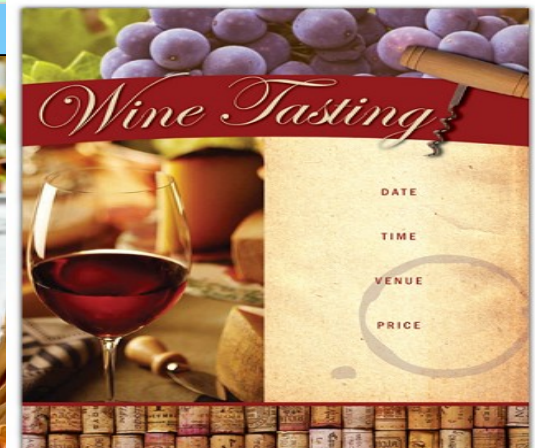
* Applicants can apply on line at the “*type of permit*”

► **Social Affair Permit**
Apply Online with POSSE ABC

Must be applied for at least 21 days* prior to the event date to be submitted online. THERE WILL BE A 7 BUSINESS DAY DEFERRAL OF PROCESSING THIS PERMIT TO ALLOW FOR MUNICIPAL REVIEW.

***IMPORTANT NOTE:** *If you are applying for this permit less than 21 days prior to the event date, you must submit a paper application at least 14 days in advance.*

[Download Application](#)



Online Filing Procedures for:

SOCIAL AFFAIR PERMIT

CATERING PERMIT

EXTENSION OF PREMISE PERMIT



Click here to apply

https://posseaptp.lps.state.nj.us/ABC/Public/Default.aspx?PossePresentation=Default&PosseObjectId=35616513

ps OAG Staff Leave Req...

ABC Internal - Login

ABC Online - Online ABC

ABC Online - Welcome to ...

File View Favorites Tools Help

ABC Internal - Permit Ren...

insideLPS

Suggested Sites

Web Slice Gallery

index.html



OAG Home

DIVISION OF ALCOHOLIC BEVERAGE CONTROL

Main Menu | Product / Brand Registration | My Profile | Help Videos | Sign Out

Welcome to Online ABC!

Details



Apply for a new License



Submit a Price List



Apply for a new Permit

Select Permit Type:

***Social Affair**

***Catering**

***Extension of
Premises**

The screenshot shows the official website of the Department of Law & Public Safety, Office of the Attorney General, Division of Alcoholic Beverage Control. The header includes the department's name and logo. Below the header, there is a navigation bar with links for 'Main Menu', 'Product / Brand Registration', 'My Profile', 'Help Videos', and 'Sign Out'. The main content area is titled 'Permit Application - Social Affair'. A red arrow points from the 'Social Affair' option in the 'Permit Type' dropdown menu to the 'Social Affair' text in the header.

Permit Application - Social Affair

Contact

* Permit Type:

In order to utilize the online application process, your event must be at least 21 days from today! If it is not, please proceed with a paper application available on our website. No more than 12 social affair permits shall be issued to any one applicant per 12 months, nor shall any such permit be granted for premises at which 25 prior social affair permits have been issued within the same calendar year. Applications can only be made for events on consecutive days.


Application for social affair permit may be made to the Director by non-profit organizations operating solely for civic, religious, educational, charitable, fraternal, social, or recreational purposes, and not for private gain. In order to establish its eligibility an applicant shall submit in support of its application sufficient documents such as: Certificate of Incorporation, Charter, Constitution, Bylaws, Membership roster with list of all members, financial records, Documentation of Federal Income Tax exemption or application therefore, and such other information the Director may deem necessary. Combinations of the above records may be requested, the list is not all inclusive of documentation which may be requested. THERE WILL BE A 7 BUSINESS DAY DEFERRAL OF PROCESSING THIS PERMIT TO ALLOW FOR MUNICIPAL REVIEW. YOU MAY CHECK ON THE STATUS OF YOUR APPLICATION VIA THE MAIN MENU. A "PRINT CERTIFICATE" ICON WILL APPEAR TO REFLECT WHEN YOUR APPLICATION HAS BEEN APPROVED.

ADDITIONAL INFORMATION

Select License:

Online Filing Procedures CONTINUED

- ❑ An email notification will be sent to the Municipal Clerk/ABC Board Secretary and Police Chief (or New Jersey State Police if they are your police force) for review. (Includes details of the application and any documents uploaded).
- ❑ The municipal authority must inform the ABC within 7 business days if there is an objection, if no objection the permit is issued.



State of New Jersey
Office of the Attorney General
Division of Alcoholic Beverage Control

**Municipal Notification Regarding
Application of Event Type Permit**

P.O. Box 087, 140 East Front Street, Trenton, NJ 08625-0087 • 609-984-2830 • www.nj.gov/oag/abc

A permit (Social Affair or Catering or Extension of Premise) has been applied for in your municipality. Please share this email with your Chief of Police so that a review of this application, as well as any documents that may have been uploaded by the applicant, can be completed. Pursuant to T13:2-5.1(c) Social Affair permit applications should be endorsed by the Chief of Police (or designee) and the municipal clerk of the town where the affair is to be held. Please contact the NJABC Permit Unit at the phone number above if you have concerns regarding the issuance of this permit. The NJABC may issue this permit after seven (7) business days unless notified otherwise. The Catering and Extension of Premise applications will continue to be part of this notification process for your convenience as well.

Permit Type:	Social Affair
File Number:	12188
Permittee:	THE NON-PROFIT EVENT GROUP
Mailing Address:	123 MAIN STREET TRENTON, NJ 08625 USA
Physical Address:	123 MAIN STREET TRENTON, NJ 08625 USA
Contact:	JAMES DOE (123) 456-7899

Additional Permit Information

County:	MERCER COUNTY
Municipality:	TRENTON CITY

Was the Non-Profit Group/Organization formed as a Religious, Civic or Educational Entity?
No

Location

Location Description:
TRENTON HIGH SCHOOL

Online Filing Procedures CONTINUED

MY APPROVED PERMITS

See below for a list of your approved Liquor permits.

Permit Number	Permit Type	Permittee / Location	Effective	Expires	Status	
832COOP	Cooperative Purchasing	ATLANTIC BUYING GROUP CO-OP	Aug 1, 2016	Jul 31, 2017	Active	Print Certificate
31234	Off Premise Storage of Records	RYLAND MANOR LLC (Headquarters)	Mar 3, 2016	Jun 30, 2016	(Renewal in progress)	
31090	Off Premise Storage of Records	RYLAND MANOR LLC	Feb 29, 2016	Jun 30, 2016	(Renewal in progress)	Print Certificate
30744	Charitable & Civic Event Sampling Limited Brew	KANE BREWING COMPANY LLC	Jul 1, 2016	Jun 30, 2017	Active	
30104	Solicitor	KANE BREWING COMPANY LLC	Sep 1, 2016	Aug 31, 2017	Active	
29804	Sacramental Wine	THE WINE GROUP INC	Jul 1, 2016	Jun 30, 2017	Active	
28971	Donation	THE WINE GROUP INC	Jul 1, 2016	Jun 30, 2017	Active	
26584	Limited Transportation	ana Transportation Inc	Oct 1, 2016	Sep 30, 2017	Active	Print Certificate
25977	Omnibus	KANE BREWING COMPANY LLC	Jul 1, 2016	Jun 30, 2017	Active	Print Certificate
25336	Marketing Agent	THE WINE GROUP INC	Jul 1, 2016	Jun 30, 2017	Active	Print Certificate



- ❑ Permit is issued.
- ❑ The **PERMITTEE** then logs back into their POSSE account, under **"MY APPROVED PERMITS,"** to print the permit certificate.

PERMIT CERTIFICATE

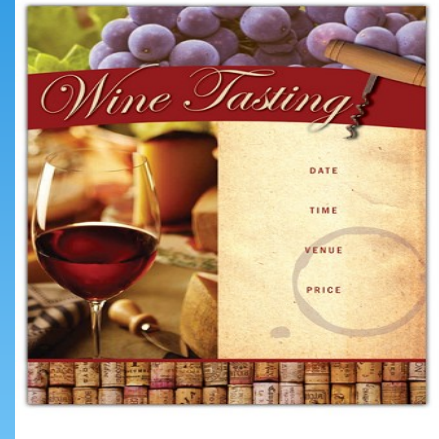
STATE OF NEW JERSEY DEPARTMENT OF LAW AND PUBLIC SAFETY DIVISION OF ALCOHOLIC BEVERAGE CONTROL PO BOX 087, TRENTON, NJ 08625-0087		PERMIT NUMBER: 31090 OFF PREMISE STORAGE OF RECORDS PERMIT DATE ISSUED: 02/29/2016 EXPIRATION DATE: 06/30/2016
PERMITTEE:	RYLAND MANOR LLC 111 OLD HIGHWAY 28 WHITEHOUSE STATION, NJ 08889 USA	
LICENSE NO:	1022-33-006-010	
LOCAL ISSUING AUTHORITY:	READINGTON TOWNSHIP	
THIS PERMIT MUST BE CONSPICUOUSLY DISPLAYED ON THE LICENSED PREMISES.		
THIS PERMIT SHALL EXPIRE AT THE END OF THE LICENSE TERM.		
ALL LICENSEES MUST MAINTAIN COPIES OF ALL RECORDS LISTED IN N.J.A.C. 13-2-23.32. THESE RECORDS MUST BE MAINTAINED AT THE LICENSED PREMISES AND PRODUCED FOR INSPECTION IMMEDIATELY UPON THE REQUEST OF ANY ABC INVESTIGATOR OR INVESTIGATOR OF THE ISSUING AUTHORITY.		
NOTWITHSTANDING, THE HOLDER OF THIS PERMIT MAY STORE THE FOLLOWING DOCUMENTS, THAT ARE IN EXCESS OF THREE MONTHS OLD, AT THE RECORDS PREMISES, SO LONG AS THEY ARE PRODUCED FOR INSPECTION WITHIN SEVEN BUSINESS DAYS OF THE REQUEST OF ANY ABC INVESTIGATOR OR INVESTIGATOR OF THE ISSUING AUTHORITY:		
-ALL DELIVERY SLIPS, INVOICES OR SIMILAR DOCUMENTS FOR SUCH TRANSACTIONS MADE WITHIN THE PAST YEAR.		
-ALL RECEIPTS FOR MONEY/THINGS OF VALUE RECEIVED IN THE ORDINARY COURSE OF BUSINESS OR, OUTSIDE OF THE ORDINARY COURSE OF BUSINESS WITHIN THE PAST FIVE YEARS.		
-ALL DISBURSEMENTS MADE WITHIN THE LAST FIVE YEARS.		
FAILURE TO COMPLY WITH THE DOCUMENT PRODUCTION REQUIREMENTS HEREIN MAY RESULT IN THE REVOCATION OF THIS PERMIT AND DENIAL OF FUTURE APPLICATIONS TO STORE RECORDS OFF THE LICENSED PREMISES.		
THIS PERMIT IS EXPRESSLY SUBJECT TO ALL LIMITATIONS AND CONDITIONS HEREIN SET FORTH OR, HEREAFTER IMPOSED, AND TO ALL RULES AND REGULATIONS PROMULGATED HERETOFORE AND HEREAFTER, BY THE DIRECTOR, OF THE DIVISION OF ALCOHOLIC BEVERAGE CONTROL. THIS PERMIT MAY BE CANCELED BY THE DIRECTOR, OF THE DIVISION OF ALCOHOLIC BEVERAGE CONTROL IN HIS SOUND DISCRETION AT ANY TIME WITHOUT NOTICE, REASON OR CAUSE.		

Signature

Social Affair Permit

Fee Schedule:

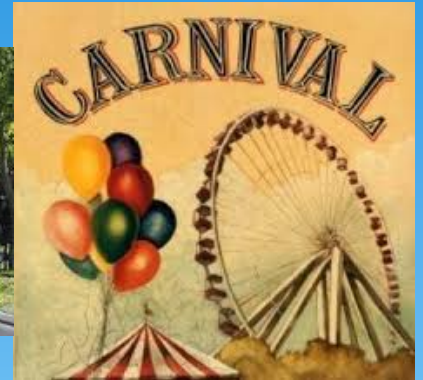
- * \$100 for a one-day permit issued to:
 - civic
 - religious
 - educational organizations
- * \$150 for a one-day permit issued to:
 - any other non-profit organization
- Issued to a bona fide, non-profit organization that wishes to hold a fundraising event that encompasses the sale of alcoholic beverages and where the monies that accrue will be used for civic, religious, educational or other purposes that are not for personal or profit making corporate gain.
- Alcohol can be included in ticket price - OR – Alcohol may be sold “per drink” and served.



Social Affair Permit continued...

This permit is frequently issued to authorize the sale and service of alcoholic beverages at:

- * **carnivals**
- * **church feasts**
- * **bazaars**
- * **parades, etc.**



- No organization may receive more than **12** such one-day permits in any calendar year.
- No more than **25** permits may be issued at a location in a calendar year.
- The permittee may sell/serve alcoholic beverages **only** in open containers for consumption on the premises at which the event is to be held and which is covered by the permit issued.

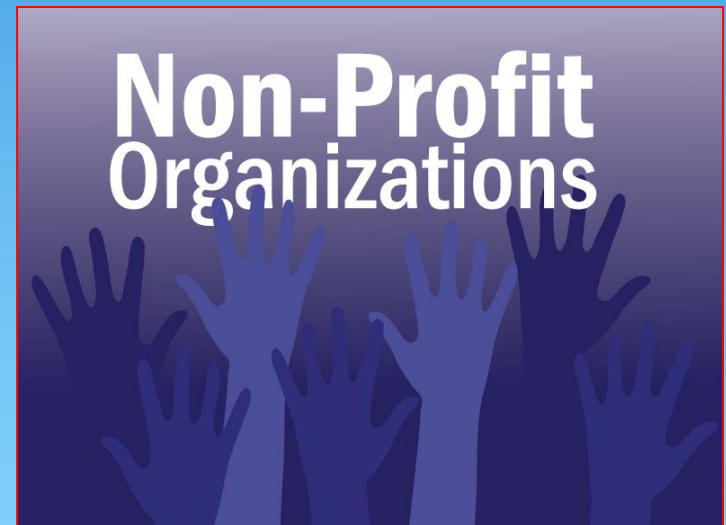
Social Affair Permit continued...

Organizations making application for the first time will be required to:

*** Submit proof of non-profit status in New Jersey**

Acceptable forms of proof are:

- **certificate of incorporation**
- **federal tax exempt certificate**
- **or combinations of:**
 - * **IRS Determination Letter**
 - * **Charter or by-laws**
 - * **Financial records**
 - * **Membership lists**



Social Affair Permit continued...

* *A sketch of the location where alcoholic beverages are to be dispensed must accompany the application including:*

- the bar area
- location of person checking ID's

* *Paper Applications must be endorsed by:*

1. Municipal Clerk/ABC Board Secretary
2. Municipal Police Chief
3. An authorized person at the premise on which the event is to be held



NOTE:

PAPER Applications must be submitted to the Division at least two weeks prior to the date of the affair!



Social Affair Permit questions?
Please call the Permits Section: Kelly Troilo
at (609) 984-1954.

WHAT WOULD YOU DO?

The Make-A-Wish Foundation wants to hold a fundraising event for a sick child at a VFW with a Club License. Make-A-Wish Foundation is selling tickets for the event, which includes food and alcoholic beverages. What do they need to obtain for this event?

- * *Make-A-Wish needs a Social Affair Permit. The Social Affair Permit allows them to purchase alcoholic beverages from a retailer or wholesaler . However, the VFW cannot provide or sell alcoholic beverages to the Make-A-Wish Foundation or at the event.*



Extension of Premises Permit

When the licensee wishes to hold an event in an area off the licensed premises but on property that is contiguous to it.



The fee for this permit is **\$75 per day** payable to the Division

Catering Permit

- * An online application must be submitted when A retail consumption licensee wishes to sell alcoholic beverages in open containers off its licensed premises.
- * The fee is \$100 per day (for each 24 hour period).
- * Only **25** permits may be issued for any one location in a calendar year.



WHAT WOULD YOU DO?

1. **St. Patrick's Day – Tent in their parking lot adjacent to the licensed premises.**

Extension of Premises

2. **Cinco De Mayo – Concert in park down the street. They want to serve alcoholic beverages in the tent which is located at the park.**

Catering Permit

3. **Licensee hired to sell/serve alcoholic beverages at an unlicensed venue for a wedding in another town, 25 miles away.**

Catering Permit

Quality of Life Issues



COMPLAINTS FROM NEIGHBORS MAY LEAD TO POLICE OR MUNICIPAL ACTION:

- * Noise complaints, trash, public urination, after hours sales and activity, consumption of alcoholic beverages outside premises, etc.
- * **LICENSEES ARE RESPONSIBLE FOR THE OUTSIDE ACTIVITIES** that are attributable to their license.
- * In major cities throughout NJ, a large percentage of crimes are committed within 200 feet of licensed premises.
- * May cause imposition of Special Conditions at renewal or Disciplinary Charges against the license.

Club Licenses

Club Licenses are a source of many inquiries and complaints at the Division.

Many Club Licenses operate contrary to law.

**Club licenses
MAY NOT operate as a
retail licensee.**



They MAY NOT be open to the general public, and can only sell alcohol to members and their guests.

A CLUB LICENSEE MUST AMEND ITS APPLICATION WHEN OFFICERS CHANGE OR ANY FACTS ON ITS APPLICATION CHANGE.

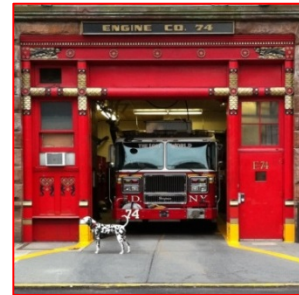
Club Licenses continued...

A common club question we are often asked:



A volunteer fire department hosts a St. Patrick's Day party. They hold a club license. The party proceeds are to benefit their organization. Tickets are sold to the public and include food and alcoholic beverages.

Do they need a Social Affair Permit? YES!



The volunteer fire department must obtain a Social Affair Permit.

- Because they are a non-profit organization holding an event open to the general public where tickets are sold and alcoholic beverages are included in the price of the ticket.
- For a non-profit to sell unlimited alcoholic beverages (and profit), they need a permit.
- Can they use the alcoholic beverages they have on the premises? **YES**

Club Licenses continued...

Tom, who is NOT a member of an organization which holds a club license, rented a facility to have a birthday party for his wife. What will Tom need to do to provide alcoholic beverages at this event for his guests?



He can purchase the alcohol from a liquor store and bring to the party **-OR-** He can hire a licensed restaurant to cater the food and alcoholic beverages for the party; the restaurant receives a Catering Permit.

WHY?

- * As a non-member, he **cannot** purchase alcoholic beverages from the club.
- * He is not selling tickets, so he can buy alcoholic beverages from a liquor store to serve to family and friends; this is a PRIVATE PARTY.
- * A retail licensee can obtain a Catering Permit to cater the event. A catering Permit will allow them to serve alcoholic beverages off their licensed premises.



**IF YOU HAVE A QUESTION...
CALL US!**



(609) 984-2830

OR VISIT OUR WEB SITE AT
www.nj.gov/oag/abc

You can find the
“MUNICIPAL CLERK’S HANDBOOK”
listed under the Licensing/Permits section

