



April 26, 2025

Dear Business Owner:

It is that time of year to renew your alcohol beverage license and the operator (bartender) license(s).

Applications and publication fees for Alcohol Beverage Licenses are due by Friday, May 16, 2025.
Operator's Licenses are due by Friday, May 30, 2025.

Enclosed you will find the following documents:

1. Alcohol Beverage License Application (Form AB-200)
2. Alcohol Beverage Individual Questionnaire (Form AB-100)
3. Alcohol Beverage Appointment of Agent (Form AB-101)
4. Operator (Bartender) License Application

1. Alcohol Beverage License Application (Form AB-200)

Who needs to complete? Any individual or entity that wants to sell alcohol beverages to consumers or allow consumption in a public place must get a retail alcohol beverage license.

Please fill in all information and include the complete description of the licensed premises (room, buildings, and/or outside serving areas). Please also make sure to include the Seller's Permit Number.

If you require both a Class A and Class B license, please complete one application for each. You are required to pay for only one publication fee (\$40).

2. Alcohol Beverage Individual Questionnaire (Form AB-100)

Who needs to complete? All persons involved in the applicant business who are sole proprietors, partners of a partnership, officers, directors, members, managers, or agents must complete and submit Form AB-100. These persons are identified in Form AB-101, Alcohol Beverage Appointment of Agent, Form AB-200, Alcohol Beverage License Application, or an alcohol beverage permit application.

3. Alcohol Beverage Appointment of Agent (Form AB-101)

Who needs to complete? State law requires corporations and limited liability companies (LLCs) to appoint an agent that takes responsibility for the licensed or permitted premises. Use this form to appoint an agent for a new premises or to appoint a successor agent when there is a change before the license or permit is up for renewal.

Even though your establishment may not be new or experiencing a change to the Agent, please complete so that the Town of Sherman can have up to date files.

4. Operator (Bartender) License Application

Who needs to complete? Bar or wait staff that may be out of sight of the owner or licensed operator while serving drinks or selling alcoholic beverages to customers.

The license fees and publication fees are listed on the enclosed forms. The publication fee increased by \$5 in 2025 (to \$40) to cover the Town's increased cost to provide notice of your application in the Iron County Miner. Checks should be made payable to the Town of Sherman.

If you need an electronic version of any of these forms, they can be found on the Town of Sherman website (townofsherman.net) under the tab **Government > Licenses**.

It is important to complete these forms and remit payments by the deadlines mentioned above. The Town will provide notice of your application in the Iron County Miner. The information will be summarized and presented as an agenda item for Board approval at the June meeting. The actual licenses will be prepared and delivered to you after Town Board approval. If you have questions, please call or text at 715.583.4422, or feel free to email.

Thank you.

Beth Godfrey
Town of Sherman Clerk
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