



## Common Consumption Area Non-Contiguous Service Area Application

A licensee with a City of Liberal Common Consumption Area (CCA) license may sell, offer for sale, and serve alcoholic liquor and cereal malt beverages from one non-contiguous service area (NCSA) within the CCA boundaries for a special event or on a reoccurring basis.

The licensee must submit a description and/or drawing of the location to be designated as the non-contiguous service area and documentation of proof of the property owner’s consent for the licensee to set up a service area. The City only allows a non-contiguous service area on City property if approved as part of a special event with alcohol permit. The licensee will be provided a copy of the application showing approval which shall be prominently displayed at the NCSA along with a copy of its drinking establishment license. The permit will specify the location, dates, and hours of operation of the non-contiguous service area. The City of Liberal NCSA permit fee is \$50.00 per year. The NCSA permit shall be effective through the end of a calendar year (December 31st expiration) unless the licensee’s CCA approval is terminated earlier by ABC. The local NCSA permit must be renewed annually through the City of Liberal.

Withdraw from participation in the CCA will result in termination of the NCSA permit. The licensee must withdraw with ABC and provide a copy of the withdrawal to the City of Liberal within 5 business days.

**Licensee DBA Name**

**Alcohol License Number**

**Requestor Name (First, Last)**

**Licensed Premises Address**

**Address Line 1**

**Address Line 2**

**City**

**State**

**Zip Code**

**Email**

**Phone Number**

**Do you have a valid City of Liberal CCA Participant License?**

YES

NO

**A copy of the following documents must be provided with your application:**

- Approved ABC-838 Permit issued by the State of Kansas.
- Map or drawing showing the location of the area requested to be designated as a non-contiguous service area.
- Documentation of the private property owner's consent for the licensee to use their private property for a non-contiguous service area.

**List the dates and hours the NCSA will be used:**

**Payment:** Upon completion of this form, you must submit a check in the amount of \$50.00 payable to the City of Liberal within 5 business days. Please submit payments at City Hall, 324 N. Kansas Ave, Liberal, KS 67901. CCA licenses will not be issued until payment is made.