Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Business ID: _____

Request ID: _____

(For MLCC Use Only)

Club License Annual Member Certification

***** Submit This Form By February 1 Each Year To Ensure Correct Renewal Fees Are Calculated*****
This Is Not Your Club Renewal Application - Do Not Submit Payment With This Form

The Michigan Liquor Control Code, MCL 436.1525(1)(p) and MCL 436.1532(4), requires Club licensees to submit a list of their members annually, unless the licensee pays the maximum renewal fee, so that the correct renewal fees can be calculated. **If a Club licensee does not submit this information, the renewal fees will be calculated based on the membership numbers on record with the Commission.** The Club licensee must also certify annually that it has sufficient income without the sale of alcohol to defray the cost of paying costs related to its licensed premises, pursuant to MCL 436.1532(4).

Part 1 - Club Information

Club licensee name:		
Address where license is located:		
City:	Zip Code:	
Contact name:	Contact phone:	Contact email:

Mailing address (if different than above):	
City:	Zip Code:

Part 2 - Club Member Certifications & Required Documents

1. Total number of members: ____

2. Select one of the following:

☐ The Club licensee has fewer than 600 bona fide members - **Licensee must submit a list of its members with this form**

The renewal fee for the Club license will be calculated using the number of members reported on this form. Clubs with up to 150 members will be required to pay the base renewal fee of $300.00, plus any permits held by the licensee that also have renewal fees. Clubs with 151 to 599 members will be required pay the base renewal fee of $300.00, plus $1.00 per member over 150 members, plus any permits held by the licensee that also have renewal fees. The list of members submitted with this form may only be used by the Commission for determining the license fees to be paid pursuant to MCL 436.1525(1)(p).

☐ The Club licensee has 600 or more members - **Licensee does not need to submit a list of its members**

The maximum renewal fee of $750.00 for the Club license, plus any permits held by the licensee that also have renewal fees, will be required to renew the Club license.

3. Pursuant to MCL 436.1532(4), the Club licensee must certify annually that its annual aggregate membership fees or dues and other income, exclusive of the proceeds from the sale of alcoholic liquor, are sufficient to defray the annual rental of its leased or rented premises or, if the premises are owned by the club, are sufficient to meet the taxes, insurance, repairs, and interest on a mortgage on the premises.

☐ By checking this box, the Club licensee certifies that its annual aggregate membership fees or dues and other income, exclusive of the proceeds from the sale of alcoholic liquor, are sufficient to defray the annual rental of its leased or rented premises or, if the premises are owned by the club, are sufficient to meet the taxes, insurance, repairs, and interest on a mortgage on the premises.

LARA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

Part 3 - Authorized Club Officers

Please list the names and titles of Club officers that are authorized to request changes to the licenses and permits held by the Club licensee and who are authorized to sign documents on behalf of the Club licensee, including the annual renewal application.

Officer Name	Officer Title

Part 4 - Signature of Licensee

Be advised that the information contained on this certification form and the attached membership list (if applicable) will only be used to calculate the license renewal fees for the next licensing year. This form will need to be completed for each year to ensure accuracy in your renewal fees.

I certify that the information contained in this form is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. By signing this application, I am freely and voluntarily consenting and submitting to inspections of the licensed premises in accordance with MCL 436.1217(2)-(3) and R 436.1011(4). I also understand that providing **false** or **fraudulent** information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

Print Name of Licensee & Title	Signature of Licensee	Date

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Please return this completed form along with any applicable corresponding documents to:
Michigan Liquor Control Commission
Mailing address: P.O. Box 30005, Lansing, MI 48909
Overnight packages: 2407 N. Grand River Ave, Lansing, MI 48906
Fax to: 517-763-0059
Email to: MLCCLicensingRenewals@michigan.gov

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