



Pima County Clerk of the Board

Melissa Manriquez

Katrina Martinez
Deputy Clerk

Administration Division
130 W. Congress, 1st Floor
Tucson, AZ 85701
Phone: (520)724-8449 • Fax: (520)222-0448

Management of Information & Records Division
1640 East Benson Highway
Tucson, Arizona 85714
Phone: (520) 351-8454 • Fax: (520) 791-6666

April 18, 2022

Margarita Aguirre Robidoux
Embassy Suites La Paloma
5301 Headquarters Drive
Plano, TX 75024

RE: Arizona Liquor License Job No.: 181452
d.b.a. Embassy Suites La Paloma

Dear Ms. Robidoux:

Enclosed is a copy of the Affidavit of Posting relative to your Liquor License Application for a Series 11, Hotel/Motel, which was received in our office on March 18, 2022. The Hearing before the Pima County Board of Supervisors has been scheduled for Tuesday, May 3, 2022, at 9:00 a.m. or thereafter, at the following location:

Pima County Administration Building
Board of Supervisors Hearing Room
130 W. Congress, 1st Floor
Tucson, AZ 85701

Should you have any questions pertaining to this matter, please contact this office at (520)724-8449.

Sincerely,


Melissa Manriquez
Clerk of the Board

Enclosure



Arizona Department of Liquor Licenses and Control
800 W Washington 5th Floor
Phoenix, AZ 85007-2934
www.azliquor.gov
(602) 542-5141

AFFIDAVIT OF POSTING

Date of Posting: 3/22/22

Date of Posting Removal: 4/11/22

Applicant's Name: Embassy Suites La Paloma
Robidoux Margarita Aguirre
Last First Middle

Business Address: 3110 E. Skyline Drive Tucson 85718
Street City Zip

License #: 181452

I hereby certify that pursuant to A.R.S. 4-201, I posted notice in a conspicuous place on the premises proposed to be licensed by the above applicant and said notice was posted for at least twenty (20) days.

DR McKillop PCSD Process Server 520-288-1358
Print Name of City/County Official Title Phone Number

DR McKillop 04/11/22
Signature Date Signed

Return this affidavit with your recommendations (i.e., Minutes of Meeting, Verbatim, etc.) or any other related documents.
If you have any questions please call (602) 542-5141 and ask for the Licensing Division.

4/11/22

APR 11 2022 01:00 CLK OF BD



Pima County Clerk of the Board

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Katrina Martinez
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130 W. Congress, 1st Floor
Tucson, AZ 85701
Phone: (520) 724-8449 • Fax: (520) 222-0448

Management of Information & Records Division
1640 East Benson Highway
Tucson, Arizona 85714
Phone: (520) 351-8454 • Fax: (520) 791-6666

TO: Development Services, Zoning Division
FROM: Danielle Greene
Administrative Support Specialist Senior
DATE: 3/21/2022
RE: Zoning Report - Application for Liquor License

Attached is the application of:

Margarita Aguirre Robidoux
d.b.a. Embassy Suites La Paloma
3110 E. Skyline Drive
Tucson, AZ 85718

Arizona Liquor License Job No. 181452
Series 11, Hotel/Motel
New License ☒
Person Transfer
Location Transfer

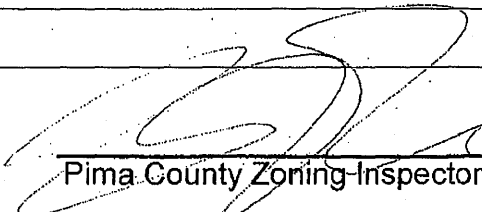
ZONING REPORT

DATE: 4/15/22

Will current zoning regulations permit the issuance of the license at this location?

Yes ☒ No ☐

If No, please explain:


Pima County Zoning Inspector

When complete, please return to cob_mail@pima.gov

APR 15 22 PM 02:12 PC CLK OF BD
MMW

● 22-10-9454

State of Arizona
Department of Liquor Licenses and Control

Created 03/17/2022 @ 11:34:24 AM

Local Governing Body Report

LICENSE

Number: Type: 011 HOTEL / MOTEL
Name: EMBASSY SUITES LA PALOMA
State: Pending
Issue Date: Expiration Date:
Original Issue Date:
Location: 3110 E SKYLINE DRIVE
TUCSON, AZ 85718
USA
Mailing Address: 5301 HEADQUARTERS DRIVE
PLANO, TX 75024
USA
Phone: (520)352-4000
Alt. Phone: (520)260-0449
Email: MARGARET.ROBIDOUX@MARRIOTT.COM

AGENT

Name: MARGARITA AGUIRRE ROBIDOUX
Gender: Female
Correspondence Address: 5301 HEADQUARTERS DRIVE
PLANO, TX 75024
USA
Phone: (520)260-0449
Alt. Phone:
Email: MARGARET.ROBIDOUX@MARRIOTT.COM

OWNER

Name: SUMMIT HOTEL TRS 155 LLC
Contact Name: MARGARITA AGUIRRE ROBIDOUX
Type: LIMITED LIABILITY COMPANY
AZ CC File Number: 23301611 State of Incorporation: DE
Incorporation Date: 12/16/2021
Correspondence Address: 5301 HEADQUARTERS DRIVE
PLANO, TX 75024
USA
Phone: (520)260-0449
Alt. Phone:
Email: MARGARET.ROBIDOUX@MARRIOTT.COM

Officers / Stockholders

MAR 21 12:22 PM 10:05 PC CLK OF BD

(K)

Name:
SUMMIT HOTEL TRS 155 INC
CHRISTOPHER RUSSELL ENG

Title:
MEMBER
MEMBER

% Interest:
100.00

SUMMIT JV MR 1 LLC - 100.00

Name: SUMMIT HOSPITALITY JV LP
Contact Name: MARGARITA AGUIRRE ROBIDOUX
Type: PARTNERSHIP
AZ CC File Number: State of Incorporation:
Incorporation Date:
Correspondence Address: 5301 HEADQUARTERS DRIVE
PLANO, TX 75024
USA
Phone: (520)260-0449
Alt. Phone:
Email: MARGARET.ROBIDOUX@MARRIOTT.COM

**SUMMIT HOTEL GP 2 LLC - MEMBER
SUMMIT HOTEL TRS 155 INC - MEMBER
SUMMIT HOTEL TRS 155 LLC - MEMBER
SUMMIT JV MR 1 LLC - MEMBER
SUMMIT TUCSON JV BR 155 LLC - MEMBER**

Name: CHRISTOPHER RUSSELL ENG
Gender: Male
Correspondence Address: 5301 HEADQUARTERS DRIVE
PLANO, TX 75024
USA
Phone: (972)354-6472
Alt. Phone:
Email: WGILLINGS@BLUEBONNETCONSULTING.COM

SUMMIT HOTEL TRS 155 LLC - MEMBER

Name: SUMMIT HOTEL TRS 155 INC
Contact Name: MARGARITA AGUIRRE ROBIDOUX
Type: CORPORATION
AZ CC File Number: State of Incorporation:
Incorporation Date:
Correspondence Address: 5301 HEADQUARTERS DRIVE
PLANO, TX 75024
USA
Phone: (520)260-0449
Alt. Phone:
Email: MARGARET.ROBIDOUX@MARRIOTT.COM

SUMMIT HOTEL TRS 155 INC - MEMBER

Name: SUMMIT TUCSON JV BR 155 LLC
Contact Name: MARGARITA AGUIRRE ROBIDOUX
Type: LIMITED LIABILITY COMPANY
AZ CC File Number: State of Incorporation:
Incorporation Date:
Correspondence Address: 5301 HEADQUARTERS DRIVE
PLANO, TX 75024
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Email: MARGARET.ROBIDOUX@MARRIOTT.COM

SUMMIT TUCSON JV BR 155 LLC - MEMBER

Name: SUMMIT JV MR 1 LLC
Contact Name: MARGARITA AGUIRRE ROBIDOUX
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Correspondence Address: 5301 HEADQUARTERS DRIVE
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Phone: (520)260-0449
Alt. Phone:
Email: MARGARET.ROBIDOUX@MARRIOTT.COM

SUMMIT HOSPITALITY JV LP -

Name: SUMMIT HOTEL GP 2 LLC
Contact Name: MARGARITA AGUIRRE ROBIDOUX
Type: LIMITED LIABILITY COMPANY
AZ CC File Number: State of Incorporation:
Incorporation Date:
Correspondence Address: 5301 HEADQUARTERS DRIVE
PLANO, TX 75024
USA
Phone: (520)260-0449
Alt. Phone:
Email: MARGARET.ROBIDOUX@MARRIOTT.COM

APPLICATION INFORMATION

Application Number: 181452
Application Type: New Application
Created Date: 01/26/2022

C Day

QUESTIONS & ANSWERS

011 Hotel / Motel

- 1) Are you applying for an Interim Permit (INP)?
Yes
A Document of type INTERIM PERMIT (INP) NOTARY PAGE is required.
- 2) Are you one of the following? Please indicate below.
Property Tenant
Subtenant
Property Owner
Property Purchaser
Property Management Company
Property Tenant
- 3) Is there a penalty if lease is not fulfilled?
No
- 4) Is the Business located within the incorporated limits of the city or town of which it is located?
Yes
- 5) What is the total money borrowed for the business not including the lease?
Please list each amount owed to lenders/individuals.
n/a
- 6) Is there a drive through window on the premises?
No
- 7) If there is a patio please indicate contiguous or non-contiguous within 30 feet.
~~Yes, patio & courtyard~~ **Contiguous**
- 8) Is your licensed premises now closed due to construction, renovation or redesign or rebuild?
No

DOCUMENTS

DOCUMENT TYPE	FILE NAME	UPLOADED DATE
RESTAURANT OPERATION PLAN	EXECUTED - Restaurant Operations.pdf	01/31/2022
INTERIM PERMIT (INP) NOTARY PAGE	EXECUTED - interim permit notary.pdf	01/31/2022
ALIEN STATUS	EXECUTED - Alien Status.pdf	01/31/2022
QUESTIONNAIRE	EXECUTED - Agent PQ.pdf	01/31/2022
QUESTIONNAIRE	EXECUTED - PQ Eng.pdf	01/31/2022
RECORDS REQUIRED FOR AUDIT	EXECUTED - Records Audit.pdf	01/31/2022
DIAGRAM/FLOOR PLAN	Diagrams - for filing 1.31.22.pdf	01/31/2022
ORGANIZATIONAL DOCUMENTS	Corporate Docs - for filing.pdf	01/31/2022
	Diagrams - for filing 2.24.22.pdf	02/24/2022
	Org Chart - for filing 2.24.22.pdf	02/24/2022
	Menu - drinks.pdf	02/24/2022

State of Arizona
Department of Liquor Licenses and Control

Created 03/17/2022 @ 11:25:39 AM

Local Governing Body Report

LICENSE

Number:	INP100017846	Type:	INP INTERIM PERMIT
Name:	EMBASSY SUITES LA PALOMA		
State:	Active		
Issue Date:	03/17/2022	Expiration Date:	06/30/2022
Original Issue Date:	03/17/2022		
Location:	3110 E SKYLINE DRIVE TUCSON, AZ 85718 USA		
Mailing Address:	5301 HEADQUARTERS DRIVE PLANO, TX 75024 USA		
Phone:	(520)352-4000		
Alt. Phone:	(520)260-0449		
Email:	MARGARET.ROBIDOUX@MARRIOTT.COM		

AGENT

Name:	MARGARITA AGUIRRE ROBIDOUX
Gender:	Female
Correspondence Address:	5301 HEADQUARTERS DRIVE PLANO, TX 75024 USA
Phone:	(520)260-0449
Alt. Phone:	
Email:	MARGARET.ROBIDOUX@MARRIOTT.COM

OWNER

Name:	SUMMIT HOTEL TRS 155 LLC		
Contact Name:	MARGARITA AGUIRRE ROBIDOUX		
Type:	LIMITED LIABILITY COMPANY		
AZ CC File Number:	23301611	State of Incorporation:	DE
Incorporation Date:	12/16/2021		
Correspondence Address:	5301 HEADQUARTERS DRIVE PLANO, TX 75024 USA		
Phone:	(520)260-0449		
Alt. Phone:			
Email:	MARGARET.ROBIDOUX@MARRIOTT.COM		

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Name:
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CHRISTOPHER RUSSELL ENG

Title:
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MEMBER

% Interest:
100.00

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Name: SUMMIT HOTEL GP 2 LLC
Contact Name: MARGARITA AGUIRRE ROBIDOUX
Type: LIMITED LIABILITY COMPANY
AZ CC File Number: State of Incorporation:
Incorporation Date:
Correspondence Address: 5301 HEADQUARTERS DRIVE
PLANO, TX 75024
USA
Phone: (520)260-0449
Alt. Phone:
Email: MARGARET.ROBIDOUX@MARRIOTT.COM

APPLICATION INFORMATION

Application Number: 181939
Application Type: New Application
Created Date: 01/31/2022 *Chayn*

QUESTIONS & ANSWERS

INP Interim Permit

- 1) Enter License Number currently at location *11103093*
- 2) Is the license currently in use? *yes*
- 3) Will you please submit section 5, page 6, of the license application when you reach the upload page? *yes*



Arizona Department of Liquor Licenses and Control
800 W Washington 5th Floor
Phoenix, AZ 85007-2934
www.azliquor.gov
(602) 542-5141

Interim Permit (INP) Notary Page

22 MAR 17 11:47 AM 145

FOR DLIC USE ONLY

INP number:	INP100017846
Date Approved:	3-17-2022
Expiration:	6-30-2022
CSR:	C. Nays
Fee:	\$100.00

For approval of an interim permit:

- There **must** be a valid license of the same series issued to the current location you are applying for, **OR**
- A Hotel/Motel license is being replaced with a restaurant license pursuant to A.R.S. §4-203.01(A)

1. Enter license number currently at the location: 11103093

2. Is the license currently in use? ☒ Yes ☐ No If no, how long has it been out of use? _____

NOTARY

I (Print Full Name) Christopher R. Eng
or Controlling Person on the stated license and location.

hereby declare that I am the Individual Owner, Agent,

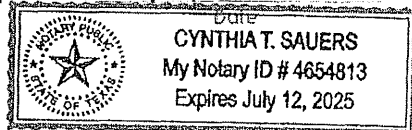
Signature: Christopher R. Eng

State of Texas County of Travis

The foregoing instrument was acknowledged before me this

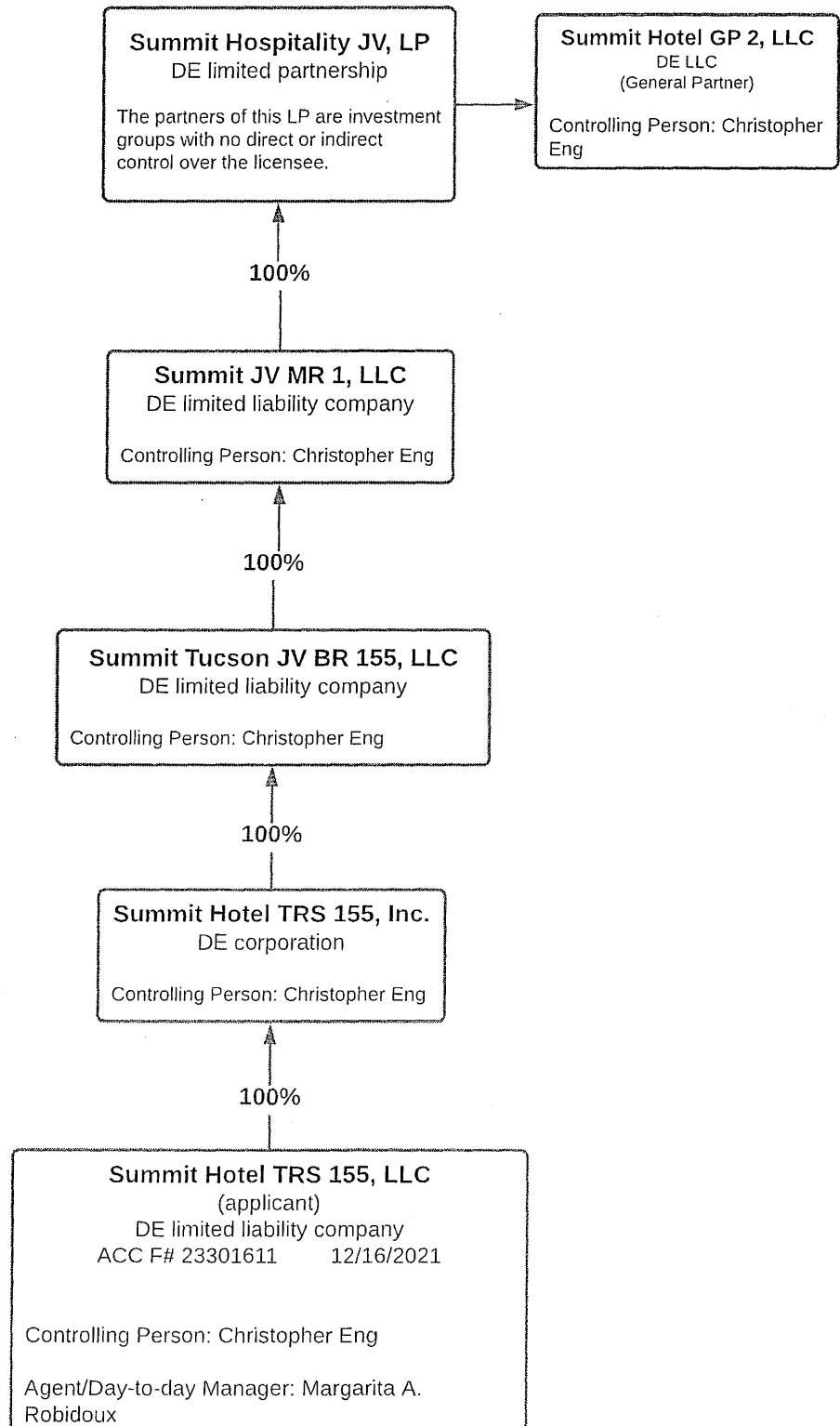
My Commission Expires on: 7/12/2025

31st Day of January, 2022
Day Month Year



[Signature]
Signature of Notary

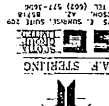
ORGANIZATIONAL CHART Summit Hotel TRS 155, LLC



Hotel Total Square Footage: 99,330 ft

- ① 3000 sq ft
- ② 3000 sq ft
- ③ 3000 sq ft

REVISIONS	DATE	BY	APP



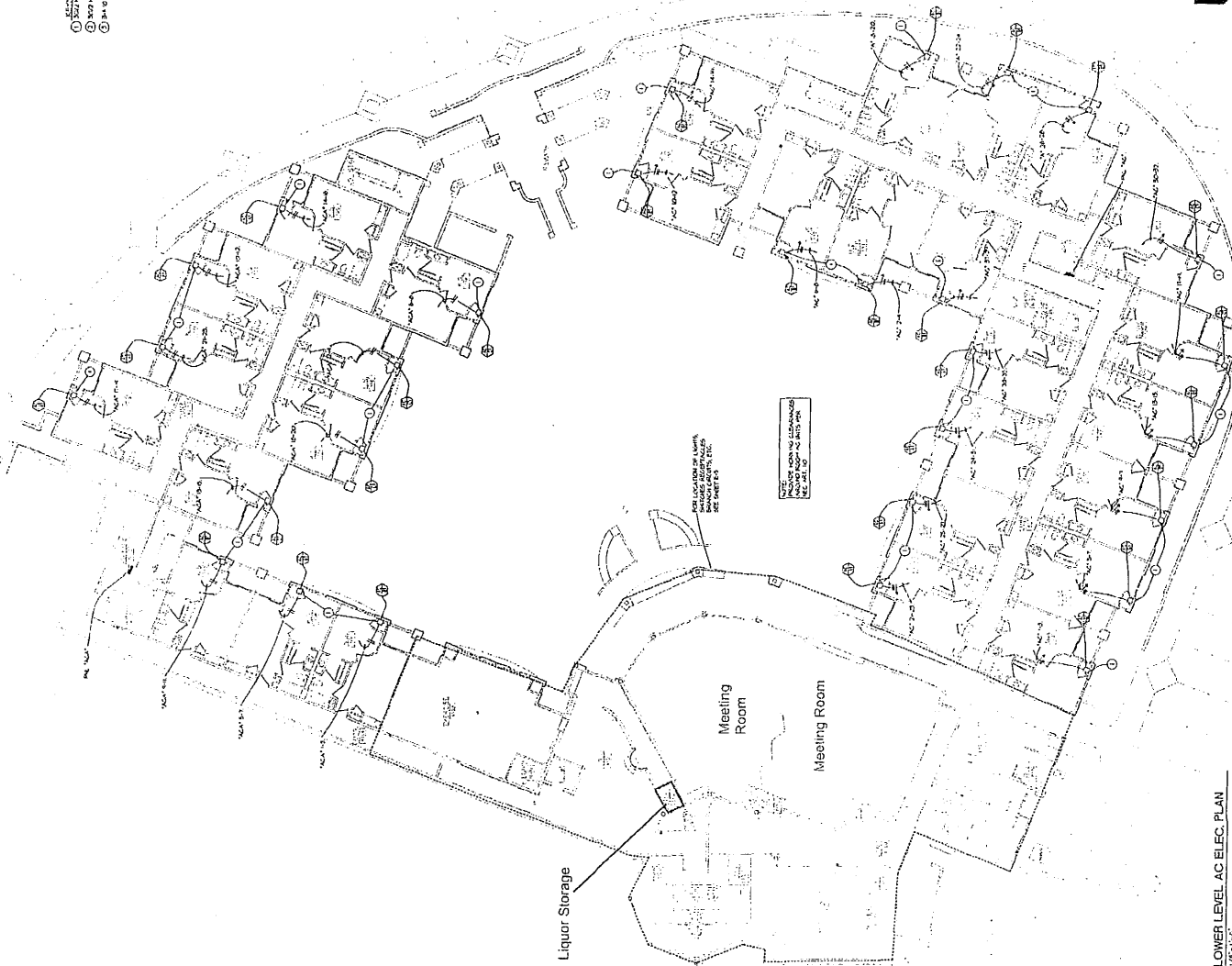
LOWER LEVEL AC ELECTRICAL PLAN
SCOTTA GROUP, LTD.
373 E. SURGE DRIVE, SUITE 209, TUCSON, AZ
GRASSY SUITES • SKYLINE DRIVE + CARPENTER AVE



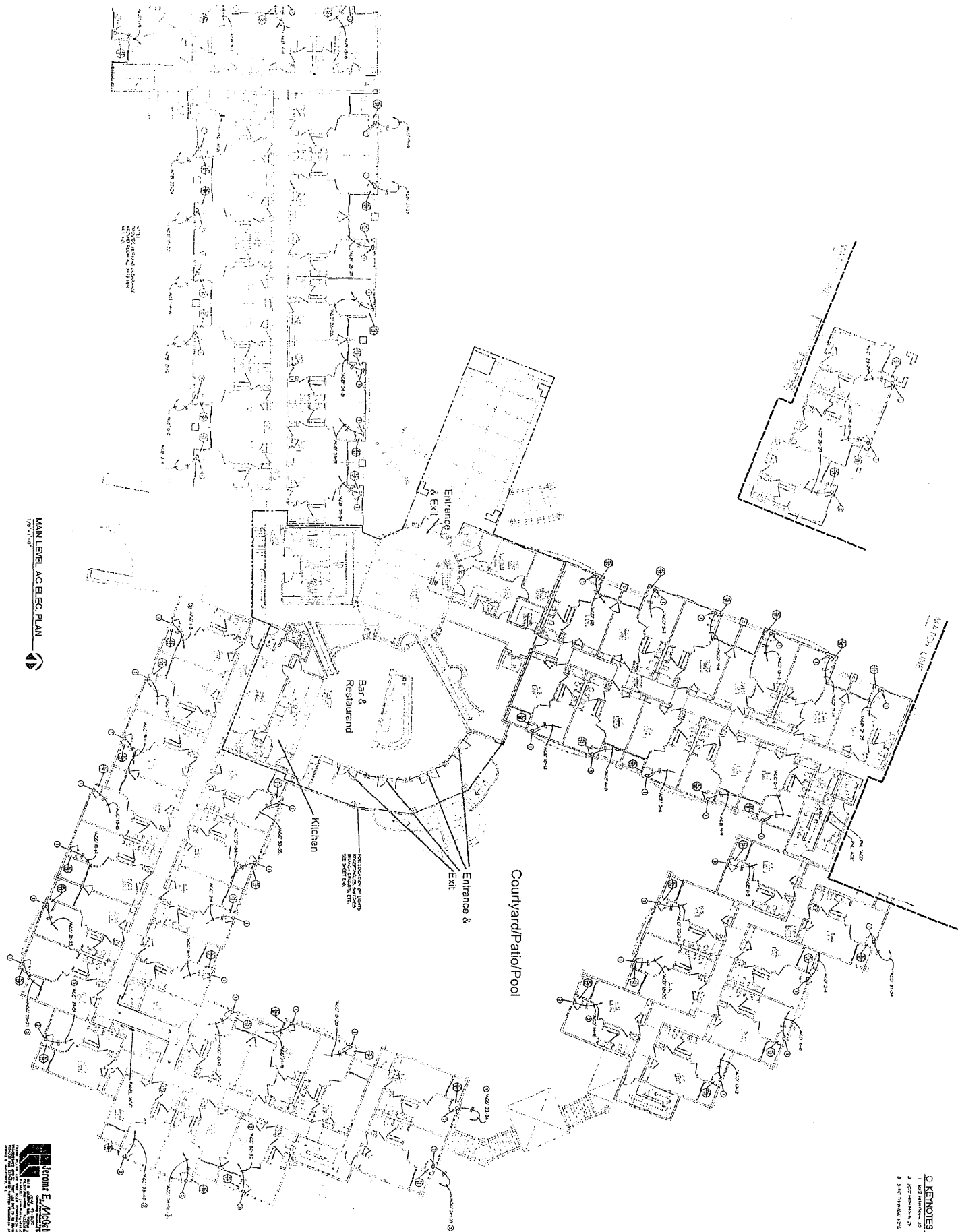
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BY	
APP	



LOWER LEVEL AC ELEC. PLAN
1/8" = 1'-0"



AMENDMENT



MAIN LEVEL AC/ELEC PLAN

- C. KENNEDY
- 1. 10/27/2003
 - 2. 10/27/2003
 - 3. 10/27/2003

JOHN E. MCGINLEY
 ARCHITECT
 1000 N. GILBERT AVENUE, SUITE 200
 TUCSON, AZ 85710
 TEL: (520) 455-1445



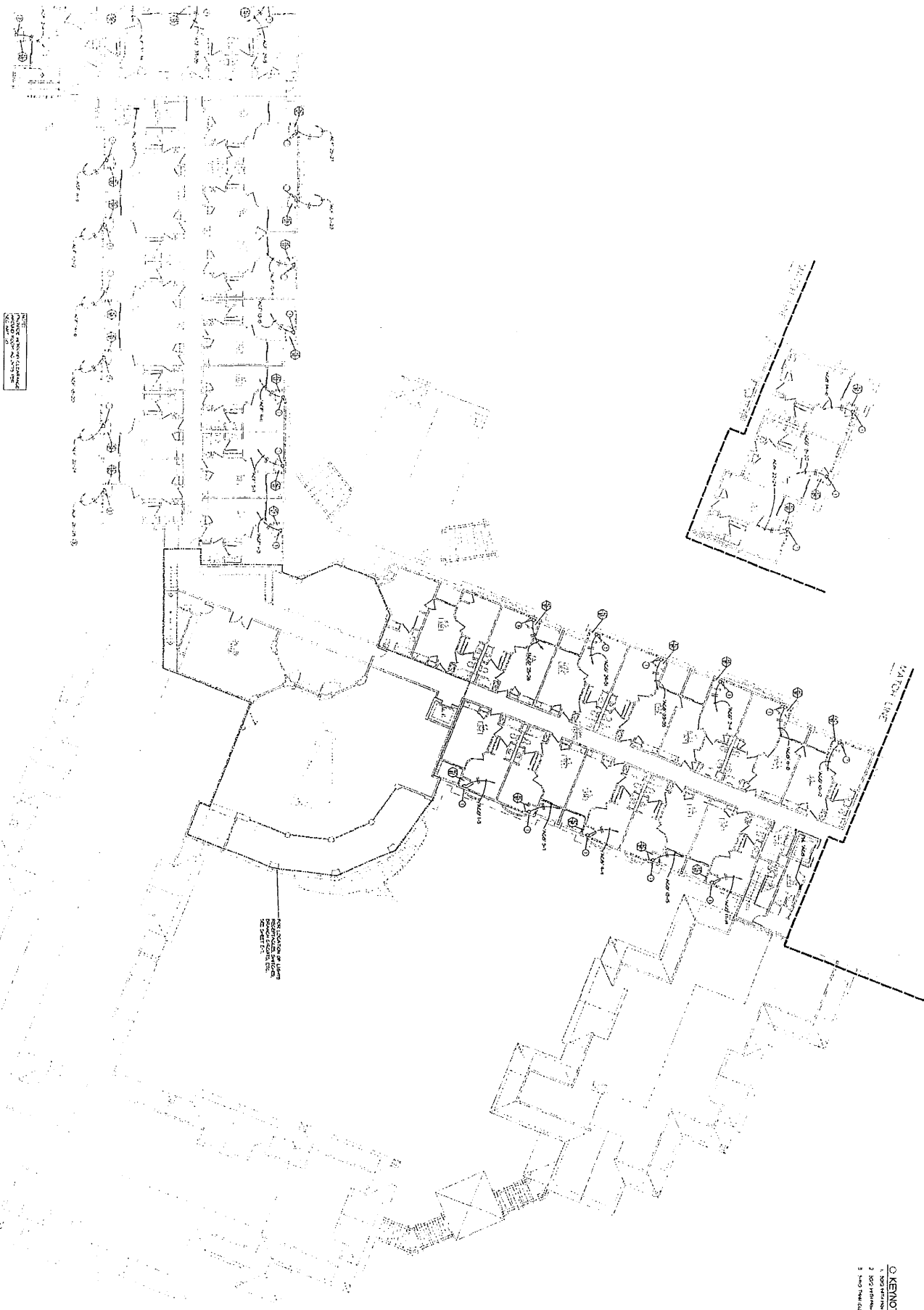
LEGGIN/COHEN
 ARCHITECTS
 1840 E. BROADWAY, SUITE 100, TUCSON, AZ 85710
 TEL: (520) 455-1445

EMBASSY SUITES • SKYLINE DRIVE + CAMPBELL AVE
 SCOTIA GROUP, LTD.
 3573 E. SUNRISE DRIVE, SUITE 200, TUCSON, AZ
 MAIN LEVEL AC ELECTRICAL PLAN

A.P. STERLING
 SCOTIA GROUP, LTD.
 3573 E. SUNRISE DRIVE, SUITE 200, TUCSON, AZ 85710
 TEL: (602) 577-3100

EMBASSY SUITES

DATE	BY	REVISION
10/27/03	C. KENNEDY	1. 10/27/2003
10/27/03	C. KENNEDY	2. 10/27/2003
10/27/03	C. KENNEDY	3. 10/27/2003



UPPER LEVEL AC ELEC. PLAN

- KEYNOTES
- 1. 2005 REFERENCE 20
 - 2. 2005 REFERENCE 20
 - 3. 2005 REFERENCE 20

Johnson E. McCallister
 ARCHITECTS
 1000 N. 1ST AVENUE, SUITE 200
 TUCSON, AZ 85710
 TEL: (520) 298-1111
 FAX: (520) 298-1112
 WWW.JE-MCCALLISTER.COM

NO.	DATE	DESCRIPTION
1	11.14.05	11.14.05
2	11.14.05	11.14.05
3	11.14.05	11.14.05
4	11.14.05	11.14.05
5	11.14.05	11.14.05

LEVIN COHEN
 ARCHITECTS
 7840 E. HIGHWAY, SUITE 100
 TUCSON, AZ 85710
 TEL: (520) 855-1433
 FAX: (520) 855-1434

EMBASSY SUITES • SKYLINE DRIVE + CAMPBELL AVE
 SCOTIA GROUP, LTD.
 3573 E. SUNRISE DRIVE, SUITE 209, TUCSON, AZ.
 UPPER LEVEL AC ELECTRICAL PLAN

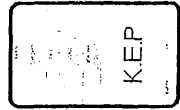
A.F. STERLING
 ELECTRICAL ENGINEERS
 3573 E. SUNRISE, SUITE 209
 TUCSON, AZ 85718
 TEL: (602) 577-2400

EMBASSY SUITES

REVISION
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EMBASSY SUITES • SKYLINE DRIVE + CAMPBELL AVE	22	2
SCOTIA GROUP LTD	22	2
KITCHEN/BAR EQUIPMENT PLAN	22	2

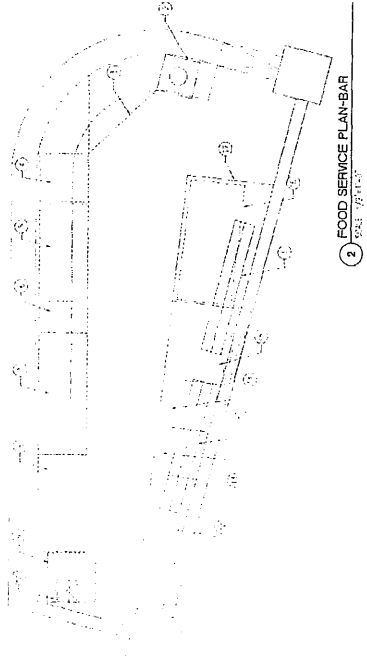


Bar Equipment Legend

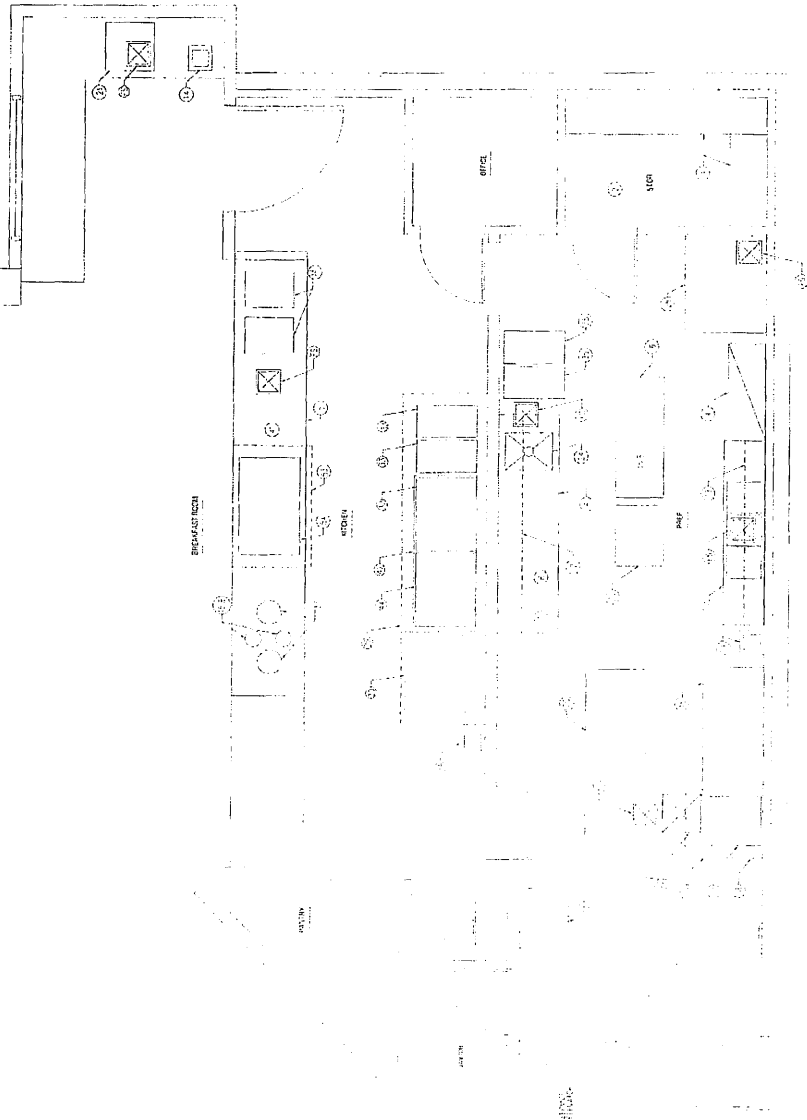
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Kitchen Equipment Legend

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2 FOOD SERVICE PLAN-BAR
SCALE: 1/8"=1'-0"



1 FOOD SERVICE PLAN-KITCHEN
SCALE: 1/8"=1'-0"

DATE	10/01/01
BY	W. J. MCGILL
CHECKED BY	
DATE	
BY	
CHECKED BY	
DATE	
BY	
CHECKED BY	
DATE	

- KEYNOTES**
- 1. SEE SHEET 20
 - 2. SEE SHEET 21
 - 3. SEE SHEET 22



A.P. STRILING
 ARCHITECTS
 2573 E. SUNRISE DRIVE, SUITE 209, TUCSON, AZ
 TEL: (520) 977-3500

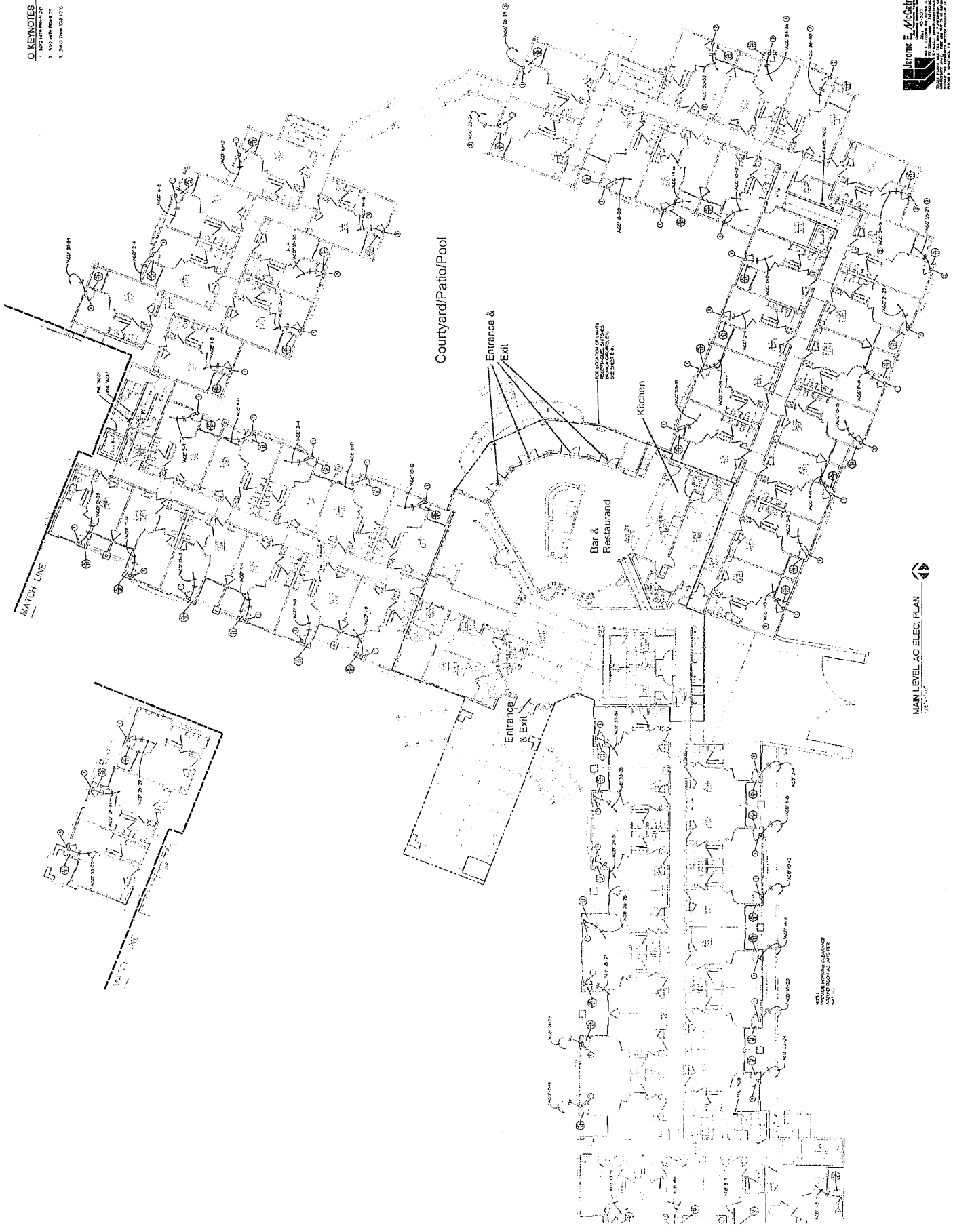
EMBASSY SUITES • SKYLINE DRIVE • CAMPBELL, AVE
SCOTIA GROUP, LTD.
 2573 E. SUNRISE DRIVE, SUITE 209, TUCSON, AZ
MAIN LEVEL AC ELECTRICAL PLAN

EGLIN/COHEN
 ARCHITECTS
 1800 E. JAYHAWK, SUITE 100
 TUCSON, AZ 85719
 TEL: (520) 453-4475



DATE	10/01/01
BY	W. J. MCGILL
CHECKED BY	
DATE	
BY	
CHECKED BY	
DATE	
BY	
CHECKED BY	
DATE	

William J. McGill
 Professional Engineer
 State of Arizona
 No. 10000
 Exp. 12/31/02



MAIN LEVEL AC ELEC. PLAN

0. KENOTES
 1. SEE SHEET 12
 2. SEE SHEET 13
 3. SEE SHEET 14

NO.	REVISION	DATE
1	ISSUED FOR PERMIT	01/10/00
2	REVISED FOR FIELD	02/10/00
3	REVISED FOR FIELD	03/10/00
4	REVISED FOR FIELD	04/10/00
5	REVISED FOR FIELD	05/10/00
6	REVISED FOR FIELD	06/10/00
7	REVISED FOR FIELD	07/10/00
8	REVISED FOR FIELD	08/10/00
9	REVISED FOR FIELD	09/10/00
10	REVISED FOR FIELD	10/10/00



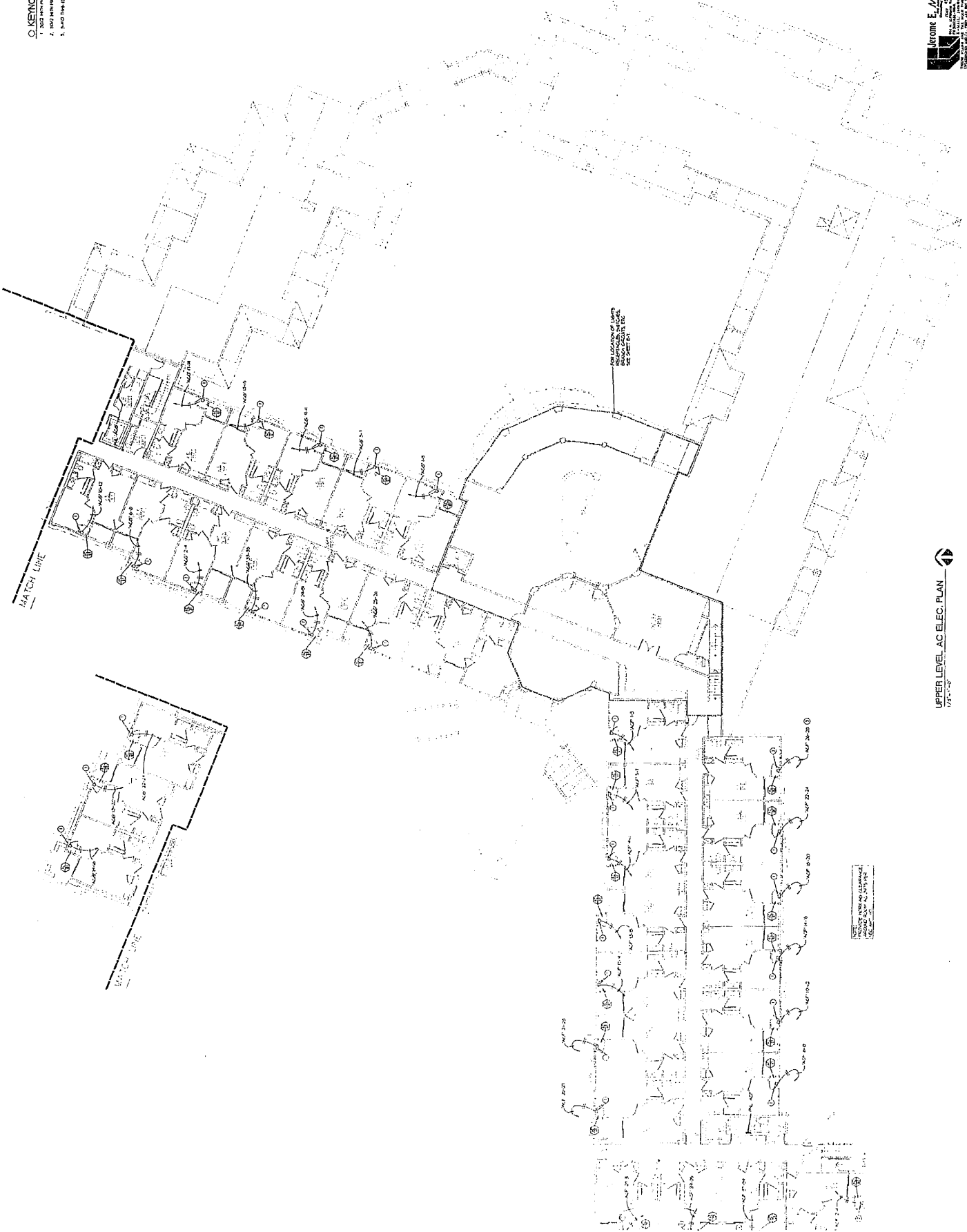
EMBASSY SUITES • SKYLINE DRIVE + CAMPBELL AVE
 SCOTIA GROUP, LTD.
 3575 E. SUNRISE DRIVE, SUITE 209, TUCSON, AZ
 UPPER LEVEL AC ELECTRICAL PLAN

EGLIN/COHEN
 ARCHITECTS
 1010 E. BROADWAY, SUITE 100
 TUCSON, AZ 85710
 TEL: (520) 833-4433
 FAX: (520) 833-1044

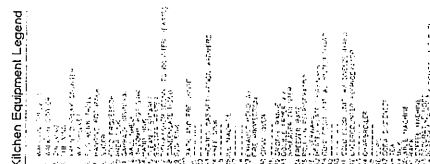
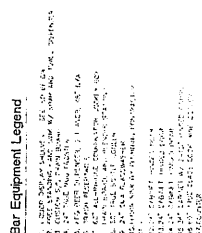


E12
 1/8" = 1'-0"
 12/10/00
 12/10/00
 12/10/00

Jerome E. McGuck
 Professional Engineer
 License No. 12345
 State of Arizona
 12/10/00



UPPER LEVEL AC ELEC. PLAN
 1/8" = 1'-0"







COURTYARD LANDSCAPE
SCALE: 1"=10'

NOTE:
1. Quantities are provided for reference only.
Contractor to provide their own calculations for quantities
of material at plant material as shown on the plans.
2. Contractor to verify, sort out, any discrepancies found
on landscapes and irrigation plans.
3. Contractor to provide utility locator services both public
and private for the project site.
4. Contractor to furnish DG bags to native soil seeding
area.

NAME _____
 [P] _____
 ADDRESS _____
 [P] _____
 CITY _____
 24 JUL 1964
 NAME _____
 JOB NO _____
 DATE _____
 L9
 SEP 0 12

THIS ASSOCIATE HAS BEEN PREPARED FOR THE USE OF THE ASSOCIATION, PLANS, EXHIBITS AND REGULATIONS. IT MAY NOT BE REPRODUCED WITHOUT THE APPROVAL OF THE ASSOCIATE INC.



L9

122 MAR 17 10:01 AM 2018



Arizona Department of Liquor Licenses and Control
800 W Washington 5th Floor
Phoenix, AZ, 85007-2934
www.azliquor.gov
(602) 542-5141

DLLC USE ONLY
Job # 181452

RESTAURANT OPERATION PLAN

1. Name of restaurant (Please print): **Embassy Suites La Paloma**
2. List equipment below by Make, Model, and Capacity : (**PROVIDE THE FOLLOWING ITEMS ONLY, NO ATTACHMENTS**)

Grill	Saturn Gas Grill
Oven	Single door oven 6 burner gas range & Royal 2 Door convection oven
Freezer	Beverage Air Low boy Freezer
Refrigerator	Turbo air double door tall boy refrigerator
Sink	3 compartment sinks & 1 prep sink
Dish Washing Facilities	handwashing sinks
Food Preparation Counter (Dimensions)	6' x 3' food prep table
Other	

3. Attach a copy of your full menu including prices (examples: Breakfast, Lunch, Dinner, and Nonalcoholic beverages).
4. List the seating capacity for:
 - a. Restaurant dining area of your premises: [49]
(Do not include patio seating)
 - b. Bar area of your premises: [+ 13]
 - c. Total dining and bar seating capacity of your premises: [= 62]
5. What Type of dinnerware and utensils are utilized within your restaurant?
☐ Reusable ☐ Disposable ☒ Both
6. Does your restaurant have a bar area that is distinct and separate from the dining area? ☐ YES ☐ No
 (If yes, what percentage of the public floor space does this area cover?) _____ %
7. What percentage of your public premises is used primarily for restaurant dining?
 (Do not include kitchen, bar, hi-top tables, or game area.) _____ %

122 MAR 17 1994, U.S. 801146

8. Does your restaurant contain any games, televisions, or any other entertainment? ☒ YES ☐ No
(If yes, specify what types and how many (examples: 4-TV's, 2-Pool Tables, 1-Video Game, etc.)

5 - TVs

9. Do you have live entertainment or dancing? ☐ YES ☒ No
(If yes, what type and how often 8.5
example: DJ-2 x a week, Karaoke-2 x a month, Live Band-1 x a month, etc.)

n/a

10. Use space below to list how many employees for each position to fully staff your business.

Position	How many
Cooks	3
Bartenders	1
Hostesses	2
Managers	1
Servers	0
Other (Dishwashers)	3
Other ()	
Other ()	

I, Christopher R. Eng, hereby declare that I am the APPLICANT filing this application.
I have read this application and the contents and all statements true, correct and complete.

X

(Signature of APPLICANT)

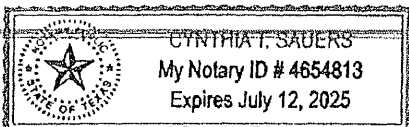
NOTARY

State of Texas County of Travis

The foregoing instrument was acknowledged before me this 28th day of January 2022
Day Month Year

My Commission Expires on: 7/12/2025
Date

Signature of Notary Public



8/22/201

Page 2 of 2



Arizona Department of Liquor Licenses and Control
800 W Washington 5th Floor
Phoenix, AZ 85007-2934
www.azliquor.gov
(602) 542-5141

RECORDS REQUIRED FOR AUDIT

Applies to Series 11 (Hotel/Motel W/Restaurant) & Series 12 (Restaurant) Only

MAKE A COPY OF THIS DOCUMENT AND KEEP IT WITH YOUR DLLC RECORDS

In the event of an audit, you will be asked to provide to the Department any documents necessary to determine compliance with A.R.S. §4-205.02(G). Such documents requested may include however, are not limited to:

1. All invoices and receipts for the purchase of food and spirituous liquor for the licensed premises.
2. A list of **all** food and liquor vendors
3. The restaurant menu used during the audit period
4. A price list for alcoholic beverages during the audit period
5. Mark-up figures on food and alcoholic products during the audit period
6. A recent, **accurate** inventory of food and liquor (taken within two weeks of the Audit Interview Appointment)
7. Monthly Inventory Figures - beginning and ending figures for food and liquor
8. Chart of accounts (copy)
9. Financial Statements-Income Statements-Balance Sheets
10. General Ledger
 - A. Sales Journals/Monthly Sales Schedules
 - 1) Daily sales Reports (to include the name of each waitress/waiter, bartender, etc. with sales for that day)
 - 2) Daily Cash Register Tapes - Journal Tapes and Z-tapes
 - 3) Dated Guest Checks
 - 4) Coupons/Specials/Discounts
 - 5) Any other evidence to support income from food and liquor sales
 - B. Cash Receipts/Disbursement Journals
 - 1) Daily Bank Deposit Slips
 - 2) Bank Statements and canceled checks
11. Tax Records
 - A. Transaction Privilege Sales, Use and Severance Tax Return (copies)
 - B. Income Tax Return - city, state and federal (copies)
 - C. Any supporting books, records, schedules or documents used in preparation of tax returns
12. Payroll Records
 - A. Copies of all reports required by the State and Federal Government
 - B. Employee Log (A.R.S. §4-119)
 - C. Employee time cards (actual document used to sign in and out each work day)
 - D. Payroll records for all employees showing hours worked each week and hourly wages

13. Off-site Catering Records (must be complete and separate from restaurant records)

- 22 MAR 17 14h 14c 81146
- A. All documents which support the income derived from the sale of food off the license premises.
 - B. All documents which support purchases made for food to be sold off the licensed premises.
 - C. All coupons/specials/discounts

The sophistication of record keeping varies from establishment to establishment. Regardless of each licensee's accounting methods, the amount of gross revenue derived from the sale of food and liquor must be substantially documented.

REVOCATION OF YOUR LIQUOR LICENSE MAY OCCUR IF YOU FAIL TO COMPLY WITH
A.R.S. §4-210(A)7 AND A.R.S. §4-205.02(G).

A.R.S. §4-210(A)7

The licensee fails to keep for two years and make available to the department upon reasonable request all invoices, records, bills or other papers and documents relating to the purchase, sale and delivery of spirituous liquors and, in the case of a restaurant or hotel-motel licensee, all invoices, records, bills or other papers and documents relating to the purchase, sale and delivery of food.

A.R.S. §4-205.02(G)

For the purpose of this section:

1. "Restaurant" means an establishment which derives **at least forty percent (40%)** of its gross revenue from the sale of food
2. "Gross revenue" means the revenue derived from all sales of food and spirituous liquor on the licensed premises, regardless of whether the sales of spirituous liquor are made under a restaurant license issued pursuant to this section or under any other license that has been issued for the premises pursuant to this article.

NOTARY

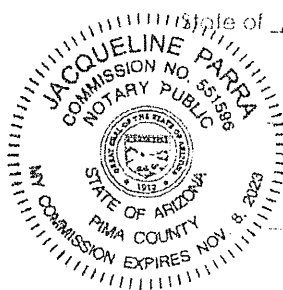
I, (Print Full Name) Margarita A. Robidoux, have read and understand all aspects of this statement

X (Signature) Margarita A. Robidoux
Controlling Person / Agent

State of Arizona County of Pima
the foregoing instrument was acknowledged before me this

31 of January 2022
Day Month Year

My commission expires on: NOV 8 2023



[Signature]
Signature of NOTARY PUBLIC

MAKE A COPY OF THIS DOCUMENT AND KEEP IT WITH RECORDS REQUIRED BY THE STATE

E'TERIE

28 Liqueur Admin AM11:16

BEER

Budweiser/Bud Light	6.00
Coors/Coors Light	6.00
Miller Lite	6.00
Goose Island	7.00
Blue Moon	7.00
Fat Tire	7.00
Corona	7.00
Negro Modelo	7.00
Corona	7.00
Dragoon	7.00

WINE

Woodbridge Pinot Grigio	9.00
Woodbridge White Zinfandel	8.00
Chardonnay Arroyo Seco	9.00
Cabernet Sauvignon	9.00
Charles & Charles Riesling	9.00
Sutter Home White Zinfandel	8.00

COCKTAILS

House	9.00
Premium	11.00

NON-ALCOHOLIC

Assorted Sodas	5.00
Bottled Water	5.00
Tea	6.00
Coffee	5.00