# Pima County Clerk of the Board 

## Robin Brigode

December 29, 2016

Aric Kaiser Mussman
Sazerac
4020 N. Via de Cuerns
Tucson, AZ 85718
RE: Arizona Liquor License No.: 12104478 d.b.a. Sazerac

Dear Mr. Mussman:
Enclosed is a copy of the Affidavit of Posting relative to your Liquor License Application for a Series 12, Restaurant, which was received in our office on November 29, 2016. The Hearing before the Pima County Board of Supervisors has been scheduled for Tuesday, January 17, 2017, at 9:00 a.m. or thereafter, at the following location:

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

For your information, enclosed is a copy of the Sheriff's Report. Any questions pertaining to the enclosed report should be-directed to the Pima County Sheriff's Department at (520) 351-6999. If you have any questions pertaining to the above referenced hearing, please contact this office at (520) 724-8449.

Sincerely,


Clerk of the Board
Enclosure
c: Pima County Sheriff Investigative Support Unit


## Arizona Department of Liquor Licenses and Control

800 W Washington th Floor
Phoenix, AZ 85007-2934
www.azliquor.gov
(602) 542-5141

## AFFIDAVIT OF POSTING

Date of Posting:


Date of Posting Removal:


Sazerac
Applicant's Name: $\frac{\text { Mussman }}{\text { Last }}$
Eric
First
Kaiser
Middle

Tucson
85718 Street

City

License \#: 12104478

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.


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.

## Pima County Clerk of the Board

## Robin Brigode

Administration Division 130 W. Congress, $5^{\text {th }}$ Floor<br>Tucson, AZ 85701<br>Phone: (520) 724-8449 • Fax: (520)222-0448

TO: Development Services, Zoning Division
FROM: Ricci Romero. Administrative Support Specialist

DATE: November 29, 2016
RE: $\quad$ Zoning Report - Application for Liquor License

Attached is the application of:
Aric Kaiser Mussman
d.b.a. Sazerac

4340 N. Campbell Avenue, No. 164
Tucson, AZ 85718
Arizona Liquor License No. 12104478
Series 12, Restaurant
New License $X$
Person Transfer
Location Transfer

ZONING REPORT
DATE:


Will current zoning regulations permit the issuance of the license at this location?
Yes IT
No

If No, please explain:


When complete, please return to cob mail@pima.gov


## Arizona Department of Liquor Licenses and Control 800 W Washington 5th Floor Phoenix, AZ 85007-2934 and Application for Liquor License Tvoe or Print with Black Ink

## APPLICATION FEE AND INTERIM M PERMIT FEES (IF APPLICABLE) ARE NOT REFUNDABLE A service fee of $\$ 25$ will be charged for all dishonored checks (A.R.S. \$44-6852)

SECTION 1 This application is for a:
XI Interim Permit (Complete Section 5)
X New License (Complete Sections 2, 3, 4, 13, 14, 15, 16)
$\square$ Person Transfer (Complete Section 2, 3, 4, 12, 13, 14, 16)
$\square$ Location Transfer (Bars and Liquor Stores Only)
(Complete Section 2, 3, 4, 11, 13, 14, 16)
$\square$ Probate/ Will Assignment/ Divorce Decree
(Complete Sections $2,3,4,9,13,14,16$ )
(Fee not required)
$\square$ Government (Complete Sections 2, 3, 4, 10, 13, 16)
$\square$ Seasonal

SECTION 2 Type of Ownership:
$\square$ J.T.W.R.O.S. (Complete Section 6)
$\square$ Individual (Complete Section 6)
$\square$ Partnership (Complete Section 6)
$\square$ Corporation (Complete Section 7)
XLimited Liability Co (Complete Section 7)
$\square$ Club (Complete Section 8)
$\square$ Government (Complete Section 10)
$\square$ Trust (Complete Section 6)
$\square$ Tribe (Complete Section 6)
$\square$ Other \{Explain\}

SECTION 3 Type of license

1. Type of License: Series 12

CEASE \#_ 12104478

## SECTION 4 Applicants

1. Individual Owner/Agent's Name:

$\qquad$
2. Owner Name: Black Hoof LLC
(Ownership name lo r type of ownership checked on section 2)
3. Business Name: Sazerac
(Exactly as if appears on the exterior of premises)

 6. Business Phone: $520-529-6666 \quad$ Daytime Contact Phone: $520-444-6557$
4. Email Address: aricmussman@gmail.com
5. Is the Business located within the incorporated limits of the above city or townes $\mathrm{XP} \mathrm{NO}^{\mathrm{JM}}$
6. Does the Business location address have a street address for a City or Town but is actually in the boundaries of another City, Town or Tribal Reservation? $\square$ res 佼 No If yes, what City, Town or Tribal Reservation is this Business located in:
7. Total Price paid for Series 6 Bar, Series 7 Beer \& Wine Bar or Series 9 Liquor Store ( license only) \$


## SECTION 5 Interim Permit

- If you intend to operate business when your application is pending you will need an interim permit pursuant to ARS § 4-203.01
- There MUST be a valid license of the same type you are applying for currently issued to the location or for the replacement of a Hotel/Motel license with a Restaurant license pursuant to A.R.S. § 4-203.01.

1. Enter license number currently at the location: 12104346
2. Is the license currently in use? $\mathbb{X e s} \square$ No If no. how long has it been out of use? $\qquad$
Attach a copy of the license currently issued at this location to this application.

| I, see attached | declare that I am the CURRENT OWNER, AGENT, OR CONTROLLING PERSON on the stated license and location. |
| :---: | :---: |
| (Print full Name) |  |
| x <br> (Signature of CURRENT Individual Owner/Agent) | State of $\qquad$ County of $\qquad$ The foregoing finsfument was acknowiedged belore me thb |
| My commission expires on: $\qquad$ | $\qquad$ <br> of $\qquad$ |
| Signature of NOTARY PUBLLC |  |

SECTION 6 Individual, Parnership, J.T.W.R.O.S, Trust, Tribe Ownerships
EACH PERSON LISTED MUST SUBMIT A COMPLEIED QUESTIONNAIRE, AN "APPLICANT" TYPE FINGERPRINT CARD AND \$22 PROCESSING FEE FOR EACH CARD.

Incividual


Is any person other than above, going to share in profit/losses of the business? $\square$ Yes $\square$ No If Yes, give name, current address, and telephone number of person(s). Use addifional sheets if necessary.


Paitnership
Name of Partnership:

| first Middle | \%Owned | Mailing Address | Clly | State | If Code |
| :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

## J.T.W.R.O.S (Joint Tenant with Rights of Survivorship)

Name of J.T.W.R.O.S: $\qquad$


## SECTION 6 - continued

IRUST
Name of Trust: $\qquad$

| Last | First | Mhddle | Moling Address | Clly | state | Ip Code |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

TRIBE
Name of Tribal Ownership:

| Fist Middle | Moiting Address Ci__ Cily |
| :--- | :--- |
|  |  |
|  |  |
|  |  |
|  |  |

## SECTION 7 Corporations/ Limited Liability Co

each person lsted must submit a completed questonnalre, an "applicant" tupe fingerprint card and $\$ 22$ Processing fee for each CARD.

| $\square$ | Corporation | Complete Questions 1, 2, 3, 4, 5, 6, and 7 |
| :--- | :--- | :--- |
| $\boxtimes$ | L.L.C. | Complete Questions 1, 2, 3, 4, 5, 6, and 7 |

1. Name of Corporation/L.L.C: black hoof ULC
2. Date Incorporated/Organized: $\frac{6 / 13 / 16 \text { State where Incorporated/Organized: Arizona }}{1 / 2091980}$
3. AZ Corporation or AZ L.L.C File No: L-20997980 Date authorized to do Business in AZ: $6 / 15 / 16$
4. is Corp/L.L.C. Non Profit? $\square$ Yes $\mathbb{Z}$ No
5. List Directors, Officers, Members in Corporation/L.L.C: 4020 N. Via De Cuerm Tucson Az 85718

| Frast |  |  | Tile | Mating Addrees city | Slate - Tp code |
| :---: | :---: | :---: | :---: | :---: | :---: |
| NAC Ho | ding compa |  | member | 4020 N. Via De | Curins Tucson Az 887/8 |
| Kaiser | Suzanne | Ruth | manager | 4020 N. Vio de | Cueras Tucson Az 89718 |
| Mussman | Joshua | Kaiser | manager | 4020 N. via de cuern | ras Tucson Az 85716 |
| Mussman | Aric | Kaijer | manager | 1280 N. Spud Rock | Place Tucson 4285749 |

6. List all Stockholders / percentage owners who own $10 \%$ or more:

| Frist Midedle | \%Owned | Maïng Address ciny Slate Iip Code |
| :---: | :---: | :---: |
| NAC Holding Company | 100 |  |
|  |  |  |
|  |  |  |
|  |  |  |

7. If the corporation/ L.L.C are owned by another entity, attach an Organizational flowCHART showing the structure of the ownership. Attach additional sheels as needed in order to disclose the Officers, Directors, Members, Managers, Partners, Stockholders and percentage owners of those entities.

NAC HOLDING COMPANY, LLC B 1057736

Members
Aric Mussman 38\%
Joshua Mussman 38\%
The Kaiser Wagman Revocable Trust 24\% B1044795
Managers
Aric Mussman
Joshua Mussman
Suzanne Kaiser
Richand Wayman Trustees $10 \%$

Black Hoof LLC. dba Sazerac (member) Owned $100 \%$ by NAC Holding Co. LLC<br>Managed by<br>Aric Mussman<br>Joshua Mussman<br>Suzanne Kaiser

SECTION 8 Club Applicants
EACH PERSON LISTED MUST SUBMII A COMPLETED QUESTIONNAIRE, AN "APPLICANT" TYPE RNGERPRINT CARD AND \$22 PROCESSING FEE FOR EACH CARD

1. Name of Club:
2. is Club non-profit? $\square$ Yes $\square$ No
3. List all controlling members (minimum of four (4) requested)

| Last | First | Middlie | Malling Address | Clty | State | 巩 Code |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

SECTION 9 Probate, Will Assignment or Divorce Decree of an exisfing Liquor License

1. Curtent Licensee's Name:
(Exactly as it appear on the license) Last Mist Midde
2. Assignee's Name: $\qquad$
last First Mildde
3. License Type: $\qquad$ License Number: $\qquad$

## ATTACH TO THIS APPLICATION A CERTIFIED COPY OF THE WILL, PROBATE DISTRIBUTION INSTRUMENT OR DIVORCE DECREE THAT SPECIFICALLY DISTRIBUTES THE LIQUOR LICENSETO THE ASSIGNEE.

SECTION 10 Government (for cilies, towns, or counties only)

1. Government Entity: $\qquad$
2. Person/Designee: $\qquad$

## A SEPARATE LICENSE MUST BE OBTAINED FOR EACH PREMISE FROM WHICH SPIRITUOUS LIQUOR IS SERVED.

SECTION 11 Location to Location Transfer. Series 6 Bar, Series 7 Beer \& Wine Series 9 Liquor Stores only)

1. Current Business:

Name: $\qquad$
Address: $\qquad$
(Exactly as H appears on llcense)
2. New Business:

Name: $\qquad$
Address: $\qquad$

1. License Type: $\qquad$ License Number: $\qquad$

## SECTION 12 Person to Person Transfer

Questions to be completed by Current Licensee (Bar and Liquor Stores Only- Series, 06, 07, and 09)

1. Individual Owner / Agent Name: $\qquad$ Entity (Individual, Agent. Etc.)
2. Ownership Name: $\qquad$
$\qquad$
(Exactly as appears on license)
3. Business Name: $\qquad$
4. Business Location Address: $\qquad$
5. License Type: $\qquad$ License Number
6. Current Mailing Address: $\qquad$ Lily State
7. Have all creditors, lien holders, interest holders, etc. been notified $\square$ Yes $\square$ No
8. Does the applicant intend to operate the business while thig/application is pending? $\square$ Yes $\square$ No If yes, complete Section 5 (Interim Permit) of this application: attach fee, and current license to this application.
9. I, (Pilot full Name) $\qquad$ hereby authorize the department to process this Application to transfer the privilege of the license to the applicght provided that all terms and conditions of sale are met. Based on the fulfilment of these conditions, I certify that the applicant now owns or will own the property rights of the license by the date of issue.
10. (PInt Full Name) $\qquad$ , declare that 1 am the CURRENT OWNER, MEMBER, PARTNER STOCKHOLDER or LICENSEE of the stated license. I have read the above Section 12 and confirm that all statements are true, correct, and complete.


SECTION 13 Proximity to Church or School Questions to be completed by all instate applicants．

A．R．S．§4－207．$(A)$ and $(B)$ state that no retailer＇s license shall be issued fer any premises which are at the time the license application is received by the director，within three hundred $(\not 00)$ horizontal feet of a church，within three hundred （300）horizontal feet of a public or private school building with kindergarten programs or grades one（1）through（12） or within three hundred（300）horizontal feet of a fenced recreational area adjacent to such school building．
The above paragraph DOES NOT apply to：
a）Restaurant license（ $\$ 4$－205．02）Series 12
b）Holel／motellicense（ $\$ 4-205.01$ ）Series 11
c）Microbrewery Series 3
d）Craft Distillery Series 18
1．Distance to nearest School： $\qquad$ 2640 ft （if less than one（IV mile note footage）

2．Distance to nearest Church： $\qquad$ 1056 ft
㳻 less than one（1）mile nate footage）
e）Government license（sc 4－205．03）Series 5
f）Fencedplayingareaofa golf course（§4－207（B）（5））
g）Wholesaler Series 4
h）farm Winery Series 13

Name of school：Rio Vista Elementary School
Address： 1351 E．Limberlost Pr．
Name of Church：St．Phillips
Address： 4440 N．Campbell Ave．

SECTION 14 Business Financial
1.1 am the：$\square$ Lessee Sub－lessee $\square$ Purchaser $\square$ Management Company
2．If the premise is leased give lessors：

3．Monthly Rent／Lease Rate：\＄ $\qquad$ 5000.00 $\qquad$


4．What is the remaining length of the lease？Yrs． $\qquad$ 7 Months $\qquad$ 0

5．What is the penalty if the lease is not fulfilled？$\$ 200,000.00$
6．Total money borrowed for the Business not including lease？\＄ $\qquad$ Please List Lenders／People you owe money to for business．

（Attach addllional sheet if necessary）
7．What type of business will this license be used for（be specific）？
$\qquad$
$\qquad$
8．Has a license or a transfer license for the premises on this application been denied by the state with in the past（1） year？$\square$ Yes No If yes，attach explanation．
9．Does any spirituous liquor manufacture，wholesaler，or employee hove an interest in your business？$\square$ Yes $\mathbb{X}$ No 10．Is the premises currently license with a liquor license？Yes $\square$ No
If yes，give license number and licensee＇s name：
$\qquad$ Individual Owner／Agent Name： $\qquad$ Sara A Fitzsimmons

## SECTION 15 Restaurant or hotel/motel license applicants

1. Is there an existing Restaurant or Hotel/Motel Liquor License at the proposed location e $\$$ V Yes $\square$ No
2. If the answer to Question 1 is YES, you may qualify for an Interim Permit to operate while your application is pending; consult A.R.S. § 4-203.01; and complete SECTION 5 of this application.
3. All Restaurant and Hotel/Motel applicants must complete a Restaurant Operation Plan form provided by the Department of Liquor Licenses and Control.
4. As stated in A.R.S. § 4-205.02. (H)(2), a Restaurant is an establishment which derives at least forty (40) percent of its gross revenue from the sale of food. Gross revenue is the revenue derived from sales of food and spirituous liquor on the licensed premises. By applying for this X Restaurant $\square$ Hotel/Motel, I certify that I understand that I must maintain a minimum of forty (40) percent food sales based on these definitions and have included the Restaurant Hotel/Motel Records Required for Audit form with this application.
(Appilcant's Signature)
5. I understand it is my responsibility to contact the Department of Liquor Licenses and Control to schedule an inspection when all tables and chairs are on site, kitchen equipment, and, if applicable, patio barriers are in place on the licensed premises. With the exception of the patio barriers, these items are not required to be properly installed for this inspection. Failure to schedule an inspection will delay issuance of the license. If you are not ready for your inspection 90 days after filing your application, please request an extension in writing; specify why the extension is necessary; and the new inspection date you are requesting.

(Applicant's InHflals)

## SECTION 16 Diagram of Premises

Check ALL boxes that apply to your business:

| 区. Entrances/Exits | $\boxed{\text { Liquor storage areas }}$ | Patio: | $\boxed{x}$ Contiguous |  |
| :--- | :--- | :--- | :--- | :--- |
| $\square$ | Walk-up windows | $\square$ | Drive-through windows |  |

1. Is your licensed premises currently closed due to construction, renovation or redesign? $\square$ Yes 【 $\mathbf{X}$ No If yes, what is your estimated completion date? $\qquad$ Month/Doy/Yedr
2. Restaurants and Hotel/Matel applicants are required to draw a detailed floor plan of the kitchen and dining areas including the locations of all kitchen equipment and dining furniture. Place for diagram is on section 16 number 6.
3. The diagram (a detailed floor plan) you provide is required to disclose only the areas) where spirituous liquor is to be sold, served, consumed, dispensed, possessed or stored on the premises unless it is a restaurant (see \# 3 above).
4. Provide the square footage or outside dimensions of the licensed premises. Please do not include non-licensed premises such as parking lots, living quarters, etc.
5. As staled in A.R.S. $\S 4-207.01$ (B), I understand it is my responsibility to notify the Department of Liquor Licenses and Control when there are changes to the boundaries, entrances, exits, added or deleted doors, windows, service windows or increase or decrease to the square footage after submitting this initial diagram.


## SECTION 16 Diagram of Premises - continued

6. On the diagram please show only the areas where spirituous liquor is to be sold, served, consumed, dispensed, possessed or stored. It must show all entrances, exits, interior walls, bars, hi-top tables, dining tables, dining chairs, dance floor, stage, game room, and the kitchen. DO NOT include parking lots, living quarters, etc. When completing diagram, North is up $\uparrow$.

If a legible copy of a rendering or drawing of your diagram of the premises is attached to this application, please write the words "DIAGRAM ATTACHED" in the box provided for the diagram on the application.

## DIAGRAM OF PREMISES




## NOTARY

I, (Print Full Name) Eric Kaiser Mussman , hereby declare that I am the Owner/Agent filing this application as stated in Section 4 \# 1. Leave read this application and verify all statements to be true, correct and complete. -


My commission expires on:


## A.R.S. § 41-1030. Invalidity of rules not made according to this chapter: prohibited agency action; prohibited acts by state employees; enforcement; notice

B. An agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state tribal gaming compact. A general grant of authority in statute does not constitute a basis for imposing a licensing requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorizes the requirement or condition.
D. THIS SECTION MAY BE ENFORCED IN A PRIVATE CIVIL ACTION AND RELIEF MAY BE AWARDED AGAINST THE STATE. the COURT may award reasonable attorney fees, damages and all fees associated with the license APPLICATION TO A PARTY THAT PREVAILS IN AN ACTION AGAINST THE STATE FOR A VIOLATION OF THIS SECTION.
e. a state employee may not intentionally or knowingly violate this section. a violation of this SECTION IS CAUSE FOR DISCIPLINARY ACTION OR DISMISSAL PURSUANT TO THE AGENCY'S ADOPTED PERSONNEL. POLICY.
F. THIS SECTION DOES NOT ABROGATE THE IMMUNITY PROVIDED BY SECTION 12-820.01 OR 12-820.02.


## Arizona Department of Liquor Licenses and Control 800 W Washington 5th Floor

Phoenix, AZ, 85007-2934
www.azllquor.gov (602) 542-5141

RESTAURANT OPERATION PLAN
LC USE ONLY LICENSE \# 17104478

1. Name of restaurant (Please print): Sazerac
2. List by Make, Model, and Capacity of your: (l lou attached a legible copy of your equipment list, only provide the following items:)

| Grill | $24^{\prime \prime}$ American Range Grill |
| :--- | :--- |
| Oven | $248^{\prime \prime}$ Vulcan Ovens Die 6 burner One flat |
| Freezer | 2 Door reach in True freezer |
| Refrigerator | Kold walk in cooler |
| Sink | 3 compartment, handsinks, prep and Dish |
| Dish Washing Facilities | One under counter bar, one full rack Kitchen |
| Food Preparation Counter <br> (Dimensions) | 2 eight tables, one six foot |
| Other |  |

3. Attach a copy of your full menu including prices
(examples: Breakfast, Lunch, Dinner, and Nonalcoholic beverages).
4. List the seating capacity for: 95
a. Restaurant dining area of your premises:
(Do not include patio sealing)
b. Bar area of your premises:
c. Total dining and bar seating capacity of your premises:
181
$1+9$
+9
5. What Type of dinnerware and utensils are utilized within your restaurant?
$\square$ Reusable
$\square$ Disposable
B Both
6. Does your restaurant have a bar area that is distinct and separate from the dining area? $X$ YES $\square$ 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.) $\qquad$ $\%$

8．Does your restaurant contain any games，televisions，or any other entertainment？$⿴ 囗 \square$ YES $\square$ No （If yes，specify what types and how many（examples：4－TV＇s，2－Pool Tables，1－Video Game，etc．）
3 televisions
One projector + Screen
$\qquad$
$\qquad$
$\qquad$

9．Do you have live entertainment or dancing？区 YE
（If yes，what type and how often（example：DJ－ $2 \times$ a week，Karaoke－ $2 \times$ a month，Live Band－ x a month， etc．）
Live band $4 \times a$ month
$\qquad$
$\qquad$
$\qquad$

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

| Position | How many |
| :--- | :--- |
| Cooks | 8 |
| Bartenders | 4 |
| Hostesses | 3 |
| Managers | 3 |
| Servers | 9 |
| Other（ Dish | 3 |
| Other（ | 3 |
| Other（ |  |

$\frac{\text { Joshua Mussmar }}{\text {（finintull nome）}}$ 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．



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

## RECORDS REQUIRED FOR AUDIT <br> 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 cudit, 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 Joumals/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
6) Daily Bank Deposit Slips
7) 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 lo 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)
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 ( $40 \%$ ) af its gross revenue from the sale of food 2."Gross revenue" means the revenue derived from all sales of food and spintuous 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.
2. (Print full Nome) Joshua Mussmam

My commission expires on:

 have read and understand all aspects of this statement

State of
 County of


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

