



## New Hampshire Liquor Commission

50 Storrs Street,  
Concord, N.H. 03301  
(603) 230-7015

Joseph W. Mollica  
Chairman

Nicole Brassard Jordan  
Deputy Commissioner

Christopher T. Sununu  
Governor

January 14, 2022

***VIA ELECTRONIC MAIL***

Office of Legislative Services  
25 Capitol Street  
State House Annex, Room 219  
Concord, NH 03301

**ATTENTION: MICHAEL A. MORRELL, ESQ.**

***RE: Notice for Expedited Revisions to Agency Forms***

Dear Attorney Morrell:

Attached please find our Notice for Expedited Revisions to Agency Forms. We also attach the form we are amending showing the annotations of the changes therein, in word format.

Please let me know if there is anything further you require in this regard.

Very truly yours,

A handwritten signature in blue ink that reads "Janet M. Donnelly".

Janet M. Donnelly  
NHLC Paralegal II

/jmd  
Enc.

**NOTICE FOR EXPEDITED REVISIONS TO AGENCY FORMS**

Proposed Expedited Revision Number                    **2022-1**                    Form Number    **LTW-05**

1. Agency Name & Address:

**New Hampshire Liquor Commission  
50 Storrs Street  
Concord, NH 03302**

2. RSA Authority:

**RSA 176:14, VII**

3. Federal Authority:

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4. Short Title: **License Type Worksheet Sports Recreation Facility**

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5. Explanation of the reason for the proposed readoption with amendment of the form:

**RSA 175:1 LXIV-c defines "sports recreation facility" as "a facility that is primarily established for general sports, fitness, and recreation services. Recreation facilities include the following types: alpine slide facility, bowling facility, golf facility, racquet sports facility, ski facility, billiards/pool hall, or any similar recreation facility approved by the commission in rules."**

**The Liquor Commission uses Form LTW-05 in conjunction with its review of sports recreation facility license applications. That form provides for many specific sports/recreation facilities, however, it does not contain a general category for sports/recreation facilities that do not fall into one of the above-referenced specific enumerated classifications. Because it is unduly burdensome for the Liquor Commission to specifically delineate all possible forms of sports recreation facilities on form LTW-05, the Commission proposes the amended form, which creates the "general sports, fitness, and recreation services facility" section.**

6. Contact person for copies and questions about the proposed form:

Name:            **Janet Donnelly**

Title:            **Paralegal**

**Stephen J. Judge**

**Business Relations Admr.**

Address:        **New Hampshire Liquor Commission  
50 Storrs Street  
Concord, NH 03301**

Phone #:        **603-230-7048 & 603-230-7098**

Fax#:            **603-271-1107**

E-mail:         [Janet.Donnelly@liquor.nh.gov](mailto:Janet.Donnelly@liquor.nh.gov)

[Stephen.J.Judge@liquor.nh.gov](mailto:Stephen.J.Judge@liquor.nh.gov)

7. Deadline for submission of materials in writing or in the electronic format specified: **February 8, 2022**

Fax

E-mail

Other format (specify):



CONSENT

NEW HAMPSHIRE LIQUOR COMMISSION
Please submit form to:
NHLC, 50 Storrs Street, Concord, NH 03301
603-271-3521
License & Fee required before operating

FOR NHLC USE ONLY

Table with license details: License Type: Sports Recreation Facility, RSA: 178:22, I-IV & V(v), Liq Rule: 705.33, From, To, License Fee.

LICENSE TYPE WORKSHEET
SPORTS RECREATION FACILITY

Business Name Trade Name
Name of Primary Contact for Applicant

THE FOLLOWING DOCUMENTS ARE REQUIRED TO BE SUBMITTED PRIOR TO A LICENSE BEING ISSUED:

- 1. WARRANTY DEED OR LEASE AGREEMENT
2. TOWN OR CITY APPROVAL
3. PERMIT OF ASSEMBLY
4. HEALTH/FOOD SERVICE LICENSE (IF APPLICABLE)
5. DIAGRAM - DESCRIPTION OF AREA INTENDED TO BE UTILIZED FOR THE SALE AND/OR SERVICE OF BEVERAGES, WINE, LIQUOR, AND/OR TOBACCO PRODUCTS

PLEASE PROVIDE THE FOLLOWING INFORMATION:

- 1. The seating capacity of the cocktail lounge is
2. The applicant is the owner designee of the sports recreation facility. The owner's name and address if other than applicant is:
3. The number of outside patios is. The total number of outside seat is.
4. Attach a business plan of operations which shall detail the type of sports/recreation provided by the applicant and the physical facility in which their operations are carried out.

ACKNOWLEDGEMENTS (initial after each)

- 1. Acknowledge that toilet facilities are available for the use of the patrons that meet the provisions of RSA 143-A. (initial)
2. Acknowledge that the facility is a securable premise in a building open to the public that is defined by RSA 175:1, LV-a. (initial) Edit: "that"
2. Acknowledge that applicant has a separate securable room in the same facility to house the cocktail lounge. (initial)
3. Acknowledge that only alcohol sold by the applicant shall be allowed on the premises. (initial)
4. Acknowledge that no person under 18 years of age shall be allowed on the licensed premise except when accompanied by a parent or guardian. (initial)

5. Applicant maintains a sports recreation facility of one of the following types that meet the legal requirements of RSA175:1 for that type facility:

**Alpine Slide:**

1. The facility is equipped with \_\_\_\_\_ permanent slide(s).
2. There are \_\_\_\_\_ passenger tramway device(s) as described in RSA 225-A:2, I(a) through I(e).
3. Applicant acknowledges recreational facility shall be open to the general public.  (initial)

**Billiard/Pool Hall:**

1. There are \_\_\_\_\_ non-coin operated, regulation size, pocket billiard, billiard, snooker, or pool tables available to the public at all times the facility is open.
2. Acknowledge that applicant shall maintain least 12 non-coin operated, regulation size, pocket billiard, billiard, snooker, or pool tables available to the public at all times the facility is open.  (initial)

**Bowling facility:**

Edit: Delete

1. There are \_\_\_\_\_ alleys ~~are~~ in operation.
2. Acknowledge that applicant shall maintain 6 or more lanes in operation at all times.  (initial)

**Golf facility with/without mobile facility cart**

1. There are \_\_\_\_\_ golf holes in operation on the applicant's course.
2. Acknowledge that the course averages at least 1000 yards per 9 holes.  (initial)
3. Acknowledge that this is a commercially operated facility.  (initial)
4. The facility is  publicly  privately owned.
5. Acknowledge that the applicant has an approved mobile facility cart.  (initial)

**Racquet Sports Facility**

1. Acknowledge there is at least one regulation size tennis or racquet courts links available for patrons to use kept in proper condition.  (initial)
2. Acknowledge that if this is a curling facility, there are a minimum of two (2) regulation curling links are kept in proper condition.  (initial)

**Ski Facility-Cross Country**

1. \_\_\_\_\_ kilometers of cross-country ski trails are maintained for skiing.

**Ski facility-downhill**

1. Acknowledge the downhill ski area is equipped with at least one passenger tramway device(s) as defined by RSA 222:A-2 that meets the requirements of RSA 175:1,LXIV.
2. Acknowledge applicant has properly maintained slopes and a minimum vertical drop of 500 skiable feet.  (initial)
3. Applicant acknowledges the facility has a permanent structure for use by the public.  (initial)

**General sports, fitness, and recreation services facility**

1. Acknowledge that the facility provides physical activities that are performed for the enjoyment, pleasure and amusement of individuals and activities involving physical exertion and or skill in which an individual or team competes against another or others for entertainment or physical exercise.  (initial)
2. Acknowledge that this is a commercially operated facility.  (initial)
3. The facility is  publicly  privately owned.

By initialing this statement, I, \_\_\_\_\_ certify that I will retain, maintain, and keep readily available all supporting documentation as required per this license worksheet. If requested, I agree to provide such documentation to any member of the NHLC.  (initial)

I declare under RSA 641:3, that I am authorized to sign on behalf of the business entity applying for a license, that I have examined all of the information provided on or with this application, and that the information is true, correct, and complete to the best of my knowledge and belief.

X \_\_\_\_\_  
Applicant Signature Date Title



**NEW HAMPSHIRE LIQUOR COMMISSION**  
**Form LTW-05 General Instructions**  
 Please submit form to NHLC, 50 Storrs Street, Concord, NH 03301  
 603-271-3521

**WHO MUST FILE**

Individuals, partnerships, limited liability companies and partnerships, or corporations but not to unincorporated associations, to apply for the manufacture, warehousing, sale, offer for sale, or solicitation of orders for sale of liquor or beverages and for retail sales of tobacco products within the state, subject to the limitations and restrictions imposed by RSA 178:2.

**WHEN TO FILE**

Before operating

**WHERE TO FILE**

- NHLC, 50 Storrs Street, Concord, NH 03301
- Email [Licensing@liquor.nh.gov](mailto:Licensing@liquor.nh.gov)

**NEED HELP**

- If you have any questions, please contact [Enforcement Licenses Help Desk@liquor.nh.gov](mailto:Enforcement_Licenses_Help_Desk@liquor.nh.gov) (or) Call (603) 271-3521 between 8:00am – 4:30pm, Monday through Friday.

**WHAT IS THE FEE**

The annual Sports Recreation Facility license fee is \$1,200 pursuant to RSA 178:29, I.

See the following RSA for any fee updates:

<http://www.gencourt.state.nh.us/rsa/html/XIII/178/178-29.htm>

**Incomplete license type requirement form will be returned to the applicant and will result in a delay in issuance of a license. Some common omissions/errors include:**

- The application for license is not attached. (This does not apply for renewals.)
- Check missing or not filled-out completely or signed.
- License type requirement form is not properly complete or unsigned.

**RSA 175:1, LXIV-c Definition:**

"Sports recreation facility" means a facility that is primarily established for general sports, fitness, and recreation services. Recreation facilities include the following types: alpine slide facility, bowling facility, golf facility, racquet sports facility, ski facility, billiards/pool hall, or any similar recreation facility approved by the commission in rules.

<http://www.gencourt.state.nh.us/rsa/html/XIII/175/175-1.htm>

To ensure that you qualify for the type of license that you want, see the following RSA:

**RSA 178:22, I-IV & RSA 178:22, V(v) On-Premises Cocktail Lounge Licenses**

<http://www.gencourt.state.nh.us/rsa/html/XIII/178/178-22.htm>