

AMUSEMENT LICENSING  
City of Wheat Ridge  
Office of the City Clerk

The following provides a very brief overview of Amusement Licensure regulations from the Wheat Ridge City Code. For the complete set of regulations, consult City Code Chapter 11, Article IV.

The Licensing Fee for Amusement Devices is \$60 per machine per year. Licenses are granted by the City Clerk and must be renewed each year.

Amusement Arcades (establishments with more than 10 machines) must not be within 1000 feet of any school or other arcade. Owners/applicants for licensure of Amusement Centers (those with more than 3 but less than 11 machines) and Amusement Arcades are required to clear a police background check and not have been convicted of a felony within 10 years, and must be at least 18 years of age.

Definition:

*Amusement devices* means any device which, upon insertion of a coin, slug, token, plate or disc, or payment of a consideration directly therein, may be used by the public as a game, entertainment, amusement, a test of skill either mental or physical, whether or not registering a score, and shall include, but not be limited to, pool tables, snooker tables, foosball tables, electronic games, coin-operated movies and pinball machines of every kind and description, but shall not include radios, devices that provide music only, television carrying commercial broadcasts only, devices for bowling such as bowling lanes, non-coin-operated pool and billiard tables, or fixed-stand, coin-operated kiddie rides.

## **Amusement Licensing Procedures**

### Amusement Establishment (1-3 machines):

- Complete City of Wheat Ridge Amusement Establishment Application
- Pay annual licensing fee of \$60 per machine

### Amusement Center (4-10 machines):

- Complete City of Wheat Ridge Amusement Center Application
- Complete Individual History Record for all management personnel
- Pay annual licensing fee of \$60 per machine

### Amusement Arcade (11 or more machines):

- Complete City of Wheat Ridge Amusement Arcade Application
- Complete Individual History Record for all management personnel. NOTE: If a business already has a valid liquor license, this step DOES NOT apply.
- All management personnel must be fingerprinted by the Wheat Ridge Police Department. A separate fee of \$10 per applicant is paid to the Wheat Ridge Police Department. NOTE: If a business already has a valid liquor license, this step DOES NOT apply.
- Pay non-refundable application fee of \$50
- Pay annual licensing fee of \$60 per machine

## Individual History Record

To be completed by the following persons, as applicable: sole proprietors; general partners regardless of percentage ownership, and limited partners owning 10% or more of the partnership; all principal officers of a corporation, all directors of a corporation, and any stockholder of a corporation owning 10% or more of the outstanding stock; managing members or officers of a limited liability company, and members owning 10% or more of the company; and any intended registered manager of Hotel and Restaurant, Tavern and Lodging and Entertainment class of retail license

<b>Notice:</b> This individual history record requires information that is necessary for the licensing investigation or inquiry. All questions must be answered in their entirety or the license application may be delayed or denied. If a question is not applicable, please indicate so by "N/A". <b>Any deliberate misrepresentation or material omission may jeopardize the license application.</b> (Please attach a separate sheet if necessary to enable you to answer questions completely)				
1. Name of Business		Home Phone Number	Cellular Number	
2. Your Full Name (last, first, middle)		3. List any other names you have used		
4. Mailing address (if different from residence)		Email Address		
5. List current residence address. Include any previous addresses within the last <b>five</b> years. (Attach separate sheet if necessary)				
<b>Street and Number</b>		<b>City, State, Zip</b>		<b>From</b>
<b>To</b>				
Current				
Previous				
6. List all employment within the last <b>five</b> years. Include any self-employment. (Attach separate sheet if necessary)				
<b>Name of Employer or Business</b>		<b>Address (Street, Number, City, State, Zip)</b>		<b>Position Held</b>
<b>From</b>		<b>To</b>		
7. List the name(s) of relatives working in or holding a financial interest in the Colorado alcohol beverage industry.				
<b>Name of Relative</b>		<b>Relationship to You</b>		<b>Position Held</b>
<b>Name of Licensee</b>				
8. Have you ever applied for, held, or had an interest in a Colorado Liquor or Beer License, or loaned money, furniture, fixtures, equipment or inventory to any licensee? (If yes, answer in detail.) <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>				
9. Have you ever received a violation notice, suspension, or revocation for a liquor law violation, or have you applied for or been denied a liquor or beer license anywhere in the United States? (If yes, explain in detail.) <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>				

10. Have you ever been convicted of a crime or received a suspended sentence, deferred sentence, or forfeited bail for any offense in criminal or military court or do you have any charges pending? (If yes, explain in detail.)  Yes  No

11. Are you currently under probation (supervised or unsupervised), parole, or completing the requirements of a deferred sentence? (If yes, explain in detail.)  Yes  No

12. Have you ever had any professional license suspended, revoked, or denied? (If yes, explain in detail.)  Yes  No

**Personal and Financial Information**

Unless otherwise provided by law, the personal information required in question #13 will be treated as confidential. The personal information required in question #13 is solely for identification purposes.

13a. Date of Birth      b. Social Security Number      c. Place of Birth      d. U.S. Citizen  Yes  No

e. If Naturalized, state where      f. When      g. Name of District Court

h. Naturalization Certificate Number      i. Date of Certification      j. If an Alien, Give Alien's Registration Card Number      k. Permanent Residence Card Number

l. Height      m. Weight      n. Hair Color      o. Eye Color      p. Gender      q. Race      r. Do you have a current Driver's License/ID? If so, give number and state.  Yes  No # \_\_\_\_\_ State \_\_\_\_\_

14. Financial Information.

a. Total purchase price or investment being made by the applying entity, corporation, partnership, limited liability company, other. \$ \_\_\_\_\_

b. List the total amount of the **personal** investment, made by the person listed on question #2, in this business including any notes, loans, cash, services or equipment, operating capital, stock purchases or fees paid. \$ \_\_\_\_\_

\* If corporate investment only please skip to and complete section (d)

\*\* Section b should reflect the total of sections c and e

c. Provide details of the personal investment described in 14b. You must account for all of the sources of this investment. (Attach a separate sheet if needed)

Type: Cash, Services or Equipment	Account Type	Bank Name	Amount

d. Provide details of the corporate investment described in 14 (a). You must account for all of the sources of this investment. (Attach a separate sheet if needed)

Type: Cash, Services or Equipment	Loans	Account Type	Bank Name	Amount

e. Loan Information (Attach copies of all notes or loans)

Name of Lender	Address	Term	Security	Amount

**Oath of Applicant**

I declare under penalty of perjury that this application and all attachments are true, correct, and complete to the best of my knowledge.

Authorized Signature      Print Signature      Title      Date

## Individual History Record

To be completed by the following persons, as applicable: sole proprietors; general partners regardless of percentage ownership, and limited partners owning 10% or more of the partnership; all principal officers of a corporation, all directors of a corporation, and any stockholder of a corporation owning 10% or more of the outstanding stock; managing members or officers of a limited liability company, and members owning 10% or more of the company; and any intended registered manager of Hotel and Restaurant, Tavern and Lodging and Entertainment class of retail license

**Notice:** This individual history record requires information that is necessary for the licensing investigation or inquiry. All questions must be answered in their entirety or the license application may be delayed or denied. If a question is not applicable, please indicate so by "N/A". **Any deliberate misrepresentation or material omission may jeopardize the license application.** (Please attach a separate sheet if necessary to enable you to answer questions completely)

1. Name of Business		Home Phone Number	Cellular Number	
2. Your Full Name (last, first, middle)		3. List any other names you have used		
4. Mailing address (if different from residence)		Email Address		
5. List current residence address. Include any previous addresses within the last <b>five</b> years. (Attach separate sheet if necessary)				
<b>Street and Number</b>		<b>City, State, Zip</b>		<b>From</b>
<b>To</b>				
Current				
Previous				
6. List all employment within the last <b>five</b> years. Include any self-employment. (Attach separate sheet if necessary)				
<b>Name of Employer or Business</b>		<b>Address (Street, Number, City, State, Zip)</b>		<b>Position Held</b>
<b>From</b>		<b>To</b>		
7. List the name(s) of relatives working in or holding a financial interest in the Colorado alcohol beverage industry.				
<b>Name of Relative</b>		<b>Relationship to You</b>		<b>Position Held</b>
<b>Name of Licensee</b>				
8. Have you ever applied for, held, or had an interest in a Colorado Liquor or Beer License, or loaned money, furniture, fixtures, equipment or inventory to any licensee? (If yes, answer in detail.) <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>				
9. Have you ever received a violation notice, suspension, or revocation for a liquor law violation, or have you applied for or been denied a liquor or beer license anywhere in the United States? (If yes, explain in detail.) <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>				

10. Have you ever been convicted of a crime or received a suspended sentence, deferred sentence, or forfeited bail for any offense in criminal or military court or do you have any charges pending? (If yes, explain in detail.)  Yes  No

11. Are you currently under probation (supervised or unsupervised), parole, or completing the requirements of a deferred sentence? (If yes, explain in detail.)  Yes  No

12. Have you ever had any professional license suspended, revoked, or denied? (If yes, explain in detail.)  Yes  No

**Personal and Financial Information**

Unless otherwise provided by law, the personal information required in question #13 will be treated as confidential. The personal information required in question #13 is solely for identification purposes.

13a. Date of Birth      b. Social Security Number      c. Place of Birth      d. U.S. Citizen  Yes  No

e. If Naturalized, state where      f. When      g. Name of District Court

h. Naturalization Certificate Number      i. Date of Certification      j. If an Alien, Give Alien's Registration Card Number      k. Permanent Residence Card Number

l. Height      m. Weight      n. Hair Color      o. Eye Color      p. Gender      q. Race      r. Do you have a current Driver's License/ID? If so, give number and state.  Yes  No # \_\_\_\_\_ State \_\_\_\_\_

14. Financial Information.

a. Total purchase price or investment being made by the applying entity, corporation, partnership, limited liability company, other. \$ \_\_\_\_\_

b. List the total amount of the **personal** investment, made by the person listed on question #2, in this business including any notes, loans, cash, services or equipment, operating capital, stock purchases or fees paid. \$ \_\_\_\_\_

\* If corporate investment only please skip to and complete section (d)

\*\* Section b should reflect the total of sections c and e

c. Provide details of the personal investment described in 14b. You must account for all of the sources of this investment. (Attach a separate sheet if needed)

Type: Cash, Services or Equipment	Account Type	Bank Name	Amount

d. Provide details of the corporate investment described in 14 (a). You must account for all of the sources of this investment. (Attach a separate sheet if needed)

Type: Cash, Services or Equipment	Loans	Account Type	Bank Name	Amount

e. Loan Information (Attach copies of all notes or loans)

Name of Lender	Address	Term	Security	Amount

**Oath of Applicant**

I declare under penalty of perjury that this application and all attachments are true, correct, and complete to the best of my knowledge.

Authorized Signature      Print Signature      Title      Date



City of Wheat Ridge Municipal Building 7500 W. 29<sup>th</sup> Ave. Wheat Ridge, CO 80033-8001 P: 303.235.2816 F: 303.234.5924

**CITY OF WHEAT RIDGE**  
**AMUSEMENT ARCADE APPLICATION**

Application Date: \_\_\_\_\_

Name of Establishment: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No. \_\_\_\_\_

Owner: \_\_\_\_\_ D.O.B. \_\_\_\_\_

Manager: \_\_\_\_\_ D.O.B. \_\_\_\_\_

Has owner or manager ever been convicted of a felony? If so, explain:

\_\_\_\_\_  
\_\_\_\_\_

Machines Leased From: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

List of Machines:

1. \_\_\_\_\_ S/N \_\_\_\_\_

2. \_\_\_\_\_ S/N \_\_\_\_\_

3. \_\_\_\_\_ S/N \_\_\_\_\_

4. \_\_\_\_\_ S/N \_\_\_\_\_

5. \_\_\_\_\_ S/N \_\_\_\_\_

6. \_\_\_\_\_ S/N \_\_\_\_\_

7. \_\_\_\_\_ S/N \_\_\_\_\_

8. \_\_\_\_\_ S/N \_\_\_\_\_
9. \_\_\_\_\_ S/N \_\_\_\_\_
10. \_\_\_\_\_ S/N \_\_\_\_\_
11. \_\_\_\_\_ S/N \_\_\_\_\_
12. \_\_\_\_\_ S/N \_\_\_\_\_
13. \_\_\_\_\_ S/N \_\_\_\_\_
14. \_\_\_\_\_ S/N \_\_\_\_\_
15. \_\_\_\_\_ S/N \_\_\_\_\_
16. \_\_\_\_\_ S/N \_\_\_\_\_
17. \_\_\_\_\_ S/N \_\_\_\_\_
18. \_\_\_\_\_ S/N \_\_\_\_\_
20. \_\_\_\_\_ S/N \_\_\_\_\_

Use separate sheet if more space is required for.

If this is a Partnership, Association, Corporation, LLC; please list  
all Officers, Members and Partners including limited partners.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_



**APPLICANT AFFIDAVIT:**

I hereby certify that I have read and understand the provision of Sections 11-101 through 11-123 of the Code of Laws of the City of Wheat Ridge. The facts contained within the foregoing application are true and correct. I understand that any falsification or misrepresentation of this application may result in a rejection of this application or revocation of the license, if issued. I further certify that if applying for an Amusement Arcade, that it is NOT located within 500 ft. of any Public or Parochial school property or within 1000 ft. of any other Arcade.

Owner or Manager

---

The licensing fee for amusement machines is \$60.00 per machine per year. Your license has to be annually renewed every year. Please send renewal application and fees to:

**City of Wheat Ridge  
City Clerk's Office 7500  
West 29<sup>th</sup> Avenue  
Wheat Ridge CO 80033**