



# Temporary Class "B" / "Class B" Retailer's License Application

CITY OF EVANSVILLE CLERK'S OFFICE

31 S. Madison St, PO Box 529, Evansville, WI 53536

Application Fee: \$10.00 per Licensed Premise

APPLICATION FEE WILL NOT BE REFUNDED IF DENIED OR WITHDRAWN

Number of Licensed Premise(s): \_\_\_\_\_ x \$10.00 = \$ \_\_\_\_\_ Total Due

License Type: (Check one)

Beer Only

Wine Only

Event Name:

Event Date:

Event Time:

Name of Person in Charge of Event:

### Organization

Bona fide Club

Church

Lodge/Society

Chamber of Commerce/ similar  
Civic or Trade Organization

Fair Assoc/Agricultural Society

Veteran's Organization

Organization Name:

Address:

Date Organized:

If Corporation, Date of Incorporation:

If organization is not required to hold a Wisconsin Seller's Permit Pursuant to SS 77.54(7m), Wis. Stats., Check here

### Names and addresses of all Organization Officers:

**President/Primary Officer:**

Name

Address

City/State/Zip

**Vice President:**

Name

Address

City/State/Zip

**Secretary:**

Name

Address

City/State/Zip

**Treasurer:**

Name

Address

City/State/Zip

**Location of Premises where Beer and/or Wine will be served, consumed, or stored and areas where Alcohol Beverage Records will be stored:**

Address/Location Description:

Do premises occupy all or part of building?

If part of building, fully describe all premises covered under this application, which floor(s) & room(s) licenses is to cover:

**Declaration:** An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

\_\_\_\_\_  
(Officer Signature/Date)

\_\_\_\_\_  
(Name of Organization)

## Additional Information

**May be Granted and Issued only to** (secs. 125.26(6), and 125.51(10), Wis. Stats.):

- (1) Bona fide clubs.
- (2) State, county, or local fair associations, or agricultural societies.
- (3) Churches, lodges, or societies that have been in existence for at least 6 months prior to the date of application.
- (4) Posts of veterans organizations.
- (5) Chambers of commerce or similar civic or trade organizations organized under ch. 181, Wis. Stats.

### **Application:**

- (1) Filing: In writing, for each event, on Form AT-315.
- (2) The local licensing authority may act on application or authorize an official or body of the municipality to issue the license. (secs. 125.26(1) and 125.51(10), Wis. Stats.)
- (3) The written application shall be filed with the clerk of the municipality in which premises are located:

#### **Class "B" (Beer):**

- a. The governing body shall establish any waiting period before granting of a license for events lasting less than 4 days (sec. 125.04(3)(f), Wis. Stats.)
- b. At least 15 days prior to the granting of the license for events lasting 4 or more days.

#### **"Class B" (Wine):**

The application shall be filed with the clerk of the local municipality in which the event will be held at least 15 days prior to the granting of the license.

- (4) Seller's Permit: (sec. 77.54 (7m), Wis. Stats.), provides an exemption from Wisconsin sales and use taxes relating to certain sales by a nonprofit organization. Check the box if your organization qualifies for the exemption and therefore is not required to hold a seller's permit.
- (5) Publication: Not required. (sec. 125.04(3)(g), Wis. Stats.)

**Fee:** Determined by the municipality, but may not exceed \$10. (Exception: No additional fee may be charged if organization is applying for both a Temporary Class "B" and a Temporary "Class B" license for the same event.) (secs. 125.26(6) and 125.51(10), Wis. Stats.)

**Duration:** The day, or consecutive days, that the specified event is in progress. A municipality may issue up to 20 licenses to the same licensee for a single event, if each license is issued for the same date and time. (sec. 125.51(10)(b), Wis. Stats.)

### **Restrictions:**

- (1) License may not be issued to individuals. (secs. 125.02 (14), 125.26(6), 125.51(10), Wis. Stats.)
- (2) Licenses to organizations, other than ex-servicemen's organizations, can be issued only for a picnic or similar gathering. (secs. 125.26(6) and 125.51(10), Wis. Stats.)
- (3) License may cover either a specified area or the entire picnic grounds. (secs. 125.26(6) and 125.51(10), Wis. Stats.)
- (4) License issued to a county or district fair must cover the entire fairgrounds (secs. 125.26(6) and 125.51(10), Wis. Stats.)
- (5) No license to clubs having any indebtedness to any wholesaler for more than 15 days for beer (sec. 125.33(7), Wis. Stats.) and 30 days for wine (s. 125.69(4)(b), Wis. Stats.)
- (6) Licensed operator(s) must be present at all times (secs. 125.17, 125.26(6), 125.32(2) - Beer; 125.17, 125.51(10), 125.68(2) - Wine; Wis. Stats.)
- (7) The licensed club, club members, or any other persons are not permitted to possess intoxicating liquor on licensed premises on the Temporary Class "B"/"Class B" licensed picnic area. (sec. 125.32(6), Wis. Stats.)
- (8) Not more than (2) wine licenses may be issued to any club, county or local fair association, agricultural association, church, lodge, society, chamber of commerce or similar civic or trade organization or veterans' post in any 12 month period. A municipality may issue up to 20 wine licenses to the same licensee if: 1) each license is issued for the same date and times, 2) the licensee is the sponsor of an event held at multiple locations within the municipality on this date and at these times, 3) an admission fee is charged for participation in the event and no additional fee is charged for service of alcohol beverages at the event, and 4) within the immediately preceding 12-month period, the municipality has issued these multiple licenses for fewer than 2 events. In addition, each event for which multiple licenses are issued shall count as one license toward the 2-license limit. (sec. 125.51(10), Wis. Stats.)
- (9) Licensed organizations must purchase their alcohol beverages only from permitted Wisconsin wholesalers, breweries and brewpubs. (secs. 125.33(6), and 125.69(6), Wis. Stats.)



# Temporary Class "B" / "Class B" Retailer's License

## AFFIRMATION OF UNDERSTANDING FOR EVENT MANAGER

CITY OF EVANSVILLE CLERK'S OFFICE

31 S. Madison St, PO Box 529, Evansville, WI 53536

EVENT DATE:

EVENT TIME:

NAME:

DATE OF BIRTH:

ADDRESS:

EMAIL:

PHONE:

Chapter 6 of the Evansville Code and the WI Publication 309 (Retail Alcohol Beverage Licensing Information) specifies all the laws and requirements which you are governed by and with which you are responsible for knowing and must comply with. The City Clerk's Office will provide you a copy of this ordinance and the State publication if you desire a copy. This application must be fully completed, and submitted to the City Clerk's Office at 31 S Madison St, Evansville WI 53536, with the required fees.

### ATTESTATION AND ACKNOWLEDGEMENT OF RESPONSIBLE PARTY

I, the undersigned being duly sworn on oath, affirm that within the last two (2) years have been/or completed one of the following:

- Successfully completed a responsible Alcohol Servers course
- Held a Wisconsin Operator's License for the City of Evansville
- An Alcohol Agent for a Retail Alcohol License
- The Sole Proprietor of Retail Alcohol License.

I acknowledge I am the responsible party for this event and I agree to obey all the laws which regulate the activities planned for said event. I further acknowledge that I am familiar with or have asked for copies of such laws.

\_\_\_\_\_  
Signature of Manager/Person in Charge of event

\_\_\_\_\_  
Date

### FOR MUNICIPALITY USE ONLY BELOW THIS LINE

#### Police Chief Recommendation and Comments:

Recommend \_\_\_\_\_ Non-Recommend \_\_\_\_\_ Recommend with conditions \_\_\_\_\_

\_\_\_\_\_  
Police Chief's Signature

\_\_\_\_\_  
Date

Date Filed with Clerk:

Date License Issued:

Public Safety:

Clerk's Signature:

Notes & Receipt Information:

## Additional Licensee Information

*If additional room is needed for more businesses please attach additional pages.*

Business Name:	Description of Premises:
Business Address:	
Business Owner:	Signature:
Business Name:	Description of Premises:
Business Address:	
Business Owner:	Signature:
Business Name:	Description of Premises:
Business Address:	
Business Owner:	Signature:
Business Name:	Description of Premises:
Business Address:	
Business Owner:	Signature:
Business Name:	Description of Premises:
Business Address:	
Business Owner:	Signature:
Business Name:	Description of Premises:
Business Address:	
Business Owner:	Signature:
Business Name:	Description of Premises:
Business Address:	
Business Owner:	Signature:
Business Name:	Description of Premises:
Business Address:	
Business Owner:	Signature: