



# Temporary Extension of Premise & Sidewalk Café Application

CITY OF EVANSVILLE CITY CLERK'S OFFICE

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

*(Application must be submitted at least 15 days prior to Public Safety meeting)*

**DEFINITION:** The granting of a temporary extension of a Class “B” or “C” premises for special events shall authorize the licensee to sell or serve intoxicating liquors, wine or fermented malt beverages during the period of time and in the area described in the application. Such authority, however, shall be contingent upon the licensee also obtaining any and all other special privileges or permits required.

**APPLICATION:** Submit completed application, floor plan and fee to the office of the City Clerk.

**FEE:** \$50 for applications filed on or before the filing deadline; Fee must be submitted at the same time the application is filed. Make checks payable to: *City of Evansville*. Credit cards are accepted in-person; cash is accepted from applicants filing in person only.

**APPROVAL PROCESS:** Request for Temporary Extensions are granted or denied by the Common Council, after first receiving a recommendation from the Licenses Committee. If the recommendation from the License Committee is for denial of the request, then the decision to deny the request maybe appealed to the Common Council in writing to the City Clerk a request to appeal the decision within 30 days of the initial decision. Regular meetings of the Licenses Committee are generally scheduled for the first Wednesday of the month.

**CONTROL OF PERMISES REQUIRED:** The area(s), which the licensee wishes to include in any temporary extension, must be under the control of the licensee. The licensee must own or lease the area(s), the area(s) must be contiguous (in direct contact) with the licensed premises.

**USE OF SINGLE SERVE CUPS REQUIRED:** The licensee granted a temporary extension of licensed premises for special events shall not sell any alcohol or nonalcoholic beverages for consumption in bottles, cans and glass containers at the location of the extension of licensed premises. Beverages shall only be sold in single service cups for on-premises consumption in the location of the temporary extension or sidewalk café of the licensed premises.

**SPECIAL EVENT PERMIT REQUIRED:** Such authority is contingent upon and subject to the licensee obtaining any and all other special privileges and permits required for the conduct of the special event for which the temporary extension of the licensed premises is sought. If applicable obtain a street closure permit in accordance with Sec 106- 163 of the Municipal Code.

**NEW LICENSE TO BE POSTED:**

New license must first be posted in the establishment before any food and/or alcohol beverages may be sold, served, consumed or stored in any area added under the temporary extension request.



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**Application Fee: \$50.00**

**APPLICATION FEE WILL NOT BE REFUNDED IF DENIED OR WITHDRAWN**

**This license can only be issued to a current licensed establishments.  
Requested area(s) must be adjacent with the current licensed premise.**

**Type of license currently held:**

\_\_\_\_\_ Class A Beer/Liquor      \_\_\_\_\_ Class B Beer/Liquor      \_\_\_\_\_ Class C Wine      \_\_\_\_\_ Brewery

**Business Name:**

(Must be the same as existing license)

**Organized Occasion Name:**

(if applicable)

**Requested Date(s):**

**Time(s) of Operation:** \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

**Business Address:**

**Name of Agent:**

(Must be the same as existing license, otherwise a new appointment of agent form must be completed)

**Phone Number:**

**Email Address:**

**Name of Person in Charge of Occasion:**

**Phone Number:**

**Email Address:**

### REQUIRED PREMISE DETAILS

**Attach a MAP/FLOOR PLAN or SKETCH with description of extended Premises for which the temporary extension is sought and where beer/liquor/wine is to be served and consumed: (Area must be fenced)**

**MUST submit a security plan & identify security measure that will be implemented in order to:**

- Provide for the safety of the patrons.
- Ensure anyone under legal drinking age does not purchase, possesses, or consume alcohol.
- Prevent unauthorized removal of alcohol from the extended premises.
- Prevent unauthorized carrying of alcohol onto the extended premises.

**Expected Attendance:**

**Will there be music?** \_\_\_\_\_ YES \_\_\_\_\_ NO      **If yes, what hours will the music be played?** \_\_\_\_\_

<b>Will the event encroach upon any public property or public right-of way?</b>	Yes	No
(If you answered Yes above, a street closure permit may be needed)		
<b>Names and Addresses of all Organization Officers:</b>		
<b>President:</b>	Name	Address
		City/State/Zip
<b>Vice President:</b>	Name	Address
		City/State/Zip
<b>Secretary:</b>	Name	Address
		City/State/Zip
<b>Treasurer:</b>	Name	Address
		City/State/Zip
<b>Declaration:</b> 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.		
<i>(Officer Signature/Date)</i>		<i>(Name of Organization)</i>
<b>FOR MUNICIPALITY USE ONLY BELOW THIS LINE</b>		
City Clerk	Recommend _____ Non-recommend _____ Recommend with conditions _____ Referred _____	Reason for Non-Recommend/conditions _____
Chief of Police:	Recommend _____ Non-recommend _____ Recommend with conditions _____	Reason for Non-recommend/conditions _____
Public Works: Foreperson	Recommend _____ Non-recommend _____ Recommend with conditions _____	Reason for Non-recommend/conditions _____
Community Development:	Recommend _____ Non-recommend _____ Recommend with conditions _____	Reason for Non-recommend/conditions _____
<b>Date Filed with Clerk's Office:</b>	<b>Public Safety: Approved/Denied    Date:</b>	
<b>Date License Issued:</b>	<b>Council: Approved/Denied    Date:</b>	
<b>Notes &amp; Receipt Information:</b>		