



# 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 event)*

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**APPLICATION FEE WILL NOT BE REFUNDED IF DENIED OR WITHDRAWN**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

**Business Name:**

(Must be the same as existing license)

**Organized Occasion Name:**

(if applicable)

**Requested Date(s):**

**Time(s) of Operation:**

**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:**

**Premise Details**

**Specific description of the site for which the temporary extension is sought, including the dimension of the area and where beer/liquor/wine is to be served and consumed:**

**How will the licensed premise area be restricted and screened from underage persons:**

**Will the event encroach upon any public property or public right-of way?**

Yes

No

(If you answered Yes above, a street closure permit may be needed)

**Names and Addresses of all Organization Officers:**

**President:**

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 Premise where Beer/Liquor or Wine will be served, consumed, or stored and areas where Alcohol Beverage Records will be stored:

Address/Location Description:

Do premise occupy all or part of building?

If part of building, fully describe all premise 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)

**FOR MUNICIPALITY USE ONLY BELOW THIS LINE**

Public Works Manager: Recommend \_\_\_\_\_  
Non-recommend \_\_\_\_\_  
Recommend with conditions \_\_\_\_\_

Reason for Non-Recommend/conditions \_\_\_\_\_  
\_\_\_\_\_

Chief of Police: Recommend \_\_\_\_\_  
Non-recommend \_\_\_\_\_  
Recommend with conditions \_\_\_\_\_

Reason for Non-recommend/conditions \_\_\_\_\_  
\_\_\_\_\_

Community Development: Recommend \_\_\_\_\_  
Non-recommend \_\_\_\_\_  
Recommend with conditions \_\_\_\_\_

Reason for Non-recommend/conditions \_\_\_\_\_  
\_\_\_\_\_

City Clerk: Recommend \_\_\_\_\_  
Non-recommend \_\_\_\_\_  
Recommend with conditions \_\_\_\_\_

Reason for Non-recommend/conditions \_\_\_\_\_  
\_\_\_\_\_

Date Filed with Clerk:

Public Safety: Approved/Denied Date:

Date License Issued:

Council: Approved/Denied Date:

Type of license currently held:

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

Notes & Receipt Information: