



7325 W. Forest Home Ave., Room 102

Greenfield, WI 53220

Telephone: (414) 329-5219

Fax: (414) 543-0591

## Temporary Class "B"/"Class B" Retailer's License Application (AT-315) Requirements:

The information that follows is important, please read it all to ensure your application is complete.

The applicant shall comply with the following when the application is filed:

1. Application form: Complete the AT-315 form. Specify hours of operation, type of event, and whether the event will be indoors or outdoors. The form must be signed by one officer named in Section 1(f). Instructions are also provided on the back side of the AT-315 application form.
2. Qualifying organizations: Bona fide clubs and chambers of commerce or similar civic or trade organizations organized under Chapter 181, Wis. Stats.; state, county or local fair associations or agricultural societies; churches, lodges or societies that have been in existence for at least six months; and posts of veterans organizations. Sec. 125.26(6), Wis. Stats. An individual, partnership, or business corporation is not eligible to apply for this type of license. Sec. 125.26(6) and 125.51(10), Wis. Stats. Licensee applicants must be 21 years old or older.
3. Application deadline: If part of an Outdoor Special Event permit, 45 or 90 days prior to the event, depending on expected attendance. If not part of an Outdoor Special Event permit, the deadline is 5 p.m. on the Wednesday prior to the Common Council meeting to apply to sell fermented malt beverages at an event lasting 3 days or less; the deadline is 15 days prior to the Common Council meeting for an event lasting 4 or more days, or to apply to sell wine. The Common Council usually meets on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month. From June through September, it meets monthly, typically on the 3<sup>rd</sup> Tuesday of the month.
4. Property owner permission: If you are not the property owner of the premises as described in Section 2 of the application, attach written permission from the property owner which indicates you have been given full control over the licensed premises to conduct alcohol sales.
5. Licensed Premises description: The premises description must "particularly describe" where alcohol will be sold, served, consumed or stored. A street address is not sufficient. **Applicants must ensure that underage unaccompanied persons do not enter the licensed premises.** (For example, if a beer or wine tent is the licensed premises, fencing, signage and careful monitoring can be done to prohibit entry by underage unaccompanied individuals. Underage persons must be accompanied by a parent, guardian or spouse of legal drinking age on licensed premises. Sec. 125.07(3)(a), Wis. Stats.

### Sample Premise Descriptions:

A 30 x 30 square foot beer tent, roped off and monitored to exclude underage unaccompanied individuals, on the northwest corner of the parking lot at 1234 Main Street.

A 30 x 30 square foot area for a sales counter for wine sales that includes tables and seating, fenced and monitored to exclude underage unaccompanied individuals, on the south side of the parking lot at 1234 Main Street.

6. Certificate of Liability Insurance and Endorsement: For events on city property, a certificate of insurance **that includes liquor liability** must be provided. The policy must have an endorsement that adds the city as an additional insured.
7. Licensed operators: Licensed operators\* or licensed temporary operators\*\* must be present at all times. They must visually supervise adults working without a license. The licensed person must be in the same room or area as the unlicensed person, near enough to see and talk to him or her, and to be able to actually supervise the unlicensed person. It is not sufficient simply to be on the same premises. Sec. 125.26(6), 125.32(2) – beer; 125.51(10), 125.68(2) – Wine; 125.17, Wis. Stats.

\*Operator Licenses: People 18 years old or older may apply. This license is valid for the current license period. Operators must provide:

- a. A certificate of completion for a Responsible Beverage Server Training Class (approved by the WI Dept. of Revenue) taken within the last 2 years; OR
- b. A certified copy of an operator’s license held in WI within the last 2 years; OR
- c. A copy of a retail alcohol license listing them as the agent, held in WI within the last 2 years;

Cost: \$40 plus \$8 per name (including maiden, previous names) for a personal history search.

\*\*Temporary Operator Licenses: Only persons employed by or donating their services to nonprofit corporations are eligible to apply.

A person is limited to two such licenses in a year. The license is valid for the time of the special event (one to 14 days). Completing the Responsible Beverage Server Training Class is not required, unless required by your employer.

Cost: \$10 plus \$8 per name (including maiden, previous names) for a personal history search.

8. Limit on licenses: Not more than 2 temporary licenses for wine may be issued to an eligible organization in any 12-month period. There is no limit on the number of temporary licenses for fermented malt beverages that may be issued to an eligible organization in a calendar year.
9. Other restrictions: No intoxicating liquor is permitted on the licensed premises. Licenses to organizations, other than ex-servicemen’s organizations, can be issued only for a picnic or similar gathering; they may not be issued for business or social meetings of the organization. A license may not be issued to clubs having any indebtedness to any wholesaler for more than 15 days for beer and 30 days for wine. Organizations must purchase alcohol from a licensed wholesaler.
10. Wine and beer walks: The city may issue up to 20 licenses to an eligible organization that is sponsoring a single-day event held at multiple locations in the city on a particular date and at the same time. Contact the City Clerk’s office at (414) 329-5219 for more information.
11. License posting required: The Temporary Class “B”/”Class B” Retailer’s License must be posted during your event.

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

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ \_\_\_\_\_ (\$10.00 per day) Application Date: \_\_\_\_\_

Town  Village  City of \_\_\_\_\_ County of \_\_\_\_\_

The named organization applies for: (check appropriate box(es).)

A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning \_\_\_\_\_ and ending \_\_\_\_\_ and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted. Hours of operation: \_\_\_\_\_

- 1. Organization** (check appropriate box) →  Bona fide Club  Church  Lodge/Society  
 Veteran's Organization  Fair Association  
 Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name \_\_\_\_\_

(b) Address \_\_\_\_\_  
(Street)  Town  Village  City

(c) Date organized \_\_\_\_\_

(d) If corporation, give date of incorporation \_\_\_\_\_

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:

President \_\_\_\_\_

Vice President \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

(g) Name and address of manager or person in charge of affair: \_\_\_\_\_

## 2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number \_\_\_\_\_

(b) Lot \_\_\_\_\_ Block \_\_\_\_\_

(c) Do premises occupy all or part of building? \_\_\_\_\_

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: \_\_\_\_\_

## 3. Name of Event

 Type of Event: \_\_\_\_\_

(a) List name of the event \_\_\_\_\_

(b) Dates of event \_\_\_\_\_

(c) Indoor or outdoor event: \_\_\_\_\_

### 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)

Date Filed with Clerk \_\_\_\_\_

Date Reported to Council or Board \_\_\_\_\_

Date Granted by Council \_\_\_\_\_

License No. \_\_\_\_\_

## Additional Information

### May be Granted and Issued only to:

- (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. (ss. 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 (s. 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.

**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.)

**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.

### Restrictions:

- (1) License may not be issued to individuals.
- (2) Licenses to organizations, other than ex-servicemen's organizations, can be issued only for a picnic or similar gathering.
- (3) License may cover either a specified area or the entire picnic grounds.
- (4) License issued to a county or district fair must cover the entire fairgrounds (ss. 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 (s. 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 (ss. 125.26(6), 125.32(2) - Beer; 125.51(10), 125.68(2) - Wine; 125.17)
- (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. (s. 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.
- (9) Licensed organizations must purchase their alcohol beverages only from permitted Wisconsin wholesalers, breweries and brewpubs.

**NOTE:** Most coolers presently on the market have a fermented malt beverage base allowing sale under a beer license, e.g. Bartles and James, Seagrams, etc.



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ADDENDUM TO  
TEMPORARY CLASS “B”/“CLASS B” RETAILER’S LICENSE APPLICATION:

1. Select from one of the following:
  - Our organization, as licensee, **IS** the property owner of the licensed premises described in our Temporary Class “B”/“Class B” Retailer’s License application.
  - Our organization, as licensee, **IS NOT** the property owner of the licensed premises described in our Temporary Class “B”/“Class B” Retailer’s License application. A letter from the property owner is attached granting our organization full control of the licensed premises for purposes of the Temporary Class “B”/“Class B” Retailer’s License during the specified dates and times.
2. I am applying for (select all that apply):
  - Only beer/fermented malt beverages – (Also complete question 3.)
  - Only wine. *I understand that underage unaccompanied individuals are not permitted on the licensed **wine** premises.*
  - Both beer and wine. *I understand that underage unaccompanied individuals are not permitted on the licensed **wine** premises.* (Also complete questions 3 and 4.)
3. I am requesting Common Council approval to allow underage unaccompanied individuals on the licensed beer premises as described in my Temporary Class “B” Retailer’s License application:
  - No
  - Yes. Our organization, as licensee, permits underage unaccompanied individuals to be on the licensed beer premises, and hereby applies for authorization from the Common Council to allow underage unaccompanied individuals on the licensed beer premises as described in our Temporary Class “B” Retailer’s License application, during the specified dates and times, pursuant to Sec. 125.07(3)(a)12, Wis. Stats.
4. Applicants applying for both beer/fermented malt beverages and wine, and applying for permission to have underage unaccompanied individuals present on the beer premises, read the following:

The wine premises must be contained separately from the beer-licensed premises because underage unaccompanied individuals are not permitted on licensed wine premises.

The wine-licensed premises could be established within the boundaries of the beer premises, but must be excluded from the premises description of the beer license. For example, application could be made for a wine garden/tent that is separately described and established separate from the broader beer premises.

The city may require specific measures to maintain the physical separation of the two licensed premises, such as: fencing, signage, monitoring access to the wine premises, security, etc., to prohibit the entrance of underage unaccompanied persons on the wine premises.

The premises description written on my license application meets this requirement:

- Yes
- No

Sample Premise Descriptions for Combination Beer/Wine Applications:

Licensed premises for beer: A 100 X 75 square foot parking lot located on the south side of My Favorite Bar, 1234 Main Street, excluding the 30 X 30 square foot area licensed for wine on the southwest corner.

Licensed premises for wine: A 30 x 30 square foot area for a sales counter for wine sales that includes tables and seating, fenced and monitored to exclude underage unaccompanied individuals, on the southwest corner of the parking lot at 1234 Main Street.

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(Above, print name of the organization)

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Signature of applicant

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Print name of applicant

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Date