



CHECKLIST FOR TEMPORARY BEER/WINE “PICNIC” LICENSE APPLICATIONS

- Temporary Class “B”/ “Class B” Retailer’s License Application** filed with the Licensing Specialist at Customer Services counter, City Hall.

See application deadlines on reverse side.

- Name of organization on beer application must be the same as name registered with the Department of Revenue. If unsure check website: www.wdfi.org/apps/cris/

- \$10 fee per event must be paid at the time of filing the application.** Please make checks payable to *City of Eau Claire*

- Attend License Review Committee Meeting** for all first time events, or if changes have been made to an annual event.

- Date of meeting: ___/___/___ at 10:00 a.m. at City Hall, 203 S. Farwell St., Eau Claire 54701

Date/Time subject to change. City Attorney’s office will mail the contact person confirmation of this meeting.

- Date of City Council meeting:** ___/___/___ at 4:00 p.m.
in City Council Chambers, City Hall, 203 S. Farwell St., Eau Claire 54701

- Is this event co-sponsored by another organization(s)? If yes, provide information listed below.

CO-SPONSORED EVENTS:

- All agreements, formal or informal, between the organization requesting a temporary beer/wine license and the co-sponsoring businesses and organizations. If you do not have written documentation, please explain the agreement(s) in a letter addressed to the Licensing Specialist.
- Evidence of the financial relationship between your organization and the co-sponsoring businesses or organizations.
 - Order forms, receipts, canceled checks, deposit slips.

ALL EVENT APPLICATIONS MUST INCLUDE:

- Site plan that shows:
 - Dimensions of area where beer/wine is sold and consumed
 - Brief description (letter) of your event
 - Placement of fences and tents
 - Type and placement of cooking equipment
 - Placement and projection of sound equipment
 - Emergency exits
 - Area where beer or wine is sold.
- Copies of advertisements, tickets and other promotional materials for the event.

Questions? Contact the Licensing Specialist at 715-839-4923 or via email at licensing@eauclairewi.gov

Please make an appointment to turn in your completed application, or you may mail materials to:

Licensing, City of Eau Claire
PO Box 909
203 S. Farwell St.
Eau Claire, WI 54702-0909

See reverse for application deadlines

2017

APPLICATION DEADLINES

License may be issued the day following Council Meeting if all other requirements have been met

Council Meeting	Application Deadline By NOON	License Review Date 10:00 am
January 10, 2017	December 26, 2016	January 3, 2017
January 24, 2017	January 9, 2017	January 17, 2017
February 14, 2017	January 30, 2017	February 7, 2017
February 28, 2017	February 13, 2017	February 21, 2017
March 14, 2017	February 27, 2017	March 7, 2017
March 28, 2017	March 13, 2017	March 21, 2017
April 11, 2017	March 27, 2017	April 4, 2017
April 25, 2017	April 10, 2017	April 18, 2017
May 9, 2017	April 24, 2017	May 2, 2017
May 23, 2017	May 8, 2017	May 16, 2017
June 13, 2017	May 29, 2017	June 6, 2017
June 27, 2017	June 12, 2017	June 20, 2017
July 11, 2017	June 26, 2017	July 4, 2017
July 25, 2017	July 10, 2017	July 18, 2017
August 8, 2017	July 24, 2017	August 1, 2017
August 22, 2017	August 7, 2017	August 15, 2017
September 12, 2017	August 28, 2017	September 5, 2017
September 26, 2017	September 11, 2017	September 19, 2017
October 10, 2017	September 25, 2017	October 3, 2017
October 24, 2017	October 9, 2017	October 17, 2017
November 14, 2017	October 30, 2017	November 7, 2017
November 28, 2017	November 13, 2017	November 21, 2017
December 12, 2017	November 27, 2017	December 5, 2017
December 26, 2017	December 11, 2017	December 19, 2017

OFFICE USE ONLY

- Materials copied to Attorney's Office
- Copy of this form given to applicant.
- Verify name and not-for-profit status of organization on Dept. of Financial Institution website.

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 \$ _____

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.

1. Organization (check appropriate box) →

Bona fide Club Church Lodge/Society

Chamber of Commerce or similar Civic or Trade Organization

Veteran's Organization Fair Association

(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 IS THIS A NEW EVENT? YES NO IF NO, DATE OF LAST EVENT? _____

(a) List name of the event _____

(b) Dates of event _____

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

(Name of Organization)

Officer _____
(Signature/date)

Officer _____
(Signature/date)

Officer _____
(Signature/date)

Officer _____
(Signature/date)

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) Church, lodge, or society that has been in existence for at least 6 months prior to the date of application.
- (4) Posts now or hereafter established of ex-servicemen's organizations.
- (5) Chambers of commerce or similar civic or trade organizations.

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(1)(a), 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. They may not be issued for business or social meetings of the organization.
- (3) Licenses for club or organization meetings may be issued only to ex-servicemen's posts.
- (4) License may cover either a specified area or the entire picnic grounds.
- (5) License issued to a county or district fair must cover the entire fairground (ss. 125.26(6) and 125.51(10), Wis. Stats.)
- (6) 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.)
- (7) 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)
- (8) 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.)
- (9) 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.
- (10) Licensed organizations must purchase their product from a licensed wholesaler.

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.