

<b>Legal Business Name</b>			
<b>Business Trade Name</b>		<b>Phone No.</b> (     )     -	
<b>Street Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Mailing Address (if different from above)</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Person in charge of the event (First and Last Name)</b>		<b>Title</b>	
<b>Brief description of proposed expansion</b>			

1. Is this a new event?  Yes  No    If no, what was the date of the last event? \_\_\_\_\_
2. Date(s) \_\_\_\_\_ Hours of operation \_\_\_\_\_
3. Number of persons expected at the event each day \_\_\_\_\_
4. Have neighbors been notified?  Yes  No
5. Will you be using items such as loud speakers, call systems, live music, etc.?  Yes  No
6. Type of cooking equipment used (deep fryer, charcoal, etc.): \_\_\_\_\_
7. Attach a letter addressed to the City Council requesting a temporary expansion (see format on reverse).
8. Attach a security plan that explains how alcohol consumption will be monitored. Provide specific details on how you intend to control consumption outside of the licensed premise and how you will prevent underage alcohol consumption.
9. Attach a siteplan showing the location of the proposed expansion in relation to the existing premise. Include:
  - A. Location and materials to be used for the six (6) foot-high security fence enclosing the expansion
  - B. Identify the "reasonable" separation barrier between any exterior smoking area and the smoke-free interior.
  - C. Location of entry and exit points
  - D. Siteplan must be drawn to scale (example: 1 inch = 10 feet). Show dimensions of:
    - Size of the area occupied by the event
    - Distance from structures on the premises and adjoining parcels
    - Set-back of fence from property lines, streets, sidewalks, etc.
    - Placement and size of any tents
    - Placement of any cooking equipment
    - Show emergency exits
    - Show exit from bar to fenced outdoor area

**Signature Required on Reverse**  
**For instructions see application guidelines**

**Submit form with attachments and payment to:**  
**Licensing, City of Eau Claire**  
**203 S. Farwell St.**  
**Eau Claire WI 54702-0909**  
**Phone: 715-839-4923**

**Fee: \$43.00 Tran Code: 1110**  
 Office use only  
 do not write in this area

11/16 5.28.110 cc City Atty: \_\_\_\_\_ LRC: \_\_\_\_\_

## **APPLICANT'S STATEMENT**

*I hereby certify that the answers on this application are true and correct to the best of my knowledge. I agree, in the consideration of the granting of this license expansion, to comply with the laws of the State of Wisconsin, and to the provisions of the Municipal Code of Ordinances of the City of Eau Claire.*

**Signature** \_\_\_\_\_

**Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

### **FOR OFFICE USE ONLY:**

1. Does applicant have any outstanding bills \_\_\_\_\_No \_\_\_\_\_Yes
2. Check Zoning for any issues with expansion \_\_\_\_\_No \_\_\_\_\_Yes
3. Building permit number, if any \_\_\_\_\_

## **GUIDELINES FOR TEMPORARILY EXPANDING ALCOHOL SALES INTO OUTDOOR AREAS**

- 1. Submit application for license expansion to Customer Services** at the licensing desk on first floor of City Hall (north wing or library side). Application deadline is 15 days prior to Council meeting date (see schedule on reverse side).

**Application must include:**

- Letter addressed to City Council requesting the expansion (see sample on reverse)
  
- Security plan for monitoring alcohol consumption
  
- Siteplan of existing premise, plus the proposed expansion, indicating:
  - A. Location and materials to be used for the six (6) foot-high security fence enclosing the expansion
  - B. Identify the “reasonable” separation barrier between any exterior smoking area and the smoke-free interior.
  - C. Location of entry and exit points
  - D. Siteplan must be drawn to scale (example: 1 inch = 10 feet). Show dimensions of:
    - Size of the area occupied by the event
    - Distance from structures on the premises and adjoining parcels
    - Set-back of fence from property lines, streets, sidewalks, etc.
    - Placement and size of any tents
    - Placement of any cooking equipment
    - Show emergency exits
    - Show exit from bar to fenced outdoor area
  
- Payment of application fee per the Schedule of Fees and Licenses

**2. Attend License Review Committee Meeting.**

License Review is a group of city staff who will discuss your application, answer questions you may have, and make a recommendation to City Council regarding whether or not to grant the expansion. Meetings are normally held at 10:00 a.m. on the Tuesday one week prior to the City Council Meeting. See reverse side for schedule.

**3. Attend City Council meeting.**

- City Council will consider your application at one of its legislative session. These are held at 4:00 p.m. on the 2nd and 4th Tuesdays of every month. See reverse side for schedule.
- City council may ask you questions. You should attend and be prepared for questions related to your request.
- City council will vote on whether to grant the expansion.

**Questions? Contact the Licensing Specialist at 715-839-4923 or via email at [licensing@eauclairewi.gov](mailto:licensing@eauclairewi.gov)**

**Mail or bring application with payment to:**

Licensing, City of Eau Claire  
203 S Farwell St.  
PO Box 909  
Eau Claire WI 54702-0909  
Phone: 715-839-4923  
Fax: 715-839-3889

## 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

### SAMPLE LETTER TO CITY COUNCIL

(submit with your application with the site plan and security plan)

*(Please submit on 8-1/2" x 11" paper)*

DATE: \_\_\_\_\_

TO: \_\_\_\_\_

FROM: \_\_\_\_\_

SUBJECT: Temporary Expansion of alcohol license premise

\_\_\_\_\_, d/b/a \_\_\_\_\_,  
 (Official Business Name) (Trade Name)

located at \_\_\_\_\_, is requesting an expansion of the liquor  
 (address of premise)

licensed premise on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
 Date(s) start time end time

for \_\_\_\_\_  
 name of event

Contact person for the event: \_\_\_\_\_ Phone: \_\_\_\_\_