

# **April 15 Filing Deadline**

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Liquor/Beer Renewal Applications must be postmarked no later than **Wednesday, April 15, 2009**, or filed in person no later than **4:15 p.m. on Wednesday, April 15, 2009**.

Applications received or postmarked after the filing deadline will be assessed a 15 percent late fee.

All liquor licenses expire on June 30. The filing deadline is April 15 every year, regardless of when the license was initially granted.

No renewal applications will be accepted after Thursday, May 14. Applications filed after this date will not be licensed to sell alcohol on July 1.

**It is your responsibility to know and meet all deadlines. Late fees will be assessed for missed deadlines.**

# Operator Licenses

An Operator License is required for all individuals selling or serving alcohol beverages. Individuals without a valid license must work under the immediate supervision of the licensee, Liquor/Beer Agent or someone with a valid Operator License.

New license applicants must meet the following qualifications:

- ◆ Must be 18 years of age or older.
- ◆ May not have been convicted of a felony or be a habitual law offender.
- ◆ Within the past two years, must have held a valid Operator License in any Wisconsin municipality or completed the Beverage Server Training Course offered by Madison Area Technical College (608-258-2300), any other Wisconsin Technical College, TIPS (1-800-GET-TIPS), Controlling Alcohol Risks Effectively (1-800-344-3320), National Restaurant Association – BarCode (608-270-9950), or online at [www.learn2serve.com](http://www.learn2serve.com), [www.icanbartend.com](http://www.icanbartend.com), [www.servercertificationcorp.com](http://www.servercertificationcorp.com), or [www.online.nwtc.edu](http://www.online.nwtc.edu).

Your Liquor Agent must meet the above qualifications, but is not required to hold an Operator License because his/her name appears on your liquor license.

All Operator Licenses expire June 30 of each year, regardless of when they were first obtained. The fee for this license is \$35. A Provisional Operator License can be obtained for an additional \$15. Applicants for Provisional Licenses must show proof that they have signed up for or have taken the Beverage Server Training Course, and must be applying for an Operator License as well.

## Operator License Renewal Procedures

- ◆ Operator Renewal Applications and Invoices will be mailed to the license holder's home address in mid-May.
- ◆ Applicants who have moved must call 266-4601 to update their address with the Office of the City Clerk no later than Thursday, April 30, 2009, to ensure that the application and invoice are mailed to the correct address.
- ◆ **Completed and notarized application, invoice and fee** must be postmarked or submitted in person no later than **Monday, June 8, 2009**, to ensure that the application is on the Common Council agenda. **Individuals can get their applications notarized at the office of the City Clerk when they apply in-person, or at any bank.** Applications that are submitted or completed after June 8 will not be granted until mid-July.
- ◆ Licenses granted by the Common Council on Tuesday, June 16, 2009, will be mailed the last week in June. Only completed and notarized applications will be included in the report submitted to the Common Council.
- ◆ Applications that are submitted after 4:15 p.m. on **Tuesday, June 30**, or postmarked after June 30 will be assessed a **15 percent late filing fee**.