

Supplemental Form for Temporary Class B Retailer's License

Application must be completed in full. Incomplete applications will not be processed. The City of Madison retains the right to revoke this permit any time prior to or during the scheduled event for any misrepresentation of information or changes in circumstances pertaining to this event. Applicants wishing that conditions be waived will need to call the local Police Captain. The Clerk's Office can provide you with contact information.

Organization:	Has applicant been convicted of any violation of Chapter 38? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Date and Time of Event	Estimated Attendance	
Location Requested		
Name and birth date of all officers and persons in charge of event:		
President	Vice President	
Secretary	Treasurer	
Person in Charge	Work Phone	
	Home Phone	
Explain the purpose and nature of the event		
Describe your planned method of crowd control		
How many security persons will you have on the licensed premise?	Will an application for waiver of insurance be filed?	
Name of Wholesaler who will supply fermented malt beverage	Quantities ordered	
Will food be served? Yes <input type="checkbox"/> No <input type="checkbox"/>	Will the street be used? Yes <input type="checkbox"/> No <input type="checkbox"/>	Will a tent be used? Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>The preceding information is correct to the best of my knowledge. I have read and understand the conditions stated on the reverse side of this application and will comply with them unless waived by the Madison Police Department.</p> <p>Signature _____ Date _____</p>		

City Clerk's Office Use Only

210 License # _____. Route electronic copies of application to:

_____ Health Dept.	_____ Police Sector # _____	_____ Risk Manager (apply Z Hold) if on city right-of-way
_____ City Attorney	100-200 West District	
	300 South District	_____ Parks (apply Z Hold)
	400 Central District	if in City Park
	500 North District	
	600 East District	

Agency approval granted through licensing system (do not route): _____ Fire Dept. _____ Zoning

Conditions for obtaining Temporary Class “B” Retailer’s License to sell fermented malt beverages and Temporary “Class B” Retailer’s License to sell wine at picnics or gatherings.

1. Each sponsoring organization shall have its beer/wine area specifically delineated by a fence for the selling, serving and consumption of beer or wine. The fence shall completely enclose the area but for space for ingress and egress; and shall provide an adult member of the sponsoring organization or security guard for checking identification cards.
2. The closing fences shall be two four-foot-high fences placed at least 72 inches apart. The fence provided shall be of the snow fence variety or an equivalently non-penetrable material. The City of Madison has available appropriate snow fence that may be provided at a nominal charge.
3. Security person(s) and/or off duty Police Officers shall be on duty at all times during the operation of the area and shall prevent entry of minors or intoxicated people into the area and shall prevent beer/wine from being carried or passed out of the area. The Police Department is authorized to require additional security based on patron experience or concerns about the event.
4. If event is going to be on a public street or highway then signs shall be posted by the sponsoring organization, informing patrons of City Ordinance 38.07(7), making it unlawful to possess an open container which contains alcohol or consume alcohol beverage on a public street, alley or highway (including sidewalks).
5. The organization shall prevent patrons from obstructing sidewalks and roadways adjacent to its area.
6. Toilet facilities: 10 percent of the restrooms/portable restroom facilities (as may be required by state or local ordinance) provided for each gender must be accessible to persons using wheelchairs and others with disabilities.
7. Litter control: each organization has the responsibility to leave the area free from litter so that the area is in acceptable condition. Trash barrels and/or dumpsters may be rented from the City of Madison and it is strongly encouraged that sufficient units be provided to minimize the cleanup effort and to avoid possible forfeiture of a cleanup deposit. Any group that leaves the area in a condition which requires special cleanup by the City of Madison shall be assessed the cost of such cleanup.
8. No person under the age of 18 shall participate in the serving or delivery of beer to patrons.
9. Any live, amplified, or recorded music shall require specific approval by the Parks Superintendent or Police Department including the obtaining of all required permits.
10. It shall be unlawful for any person to drink or have in his possession any alcohol beverages in any City Park after the hour of 10:00 p.m.
11. At least one licensed bartender shall be present at each outdoor area during all times of operation.