

Conditions and Operations for a Beer Garden/Sales in a City Park

The Event Organizer must:

1. Obtain Beer Sales in a Park Permit (application attached)
2. Obtain Temporary Class "B" Retailers License (application available in the City Clerk's Office)
3. Abide by all of the following regulations.

◆ Each sponsoring organization shall have its beer garden area specifically delineated by a fence for selling, serving and consumption of beer. The fence shall completely enclose the area except for space for ingress and egress. An adult member of the sponsoring organization or a security guard will check the identification of all persons entering the beer garden area.

◆ The enclosing fence shall be two four-foot-high fences placed at least seventy-two (72) inches apart. The fence shall be snowfencing or an equally impenetrable material.

◆ One or more security guards shall be on duty at all times during the operation of the area to prevent entry of minors or intoxicated people into the area and to prevent beer from being carried out or passed out of the area. The Police Department is authorized to require additional security based on past experience or special concerns about the event.

◆ The organization shall prevent patrons from obstructing sidewalks and roadways adjacent to its area.

◆ **Toilet Facilities:** At least one portable toilet for men, one for women, and one handicapped-accessible unit shall be provided at each location.

◆ **Litter Control:** Each organization is responsible for leaving the area free from litter so that it is in acceptable condition for the next event. In accordance with Park Commission policies, a clean-up deposit of \$1000 may be required. Trash barrels and/or dumpsters may be rented from the Parks Division or a private trash collection vendor. We encourage renting a sufficient number of barrels and/or dumpsters to minimize clean-up and avoid possible forfeiture of the clean-up deposit. Any group which leaves the area in a condition which requires special clean-up by Park crews shall be assessed the cost of the clean-up.

◆ **No Glass Containers Allowed in the park!**

◆ Each organization shall provide a reasonable number of signs indicating that drinking alcoholic beverages is prohibited on city streets and public ways, and that City Ordinances prohibit carrying out open containers containing alcohol from designated areas.

◆ No person under the age of twenty-one shall participate in serving or delivering beer to patrons.

◆ All permits and outdoor sales of beer shall expire at such times as designated by the Park Superintendent, and shall never extend beyond 9:30 p.m.

◆ At least one licensed bartender shall be present at each outdoor area during all times of operation.

◆ Any live, amplified, or recorded music shall require approval by the Parks Superintendent or Police Department including the obtaining of all required permits.

◆ See: "City of Madison Insurance Requirements."

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Suite 104
PO Box 2987
Madison, WI 53701

Phone: 608/266-4711
Fax: 608/267-1162
TTY: 608/267-4980
www.cityofmadison.com/parks



---KEEP THIS SHEET FOR YOUR RECORDS---

Temporary Class “B” Retailers License

The following are regulations from the City Clerk’s Office. To obtain a Temporary Class “B” Retailers License, you must fill out an application from the City Clerk’s Office, 210 Martin Luther King, Jr. Blvd.

May be Granted and Issued only to:

- Bona fide clubs that have been in existence for at least 6 months prior to the date of application.
- State, county, or local fair associations, or agricultural societies.
- Church, lodge, or society that has been in existence for not less than 6 month prior to the date of application.
- Posts now or hereafter established of ex-servicemen’s organizations.

Application

- Filing: In writing, for each event on Form AT-315
- The local licensing authority may act on application or authorize an official body of the municipality to issue the license. [ss. 125.26(1) and 125.51 (1)(a), Wis. Stats.]
- The written application shall be filed with the clerk of the municipality in which premises are located:

Class “B” (Beer):

1. 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.)]
2. At least 15 days prior to the granting of the license for events lasting 4 or more days.

“Class B” (Wine):

1. 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.

Publication: not required.

Fee: Not to 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.

Restrictions:

- License may not be issued to individuals.
- 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.
- Licenses for club or organization meetings may be issued only to ex-servicemen’s posts.
- License may cover either a specified area or the entire picnic grounds.
- License issued to a county or district fair must cover the entire fairground. [ss 125.26(6) and 125.51(10) Wis. Stats]
- No license to clubs having any indebtedness to any wholesaler for more than 15 days for beer (ss. 125.33(7), Wis. Stats.) and 30 days for wine (ss. 125.69(4)(b), Wis. Stats.)
- 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
- The licensed club, club members, or any other person are not permitted to possess intoxicating liquor on license premises or the Temporary Class “B”/“Class B” licensed picnic area. (ss. 125.32(6), Wis. Stats.)
- Not more than 2 wine licenses may be issued to any club, county, or local fair association, agricultural association, church, lodge, society or veterans’ post in any 12 month period.

Note: most coolers presently on the market have a fermented malt beverage base allowing sale under a beer license, e.g. Bartels & James and Seagram’s.

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Beer Sales In Madison Parks Permit

Today's Date _____

Event Organizer Information

Name of Group _____

Contact Person _____

Address _____

Work Phone _____ Home Phone _____

Beer Selling Permit Information

Name of the licensed bartender _____

Security Company _____

Have you applied for the Temporary Class "B" Retailers License (from the City Clerk's Office)
 No Yes, Indicate Application Date _____

Have you submitted the Certificate of Insurance with a liquor liability naming the City of Madison additionally insured?
 No Yes, Indicate Application Date _____

Permit Costs

The Beer Sales in a Madison Park Permit costs:
\$300 per event for up to 1,000 people
\$400 per event for 1,000 people and over.

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---RETURN THIS SHEET TO PARKS DIVISION----