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LITIGATION ASSISTANT
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Dear Liquor License Holder:

There is no official Halloween event downtown this year, however, we anticipate large crowds downtown on Friday October 29 and Saturday October 30. In addition to those dates falling on Halloween weekend, it is also UW's Homecoming, which means a home football game Saturday and the homecoming parade Friday evening.

We want a safe and successful weekend for all. Your liquor license is contingent upon you following the laws related to selling and serving alcohol, and operating a safe establishment. What follows is a refresher as to pertinent legal obligations you have with respect to operating your establishment. The City asks that you staff accordingly, and if you do not have enough staff to safely operate, that you make the necessary adjustments.

1. **Capacity:** Special events are not a pass on keeping your establishment at the lawful occupancy capacity. Your occupancy capacity must be conspicuously posted by your entrance. Please make sure all staff, particularly door staff, are aware of your lawful capacity. The lawful capacity number *includes* all staff and patrons. It is your responsibility to know how many people are in your establishment. You should have a counter for those entering and a counter for those exiting so you always know at a glance how many people are in your establishment. Police and Fire have the ability to cite on scene for capacity violations and they will do so without first giving warnings or giving you an opportunity to reduce the capacity.
2. **Active Line Management:** You are legally responsible for the line outside your establishment. Lines are a common source of disturbances, including fights. The best way to avoid these issues is to have your line staffed and actively managed at all times. Be alert to potential problem patrons and prevent patrons in line from blocking the sidewalk. Having active line management is a good way to weed out not only potential problem patrons, but intoxicated patrons who are more likely to become problems once inside.
3. **Overserving:** The majority of problems occurring inside establishments are due to intoxicated patrons. Do not overserve patrons—it is illegal to do so. Having floor staff

circulate through your crowded establishment is helpful in monitoring patrons for overconsumption and can put you in a position to spot problematic situations before they escalate to dangerous situations.

4. **Underage:** As with capacity, a special event does not give you a pass on diligently checking ID's of all patrons. As with intoxicated patrons, underage patrons are a frequent source of unwanted problems/issues with establishments.
5. **Health Order:** The current health order regarding mask requirements will be in effect. You are responsible for assuring that inside staff are masked at all times unless they are actively eating or drinking. You also must have the appropriate postings at your establishment regarding masking requirements.
6. **Leaving Licensed Premise with Open Container:** You are legally obligated to prevent patrons from leaving your establishment with an open container of alcohol. (Also note the area glass ban)
7. **Streatery and Sidewalk Cafes:** If you have a Streatery or a sidewalk Café, you must comply with the Invalidation Notice which requires removal of outdoor furniture and equipment by 6 pm on Saturday, October 30, 2021.

MPD and MFD will be conducting tavern safety inspections during the course of this weekend. Please designate a manager or other staff to assist them when they are at your establishment. The goal will be to move quickly through your establishment while making sure you are in compliance with relevant laws and regulations. This is done for the safety of your staff and your patrons.

Please keep in mind that MPD will be extremely busy this weekend and that by fulfilling your legal obligations as they relate to operating your establishment you will lessen the need for MPD to respond to your establishment to assist you and your staff in dealing with a fight or disturbance.

Thank you for doing your part to assure a safe and successful Halloween and Home Coming weekend.

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