

#### TEMPORARY ALCOHOL BEVERAGE LICENSE

[ Picnic License]

## **INFORMATION PACKET**

You will find the following documents included in this information packet:

- Temporary Alcohol Beverage License Application (WI Dept of Revenue Form AB-220)
- Alcohol Beverage Individual Questionnaire (WI Dept of Revenue Form AB-100)
- Picnic License Application Supplemental Questionnaire (City of Altoona form)
- Instructions for Form AB-220
- Instructions for Form AB-100
- Altoona Municipal Code 5.24.100 G

# If you have any questions, please contact the Clerk's office at:

cityhall@ci.altoona.wi.us 715-839-6092

# A complete application package will include the following:

1.	Completed Form AB-220	YES	NO
2.	Completed Form AB-100 for each person listed in Part B of Form AB-220 State law mandates that the City collect this information for each officer or director.	YES	NO
3.	Completed Picnic License Application Supplemental Questionnaire	YES	ОИ
4.	Ten Dollar (\$10.00) license fee	YES	NO

Note: Incomplete applications will not be processed.

# Please submit your application package to the Clerk's office at:

Altoona City Hall Attn: City Clerk 1303 Lynn Ave Altoona, WI 54720

City of Altoona | 1303 Lynn Ave | Altoona | WI | 54720 715-839-6092 | cityhall@ci.altoona.wi.us | www.ci.altoona.wi.us

Form				
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# **Temporary Alcohol Beverage License**

ı	Municipality
	, ,

License(s) Requested						Fees	
				Licen	se Fees	\$	
☐ Temporary "Class B" \	Vine	☐ Temporary Class '	"B" Beer	Back	ground Check	\$	
					Fees	\$	
Part A: Organization Informa	tion						
1. Organization Name							
2. Organization Permanent Address	2. Organization Permanent Address						
3. City				4	. State 5	. Zip Code	
6. Mailing Address (if different from pe	rmanent a	ddress)					
7. FEIN	FEIN 8. Date of Organization/Incorporation			9. Stat	te of Organizat	ion/Incorporation	
10. Phone		11. Email					
12. Organization type (check one)							
☐ Bona Fide Club	Church	Fair Association	n/Agricultural Socie	ety	☐ Veterar	n's Organization	
Lodge/Society	Chambe	r of Commerce or similar C		-	on under ch.	181, Wis. Stats.	
13. Is this organization required to h	hold a Wis	sconsin Seller's permit?				Yes No	
14. Wisconsin Seller's Permit Number (	(if applicab	le)					
Part B: Individual Information	n						
List the name, title, and phone nut (Form AB-100) for each person lis				ization	. Include an I	ndividual Questionnaire	
Corporations must also include Ald	cohol Bev	verage Appointment of Age	nt (Form AB-101).				
Last Name	First Na	me	Title		F	Phone	
	•						

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Part C: Event Information										
Name of Event (if applicable)										
2. Dates of Operation						3. F	lours of O	perati	ion	
4. Premises Address										
5. City							6. State		7. Zip Code	
8. County	9. Governing Mun of:	icipality	City		Town	\	Village	10.7	Aldermanic Dis	strict
11. Organizer of Event (if not the named applicant) 12				12. Email and/or Phone Number for Organizer of Event						
13. Organizer Website		14. E	Event Web	site						
stored, or consumed, and related record alcohol beverage activities and storage	15. Premises Description - Describe the building or buildings and any outside areas where alcohol beverages and records are sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.									
Part D: Attestation										
Who must sign this application?										
• one officer or director of the nonprofit organization  READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant organization and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate according to the law, including but not limited to, purchasing alcohol beverages from Wisconsin-permitted wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.										
Last Name		First N	lame							M.I.
Title	Email								Phone	
Signature							Date			
						<u>'</u>				
Part E: For Clerk Use Only			11							
Date Application Was Filed With Clerk			License N							
Date License Granted			Date Lice	nse Is	ssued					
Signature of Clerk/Deputy Clerk										

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Form AB-100

# Alcohol Beverage Individual Questionnaire

Date		

All individuals involved in the alcohol beverage business must complete this form, including:

sole proprietor

- all officers, directors, and agent of a corporation or nonprofit organization
- all partners of a partnership
- members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Individual Questionnaires are submitted.

Part A:	<b>Business Informa</b>	tion							
1. Legal E	Business Name (individu	al name if sol	e proprietor)						
2. Busine	ss Trade Name or DBA								
3. Entity	Type (check one)								
☐ So	le Proprietor	Partnership	Limited I	Liabilit	y Compan	y Corporation	n 🗀	Nonprofit O	ganization
Part B:	Individual Inform	ation							
1. Last Na	ame			2. Fii	rst Name				3. M.I.
4. Relatio	nship to Business (Title)		5. Email	•				6. Phone	
7. Home	Address								
8. City					9. State	10. Zip Code		11. Date of Bi	rth
12. Drivers License/State ID Number					13. Drivers License/St	e/State ID State of Issuance			
Part C:	Address History								
1. Do yo	ou currently reside in \	Visconsin?							∕es  No
	•							Vaara	Months
If yes	to 1 above, how long	have you co	ontinuously lived in	) Wisco	onsin prior	to the date of applica	tion?	. Years	Months
2 Listin	obranalagical arder (	ll of your oo	Idragaga within the	loot E	Voors Att	ach additional about	if naccas	on (	
	Address 1	iii oi your ad	idlesses willin the	City	years. All	ach additional sheets	State	Zip Code	
1 Tevious	Address 1			City			State	Zip Code	
Previous	Address 2			City			State	Zip Code	
1 TOVIOGO	7.441030 2			Only			Otato	Zip Godo	
Previous	Address 3			City			State	Zip Code	
Previous	Address 4			City			State	Zip Code	
				,					
Previous	Address 5			City			State	Zip Code	
3. List a	ll states and counties	you have liv	ed in as an adult.	Attach	additional	sheets if necessary.	-		
State	County	State	County		State	County	State	County	
State	County	State	County		State	County	State	County	

Continued  $\rightarrow$ 

Part D: Criminal History					
Have you ever been convicted of any offenses (excludi for violation of any federal, Wisconsin, or another state					
If yes to question 1, please list details of each conviction	on below. Attach additio	onal sheets as needed.			
Law/Ordinance Violated	Location		Conviction Date		
Penalty Imposed		Was sentence complet	ted? Yes No		
Law/Ordinance Violated	Location		Conviction Date		
Penalty Imposed		Was sentence complet	ted? Yes No		
Law/Ordinance Violated	Location		Conviction Date		
Penalty Imposed		Was sentence complet	ted? Yes No		
Are charges for any offenses currently pending against beverages) for violation of any federal, Wisconsin, or a ordinances?	nother state's laws or	any county or municipal	Yes No		
Part E: Attestation					
<b>READ CAREFULLY BEFORE SIGNING:</b> Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.					
Signature		Date			

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# PICNIC LICENSE APPLICATION SUPPLEMENTAL QUESTIONNAIRE

The following questionnaire is to obtain information from organizations applying for a Picnic License. As you progress through the application, you will find information relative to liquor laws and the steps your organization will need to take to prevent underage drinking. In addition, your answers will provide the Clerk's office and Police Department with details about your event.

	ORGANIZATION NAME							
	TYPE OF EVENT							
	ADDRESS OF EVENT							
	DATE(S) OF EVENT	START TIME	END TIME					
	DESCRIPTIO	N OF EVENT BUILDINGS AND GROUNDS						
fenc viola orga NOT	Your application should describe the area in which you intend to allow the public to purchase and consume alcohol. Is your event confined to a building, school grounds or a specific section of the school grounds or a fenced in beer tent? The importance for a proper description is that your organization is responsible for any violations that occur on the premises described on the license. Utilizing too large of a space could subject your organization to monitoring a larger area than needed and for which you intend to be liable.  NOTE: The Altoona City Council or Police Chief hold the authority to add, alter, or change restrictions as they deem necessary for the sale, distribution, and consumption of alcohol for any event prior to issuing a license.  Please utilize this space to describe the buildings and grounds of your event.							
1.	City for a license to sell or consum	5.09 (2) (c) stipulates that prior to applying to the ne alcohol on school property for school sponsored tain written permission from the school administrate	Yes No					
2.	Are you aware that it is illegal to so It is illegal for an organization to a others to conduct the event.	ub-let a Picnic License? acquire a Picnic License and handover the license to	Yes No					
3.		ender, or the person named on the Picnic License, serving fermented malt beverages?	Yes No					
4.	•	ion is responsible for checking identification to mented malt beverages are of legal age?	Yes No					

5.	Are you aware that your organization is accouraged in the sale and distribution of ferments in this document?		Yes	No			
6.	nt to determine if there will be a need for	Yes	□No				
7.	If you answered "yes" to the question above, reimburse the Police Department for those ser		Yes	□ No			
8.	Yes	□No					
9.	Yes	□No					
	REQUEST FOR EX If you answered "yes" to question 9, please	EMPTION UNDER 5.24.100 G e review and provide answers to the ques	tions belo	w.			
Wha	at is the number of people per day you expect to	o turn out for your event?					
	What is the number of members in your organization expected to be present each day to dispense fermented malt beverages?						
	at is the number of volunteers you expect to need ing fermented malt beverages?	ed each day to assist your organization in					
	What is your organization doing to educate members and volunteers about the state and local laws and administrative rules surrounding the sale and the dispensing of fermented malt beverages?						
	ald you like someone from the Police Departments any concerns?	ent to attend one of your meetings to	Yes	No			
	Date of Submittal						
Ne	nme of Person Completing this Application						
148	Title/Position in the Organization						
	Email Address						
	Phone Number						
	Applicant's Signature						

#### Form AB-220 Instructions

Temporary Alcohol Beverage License Application

#### Who needs an alcohol beverage license?

Any individual or entity that wants to sell alcohol beverages to consumers or allow consumption in a public place must get an alcohol beverage license (sec. <u>125.09(1)</u>, Wis. Stats.).

#### Who issues alcohol beverage licenses?

Cities, villages, and towns issue alcohol beverage licenses after the governing body (city council, town or village board) grants the license.

#### Who may receive a temporary alcohol beverage license?

Only the following nonprofit organizations may receive a temporary alcohol beverage license (sec. <u>125.26(6)</u>, Wis. Stats.):

- bona fide clubs, whether incorporated or not, which own, lease, or occupy a building or portion thereof used exclusively for club purposes, which is operated solely for a recreational, fraternal, social, patriotic, political, benevolent or athletic purpose but not for pecuniary gain and which only sells alcohol beverages incidental to its operation
- local chambers of commerce organized under ch. 181, Wis. Stats. or a similar civic or trade organization organized under ch. 181, Wis. Stats., to promote economic growth and opportunity within a local geographical area
- · state, county, or local fair associations or agricultural societies
- · churches, lodges or societies that have been in existence for at least 6 months before the date of application
- · posts of veterans organizations

#### What types of events are temporary alcohol beverage licenses used for?

Picnics and similar gatherings of limited duration are the types of events that may qualify to use a temporary alcohol beverage license (sec. <u>125.26(6)</u>, Wis. Stats.). Some examples of events where a temporary alcohol beverage license may be required include fundraisers, meetings of the post, picnics open to the public, fair booths, wine or beer walks, festivals, and more.

#### What activities are authorized under a temporary alcohol beverage license?

An organization that holds a temporary alcohol beverage license may sell, serve, and allow consumption of wine and/or beer at an event hosted by the organization on the premises approved by the municipal governing body. Organizations may host gatherings requiring an entrance fee to the event that includes service of alcohol beverages or may charge for the beer or wine by the glass. A chamber of commerce or similar trade organization may hold up to 20 temporary alcohol beverage licenses for purposes of organizing a wine or beer walk. Temporary alcohol beverage licenses do not authorize consumption or sale of distilled spirits. See <u>Publication 309</u>, <u>Retail Alcohol Beverage Licensing Guide for Municipalities</u>, and <u>Publication 302</u>, <u>Information for Wisconsin Alcohol Beverage and Tobacco Retailers</u>, for more details.

#### **Specific Instructions**

#### Municipality

• In the upper right hand corner, list the name of the city, town, or village for which you are applying for a temporary alcohol beverage license.

#### License(s) Requested and License Fees:

- Select the alcohol beverage license(s) you would like to apply for.
- The license fee is \$10 regardless of whether you are applying for one or both types of temporary alcohol beverage licenses. Your municipality may charge background check fees to determine your organization's fitness to hold the license.

#### Part A: Organization Information

• Enter all contact information for the organization. Use a general phone and email address where a municipal clerk can reach your organization during business hours.

- Box 7: Enter the <u>federal employer identification number</u> for the organization. Every organization must have an employer identification number (EIN), even if it will not have employees. The EIN is a unique number that identifies the organization to the Internal Revenue Service.
- Box 11: Check one box to describe your organization's purpose or function. If you cannot check one of these boxes, you may not qualify for a temporary alcohol beverage retail license.
- Box 12: Check yes or no to indicate if your organization is required to hold a Wisconsin seller's permit for sales and use tax purposes. Some nonprofit organizations are not required to hold a seller's permit if they qualify for the occasional sales exemption. See Part 4 of <a href="Publication 206">Publication 206</a>, Sales Tax Exemptions for Nonprofit Organizations, for the standards that must be met to qualify for the occasional sales exemption.
- Box 13: If Box 12 is yes, enter your seller's permit number. Seller's permits begin with the digits "456." For questions about obtaining a seller's permit, see <u>Seller's Permit Common Questions</u>.

#### Part B: Individual Information

- Provide the names, titles and phone numbers for officers, directors, and the agent of the organization. Titles of persons
  requiring disclosure include, but are not limited to: President, Treasurer, Executive Director, Board Member. Obtain and
  submit Form <u>AB-100</u>, *Alcohol Beverage Individual Questionnaire*, with your application for each person listed.
- Corporations must appoint an agent for this application. List the name of the agent in this section and include Form <u>AB-101</u>, *Alcohol Beverage Appointment of Agent*, with this application. The agent of your organization must reside in Wisconsin.

#### Part C: Event Information

- Box 1: Insert the event name. If this event will be advertised to the public or membership, use the name included on that information.
- Box 2: Insert the dates of the event. Attach a listing of event dates if more space is needed.
- Box 3: Insert the hours of operation for the event dates.
- Boxes 4-10: Enter the address for the event premises. Also enter the county, local jurisdiction, and aldermanic district in which the premises is located.
- Box 11: Insert the name of the event organizer if the license applicant is not the organizer of the event.
- Boxes 12-14: Provide contact information for the event organizer, the organizer's website, and the event website, if applicable.
- Box 15: Describe the premises in detail. Attach a floor plan, festival layout, map, or diagram if possible.

**Example:** The premises is located at 1234 Main St., Realtown, WI, 12345, and includes only the first-floor bar room, dining room, kitchen, and south office of the 5,000 square foot building.

**Example:** The premises is the 1,000 square foot tent within the southwest corner of the parking lot located at XYZ Church at 3456 Main St., Realtown, WI, 12345. All sales and storage of alcohol beverages and records will occur within the 1,000 square foot tent in the southwest corner of the parking lot.

**Example:** The premises is located at PDQ Park (7890 Main St., Realtown, WI, 12345). A 5,000 square foot tent will be constructed in the northeast corner of the park bordering the tree line and northern fence. All alcohol beverage sales and consumption will occur at this tent. Premises includes the adjacent north park office and the space between the tent and the office. Beverages and records will be securely stored in the north park office for the duration of the event.

#### Part D: Attestation

- One officer or director of the organization must sign the application.
- Read the attestation carefully, then sign and date.

#### Part E: For Clerk Use Only

- "Date license granted" means the date the municipal governing body approved the license to be issued.
- "Date license issued" means the date the municipal clerk physically issued the license certificate document.

#### **Completion and Submission of AB-220**

- Submit the completed application to the clerk of the municipality in which you are applying for a license.
- Submit a separate application for each temporary event. One application may be used to apply for a temporary event that occurs multiple times at the same premises.
- License applications must be filed with the municipal clerk at least 15 days before they can be approved by the governing body, except licenses issued by municipalities within Milwaukee County. Governing bodies of municipalities within Milwaukee County establish their own period that applications must be filed with the municipal clerk.
- · Include the following forms with your license application:
  - Form <u>AB-100</u>, Alcohol Beverage Individual Questionnaire for all officers, directors, and agent of the nonprofit organization
  - Form <u>AB-101</u>, Alcohol Beverage Appointment of Agent
  - Payment for license and background check fees, as required by your municipality
  - · Any other information and documents required by your municipality

#### **Assistance**

This form is prepared by the Department of Revenue for use by municipal governments. If you require assistance with this form, consider reaching out to your local clerk for assistance with the following:

- · Submission of this application and associated forms
- · Availability of certain licenses in a community

If you have questions about alcohol beverage laws and regulations, you may contact the Department of Revenue using the contact information below.

Website: <u>DOR Alcohol Beverage (wi.gov)</u>
Write: <u>DORAlcohol@wisconsin.gov</u>

Call: (608) 264-4573

#### Resources Provided by the Department of Revenue

License common questions

Publication 302, Information for Wisconsin Alcohol Beverage and Tobacco Retailers

Publication 309, Retail Alcohol Beverage Licensing Guide for Municipalities

Fact Sheet 3101, Licenses for Retail Sale of Alcohol Beverages

Fact Sheet 3103, Licensed or Permitted Premises Description

Fact Sheet 3116, Reserve "Class B" Liquor Licenses

Fact Sheet 3118, "Class B" Liquor License Quotas

## Form AB-100 Instructions

Alcohol Beverage Individual Questionnaire

#### Who must complete Form AB-100?

All persons involved in the applicant business who are sole proprietors, partners of a partnership, officers, directors, members, managers, or agents must complete and submit Form AB-100. These persons are identified in Form AB-101, *Alcohol Beverage Appointment of Agent,* Form AB-200, *Alcohol Beverage License Application,* or an alcohol beverage permit application.

#### Where do I submit Form AB-100?

If applying for a retail alcohol beverage license, submit this form with Form AB-200, *Alcohol Beverage License Application* to the clerk of the municipality in which the applicant business is located.

If applying for an alcohol beverage permit, submit this form as required by the permit application to the Division of Alcohol Beverages.

To update the agent for an alcohol beverage license or permit, submit this form with Form AB-101, *Alcohol Beverage Appointment of Agent* to the issuer of the authorization.

#### **Specific Instructions**

#### Date

· Date the form in the top right corner.

#### Part A: Business Information

- Box 1: Enter the legal business name. If sole proprietor, enter the individual's first and last name.
- Box 2: Enter the business trade name or "doing business as" name, if different than the name in box 1.
- Box 3: Check one entity type to indicate how the business is legally organized.

**Note:** This business information must match the information on any license application (Form AB-200) or existing license certificate.

#### Part B: Individual Information

- · Provide all requested personal information.
- Box 4: Enter your title or describe your relationship to the business. Examples: President, Treasurer, Director, Chief Financial Officer, Member, Partner, Agent, etc.

#### Part C: Address History

 Question 2: List in chronological order all residential addresses within the last five years starting with your most recent address.

#### Part D: Criminal History

- Question 1: Disclose any civil or criminal violations of law in any jurisdiction (federal, state, or local ordinance), and include detailed descriptions of any violations of law involving alcohol beverages (OWI, disorderly conduct, etc.).
- Question 2: Disclose any pending charges against you in any jurisdiction and include detailed descriptions of any charges involving alcohol beverages.

**Note:** Subject to the Wisconsin Fair Employment Law (Ch. 111, Wis. Stats.), persons with convictions or pending charges may, if those offenses are sufficiently relevant, be prohibited from holding alcohol beverage license and permits under sec. 125.04(5)(a)(1) Wis. Stats. See the Department of Revenue's Permit Predetermination Common Questions for offenses that may prevent someone from holding a license.

#### Part E: Attestation

· Read the attestation carefully, then sign and date.

#### **Assistance**

This form is designed by the Department of Revenue for use by municipal governments. Reach out to your municipal clerk for assistance with the following:

- · Submission of the retail license application and supplemental forms
- · Availability and cost of certain licenses.

If you have questions about alcohol beverage laws and regulations, you may contact the Department of Revenue using the contact information below.

Website: <u>DOR Alcohol Beverage (wi.gov)</u>
Write: <u>DORAlcohol@wisconsin.gov</u>

Call: (608) 264-4573

### Resources Provided by the Department of Revenue

License frequently asked questions

Publication 302 Information for Wisconsin Alcohol Beverage and Tobacco Retailers

Publication 309 Retail Alcohol Beverage Licensing Guide for Municipalities

Fact Sheet 3101 Licenses for Retail Sale of Alcohol Beverages

Fact Sheet 3103 Licensed or Permitted Premises Description

Fact Sheet 3116 Reserve "Class B" Liquor Licenses

Fact Sheet 3118 "Class B" Liquor License Quotas

# ALTOONA MUNICIPAL CODE

Section 5.24.100 G: Additional Regulations Pertaining to Temporary Class "B" and Temporary "Class B" Licenses Issued to Organizations. Whenever an organization is granted a temporary Class "B" license to sell fermented malt beverages and/or a temporary "Class B" license to sell wine at any picnic, meeting, fair, etc., said sales shall be subject to this subsection. All sales operations shall be managed and conducted by a bona fide organization under the Wisconsin Statutes. Only bona fide members of the licensed organization shall be permitted to dispense fermented malt beverages, unless the city council specifically grants an exemption, and the conditions of that exemption are stated on the license. The licensed organization and its bona fide members participating in the sale of fermented malt beverages shall take all steps necessary to make sure that all laws pertaining to drinking are complied with, including, but not limited to, all laws pertaining to minimum drinking ages. For purposes of this subsection, persons who join the licensed organization within one month of the effective date of the license will be presumed to not be bona fide members unless they prove they are permanent, fully active members. (Ord. 11I-91 (part), 1991; Ord. 9A-90 (part), 1990; Ord. 5A-89, 1989; Ord. 7C-88, 1988; Ord. 10C-86, 1986; Ord. 2A-86, 1986; Ord. 11B-82 (part), 1982)