

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ _____ Application Date: _____

Town Village City of _____ County of _____

The named organization applies for: (check appropriate box(es).)

A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning _____ and ending _____ and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

- 1. Organization** (check appropriate box) → Bona fide Club Church Lodge/Society
 Veteran's Organization Fair Association or Agricultural Society
 Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name _____

(b) Address _____
(Street) Town Village City

(c) Date organized _____

(d) If corporation, give date of incorporation _____

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:

President _____

Vice President _____

Secretary _____

Treasurer _____

(g) Name and address of manager or person in charge of affair: _____

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number _____

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? _____

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: _____

3. Name of Event

(a) List name of the event _____

(b) Dates of event _____

DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer _____
(Signature / Date)

(Name of Organization)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

Additional Information

May be Granted and Issued only to (secs. 125.26(6), and 125.51(10), Wis. Stats.):

- (1) Bona fide clubs.
- (2) State, county, or local fair associations, or agricultural societies.
- (3) Churches, lodges, or societies that have been in existence for at least 6 months prior to the date of application.
- (4) Posts of veterans organizations.
- (5) Chambers of commerce or similar civic or trade organizations organized under ch. 181, Wis. Stats.

Application:

- (1) Filing: In writing, for each event, on Form AT-315.
- (2) The local licensing authority may act on application or authorize an official or body of the municipality to issue the license. (secs. 125.26(1) and 125.51(10), Wis. Stats.)
- (3) The written application shall be filed with the clerk of the municipality in which premises are located:
 - Class "B" (Beer):
 - a. The governing body shall establish any waiting period before granting of a license for events lasting less than 4 days (sec. 125.04(3)(f), Wis. Stats.)
 - b. At least 15 days prior to the granting of the license for events lasting 4 or more days.
 - "Class B" (Wine):

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.
- (4) Seller's Permit: (sec. 77.54 (7m), Wis. Stats.), provides an exemption from Wisconsin sales and use taxes relating to certain sales by a nonprofit organization. Check the box if your organization qualifies for the exemption and therefore is not required to hold a seller's permit.
- (5) Publication: Not required. (sec. 125.04(3)(g), Wis. Stats.)

Fee: Determined by the municipality, but may not 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.) (secs. 125.26(6) and 125.51(10), Wis. Stats.)

Duration: The day, or consecutive days, that the specified event is in progress. A municipality may issue up to 20 licenses to the same licensee for a single event, if each license is issued for the same date and time. (sec. 125.51(10)(b), Wis. Stats.)

Restrictions:

- (1) License may not be issued to individuals. (secs. 125.02 (14), 125.26(6), 125.51(10), Wis. Stats.)
- (2) Licenses to organizations, other than ex-servicemen's organizations, can be issued only for a picnic or similar gathering. (secs. 125.26(6) and 125.51(10), Wis. Stats.)
- (3) License may cover either a specified area or the entire picnic grounds. (secs. 125.26(6) and 125.51(10), Wis. Stats.)
- (4) License issued to a county or district fair must cover the entire fairgrounds (secs. 125.26(6) and 125.51(10), Wis. Stats.)
- (5) No license to clubs having any indebtedness to any wholesaler for more than 15 days for beer (sec. 125.33(7), Wis. Stats.) and 30 days for wine (s. 125.69(4)(b), Wis. Stats.)
- (6) Licensed operator(s) must be present at all times (secs. 125.17, 125.26(6), 125.32(2) - Beer; 125.17, 125.51(10), 125.68(2) - Wine; Wis. Stats.)
- (7) The licensed club, club members, or any other persons are not permitted to possess intoxicating liquor on licensed premises on the Temporary Class "B"/"Class B" licensed picnic area. (sec. 125.32(6), Wis. Stats.)
- (8) Not more than 2 wine licenses may be issued to any club, county or local fair association, agricultural association, church, lodge, society, chamber of commerce or similar civic or trade organization or veterans' post in any 12 month period. A municipality may issue up to 20 wine licenses to the same licensee if: 1) each license is issued for the same date and times, 2) the licensee is the sponsor of an event held at multiple locations within the municipality on this date and at these times, 3) an admission fee is charged for participation in the event and no additional fee is charged for service of alcohol beverages at the event, and 4) within the immediately preceding 12-month period, the municipality has issued these multiple licenses for fewer than 2 events. In addition, each event for which multiple licenses are issued shall count as one license toward the 2-license limit. (sec. 125.51(10), Wis. Stats.)
- (9) Licensed organizations must purchase their alcohol beverages only from permitted Wisconsin wholesalers, breweries and brewpubs. (secs. 125.33(6), and 125.69(6), Wis. Stats.)

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	
DESCRIPTION OF EVENT BUILDINGS AND GROUNDS			
<p>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.</p>			
<p>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.</p>			
Please utilize this space to describe the buildings and grounds of your event.			
1.	Are you aware that WI Statute 125.09 (2) (c) stipulates that prior to applying to the City for a license to sell or consume alcohol on school property for school sponsored activities you must specifically obtain written permission from the school administrator to conduct such as event?	<input type="checkbox"/>	Yes <input type="checkbox"/> No
2.	Are you aware that it is illegal to sub-let a Picnic License? It is illegal for an organization to acquire a Picnic License and handover the license to others to conduct the event.	<input type="checkbox"/>	Yes <input type="checkbox"/> No
3.	Are you aware that a licensed bartender, or the person named on the Picnic License, must be able to always view those serving fermented malt beverages?	<input type="checkbox"/>	Yes <input type="checkbox"/> No
4.	Are you aware that your organization is responsible for checking identification to assure that persons consuming fermented malt beverages are of legal age?	<input type="checkbox"/>	Yes <input type="checkbox"/> No

5.	Are you aware that your organization is accountable to other state and local laws regarding the sale and distribution of fermented malt beverages that are not mentioned in this document?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	Have contacted the Altoona Police Department to determine if there will be a need for police officers at your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.	If you answered “yes” to the question above, is your organization in agreement to reimburse the Police Department for those services?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.	Are you aware that only members of your organization can be issued a license to sell beer tickets and distribute beer to customers unless you obtain an exemption under City Ordinance 5.24.100 G? [See page 5 of this application to review the ordinance.]	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.	Will your organization be requesting an exemption under 5.24.100 G? If so, please complete the Request for Exemption questionnaire below.	<input type="checkbox"/> Yes <input type="checkbox"/> No

REQUEST FOR EXEMPTION UNDER 5.24100 G

If you answered “yes” to question 9, please review and provide answers to the questions below.

What is the number of people per day you expect to 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?	
What is the number of volunteers you expect to need each day to assist your organization in serving fermented malt beverages?	
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?	
Would you like someone from the Police Department to attend one of your meetings to address any concerns?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Date of Submittal	
Name of Person Completing this Application	
Title/Position in the Organization	
Email Address	
Phone Number	
Applicant’s Signature	

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)