



Extension of Premise Application Fee: \$25.00 per event

REQUEST FOR EXTENSION OF PREMISE LICENSE FOR THE SALE OF LIQUOR AND/OR BEER

- **This application must go before the Ordinance & License Committee and Council for approval. For application deadlines, please contact the Clerk's Office or view the Extension of Premise webpage online.**
- Fee of \$25.00 per event must be paid when the application is submitted.
- The agent or a designated representative must present the Operating Plan to the Ordinance and License Committee.
- The Ordinance and License Committee does not consider an extension of premise a Block Party. The Committee defines a Block Party as an event intended for residential neighborhoods only.
- The Ordinance and License Committee will examine all information and consider: past problems, police concerns, impact on the neighborhood including comments from alderperson and neighbors, music, and hours of operation, and other concerns.

A. APPLICANT INFORMATION

Applicant (Name of Corporation, LLC, Partnership, etc.): _____

Trade Name: _____ Phone # _____

Address of Establishment _____

Agent or Owner of Establishment: _____

B. EVENT INFORMATION

Date of Event: _____

Event Start Time: _____ Event End Time (no later than 11:00 p.m.): _____

Description of Area Requested (Area must be fenced): _____

Purpose/Goals of Event: _____

Staffing/Crowd Control: _____

Expected Attendance: _____

Will there be music? Yes No If Yes, what hours will music be played? _____

What type of music will be played? (i.e. rock band, dj, etc.) _____

****Please attach a separate illustration or draw a diagram of physical layout on back of this application.**

C. SIGNATURE OF AGENT OR REPRESENTATIVE

I hereby make the above application for an extension of licensed premise as described above. I have read the above and agree to abide by the requirements.

Signature of Agent or Owner of Establishment

Date

Office Use Only!

Date Received by Clerk's Office: _____

Amount Paid: _____

Date Paid: _____

Common Council Date: _____

Extension Approved

Extension Denied