

SPECIAL EVENT ALCOHOL WORKSHEET

Alcohol Requirements

- **Completed form must be provided along with the Temporary Class “B” Picnic application for all Special Events selling/serving alcohol.**
 - Call the licensing specialist at 715-839-4923 or email licensing@eauclairewi.gov with questions.
- Alcohol must be purchased from a licensed wholesaler
- Alcohol must be sold, not given away, per Wisconsin State Statute §125.315
- All license holders have to abide by Wisconsin State Statute Chapter 125 (see reverse side of form AT-315 for additional information)
- License holders must follow Eau Claire Ordinance 9.32.040 relating to Carrying Concealed Weapons
- License holders must follow Eau Claire Ordinance 9.59.060 relating to Alcohol sales at special events
- City of Eau Claire licensed bartenders **MUST** be present – minimum of 2
- Police Services may be required (fee charged per the City of Eau Claire Fees and Licenses Schedule)
- The use of barriers/fences to enclose the area where alcohol is to be consumed may be required
- The license holders must take reasonable steps (per Chapter 9.59.060) to ensure that alcoholic beverages are consumed only by persons who are of legal drinking age. Reasonable steps will include: wristbands to indicate individuals of legal drinking age, clear cups to serve alcohol, prohibition of sales to anyone under 21 (even if accompanied by parents or guardian), and supervision of the area by security and staff personnel

Signature Required:

I have read and agree to the above requirements. _____

1. Check all that apply to your event (some required, see above):

- Wristbands to indicate individuals of legal drinking age
 - Who will be checking IDs? _____
- Clear cups to serve alcohol
- Prohibition of consumption of alcohol by bartenders while on duty
- Prohibition of sales to anyone under 21, even if accompanied by parents or guardian
- Supervision of area by security and staff personnel
- Fencing or signage to enclose the area where alcohol is to be consumed
- City of Eau Claire License bartenders will be serving at the event. How many? _____
- Food will be served at the event
- Selling beer (5 kegs or less)
- Event is co-sponsored by another organization (s)
 - If yes, attach the following: All agreements, formal or informal AND evidence of the financial relationship between your organization and the co-sponsoring business or organizations.

CITY COUNCIL APPROVAL

- Selling beer (6 kegs or more) and/or wine
- 4+ hours of alcohol service
- Alcohol will be served past sunset or 8:00 pm in the evening, whichever is later
 - Time service of alcohol will end: _____
- Alcohol will be served on the streets, sidewalks, alleys or boulevards

2. Describe any past issues you have encountered in regards to the service of alcohol at this event:

3. ALL event applications must include:

- Temporary Class “B” Fermented Malt Beverage License Application Form AT-315
- \$10 fee per event, must be paid at the time of application
- Site Plan that shows: dimensions of area where beer is sold and consumed, placement of fences and tents (if applicable), type and placement of cooking equipment, placement and projection of sound equipment, and emergency exits
- Copies of advertisements, tickets and other promotional materials for the event