



**TEMPORARY ALCOHOL LICENSE
EXPANSION APPLICATION FEE: \$43.00**

Legal Business Name			
Business Trade Name		Phone No. () -	
Street Address	City	State	Zip
Email Address	City	State	Zip
Person in charge of the event (First and Last Name)		Title	
Brief description of proposed expansion			

1. Is this a new event? Yes No If no, what was the date of the last event? _____
2. Date(s) _____ Hours of operation _____
3. Number of persons expected at the event each day _____
4. Have neighbors been notified? Yes No
5. Will you be using items such as loud speakers, call systems, live music, etc.? Yes No
6. Type of cooking equipment used (deep fryer, charcoal, etc.):
7. Attach a letter addressed to the City Council requesting a temporary expansion (see format on reverse).
8. Attach a security plan that explains how alcohol consumption will be monitored. Provide specific details on how you intend to control consumption outside of the licensed premise and how you will prevent underage alcohol consumption.
9. Attach a siteplan showing the location of the proposed expansion in relation to the existing premise. Include:
 - A. Location and materials to be used for the six (6) foot-high security fence enclosing the expansion
 - B. Identify the "reasonable" separation barrier between any exterior smoking area and the smoke-free interior.
 - C. Location of entry and exit points
 - D. Siteplan must be drawn to scale (example: 1 inch = 10 feet). Show dimensions of:
 - Size of the area occupied by the event
 - Distance from structures on the premises and adjoining parcels
 - Set-back of fence from property lines, streets, sidewalks, etc.
 - Placement and size of any tents
 - Placement of any cooking equipment
 - Show emergency exits
 - Show exit from bar to fenced outdoor area

Signature Required on Reverse
For instructions see application guidelines

Submit form with attachments and payment to:
Licensing, City of Eau Claire
203 S. Farwell St.
Eau Claire WI 54702-0909
Phone: 715-839-4923

do not write in this area
 Office use only
Fee: \$43.00 Tran Code: 1110

12/19 5.28.110 cc City Atty: _____ LRC: _____

APPLICANT'S STATEMENT

I hereby certify that the answers on this application are true and correct to the best of my knowledge. I agree, in the consideration of the granting of this license expansion, to comply with the laws of the State of Wisconsin, and to the provisions of the Municipal Code of Ordinances of the City of Eau Claire.

Signature _____

Date ____/____/____

FOR OFFICE USE ONLY:

1. Does applicant have any outstanding bills _____No _____Yes
2. Check Zoning for any issues with expansion _____No _____Yes
3. Building permit number, if any _____

GUIDELINES FOR TEMPORARILY EXPANDING ALCOHOL SALES INTO OUTDOOR AREAS

- 1. Submit application for license expansion to Customer Services** at the licensing desk on first floor of City Hall. Application deadline is 15 days prior to Council meeting date (see schedule on reverse side).

Application must include:

- Letter addressed to City Council requesting the expansion (see sample on reverse)

- Security plan for monitoring alcohol consumption

- Siteplan of existing premise, plus the proposed expansion, indicating:
 - A. Location and materials to be used for the six (6) foot-high security fence enclosing the expansion
 - B. Identify the “reasonable” separation barrier between any exterior smoking area and the smoke-free interior.
 - C. Location of entry and exit points
 - D. Siteplan must be drawn to scale (example: 1 inch = 10 feet). Show dimensions of:
 - Size of the area occupied by the event
 - Distance from structures on the premises and adjoining parcels
 - Set-back of fence from property lines, streets, sidewalks, etc.
 - Placement and size of any tents
 - Placement of any cooking equipment
 - Show emergency exits
 - Show exit from bar to fenced outdoor area

- Payment of application fee per the Schedule of Fees and Licenses

2. Attend License Review Committee Meeting.

License Review is a group of city staff who will discuss your application, answer questions you may have, and make a recommendation to City Council regarding whether or not to grant the expansion. Meetings are normally held at 10:00 a.m. on the Tuesday one week prior to the City Council Meeting. See reverse side for schedule.

3. Attend City Council meeting.

- City Council will consider your application at one of its legislative session. These are held at 4:00 p.m. on the 2nd and 4th Tuesdays of every month. See reverse side for schedule.
- City council may ask you questions. You should attend and be prepared for questions related to your request.
- City council will vote on whether to grant the expansion.
- Mail or bring application with payment to:
Licensing, City of Eau Claire
2020 Prairie Lane
PO Box 909
Eau Claire WI 54702-0909
Phone: 715-839-4923

Questions:

- Email: licensing@eauclairewi.gov
- Phone: 715-839-4923

2020 APPLICATION DEADLINES

License may be issued the day following Council Meeting if all other requirements have been met

Council Meeting	Application Deadline By NOON	License Review Date 10:00 am
January 14, 2020	December 30, 2019	January 7, 2020
January 28, 2020	January 13, 2020	January 21, 2020
February 11, 2020	January 27, 2020	February 4, 2020
February 25, 2020	February 10, 2020	February 18, 2020
March 10, 2020	February 24, 2020	March 3, 2020
March 24, 2020	March 9, 2020	March 17, 2020
April 14, 2020	March 30, 2020	April 7, 2020
April 28, 2020	April 13, 2020	April 21, 2020
May 12, 2020	April 27, 2020	May 5, 2020
May 26, 2020	May 11, 2020	May 19, 2020
June 9, 2020	May 25, 2020	June 2, 2020
June 23, 2020	June 8, 2020	June 16, 2020
July 14, 2020	June 29, 2020	July 7, 2020
July 28, 2020	July 13, 2020	July 21, 2020
August 11, 2020	July 27, 2020	August 4, 2020
August 25, 2020	August 10, 2020	August 18, 2020
September 8, 2020	August 24, 2020	September 1, 2020
September 22, 2020	September 7, 2020	September 15, 2020
October 13, 2020	September 28, 2020	October 6, 2020
October 27, 2020	October 12, 2020	October 20, 2020
November 10, 2020	October 26, 2020	November 3, 2020
November 24, 2020	November 9, 2020	November 17, 2020
December 8, 2020	November 23, 2020	December 1, 2020
December 22, 2020	December 7, 2020	December 15, 2020

SAMPLE LETTER TO CITY COUNCIL

(submit with your application with the site plan and security plan)

(Please submit on 8-1/2" x 11" paper)

DATE: _____

TO: _____

FROM: _____

SUBJECT: Temporary Expansion of alcohol license premise

_____, d/b/a _____,
 (Official Business Name) (Trade Name)

located at _____, is requesting an expansion of the liquor
 (address of premise)

licensed premise on _____ from _____ to _____
 Date(s) start time end time

for _____
 name of event

Contact person for the event: _____ Phone: _____