



TEMPORARY EXTENSION PERMIT, CLASS "B" OR "C" PREMISES INFORMATION

Office of the City Clerk License Division

200 E. Wells St. Room 105, Milwaukee, WI 53202

(414) 286-2238 email: license@milwaukee.gov www.milwaukee.gov/license

DEFINITION: The granting of a temporary extension of a Class "B" or "C" premises for special events shall authorize the licensee to sell or serve intoxicating liquors, wine or fermented malt beverages during the period of time and in the area described in the application. Such authority, however, shall be contingent upon the licensee also obtaining any and all other special privileges or permits required.

APPLICATION: Submit completed applications with notarized signatures and application fee to Office of the City Clerk-License Division.

Notarized signatures are required of the individual; a partner, if a partnership; or an agent or owner, if a corporation or LLC. Incomplete applications and applications submitted without the required fee or notarizations will be returned.

FEE: \$50 for applications filed on or before the filing deadline; \$100 for applications filed after the filing deadline. Fee must be submitted at the same time the application is filed. Make checks payable to: *City of Milwaukee*. Credit cards are accepted online and in-person; cash is accepted from applicants filing in person only. When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account, or to process the payment as a check transaction.

APPROVAL PROCESS: The alderperson representing the district in which the premise for which the permit is sought shall determine whether or not to grant each temporary extension.

APPEAL OF DENIAL: An applicant may appeal the decision of the district alderperson to the Licensing Committee of the Common Council.

Regular meetings of the Licenses Committee are generally scheduled once each month, with the exception of August, during which there are no regular meetings scheduled.

If the application is not filed by the deadline, a possibility exists that an application that has been denied may not be able to be scheduled for an appeal before the event.

See Column B in Table 1 located on page 2 for filing deadlines.

CONTROL OF PREMISES REQUIRED: The area(s), which the licensee wishes to include in any temporary extension, must be under the control of the licensee. The licensee must own or lease the area(s), have a special event permit or have

permission from a special event organization to use the area(s). The area(s) must be contiguous (in direct contact) with the licensed premises.

USE OF SINGLE SERVICE CUPS REQUIRED: The licensee may not sell any alcohol or non-alcohol beverages for consumption in bottles, cans or glass containers in the location of the temporary extension. Beverages may only be sold in single service cups for on-premises consumption in the location of the temporary extension.

To request an exception to the single service cup requirement, file a Single Service Cup Exception Application (form PL-37E) with the Milwaukee Police Department—License Investigation Unit at least 60 days prior to the date of the event, unless waived by the Chief of Police.

SPECIAL EVENT PERMIT REQUIRED: If the location requested in a temporary extension extends into or encroaches upon public property or public thoroughfares, then contact the Special Event Permit Office, (414) 286-3329, which is located at 841 N. Broadway, Room 516.

More information related to special event permits is available at <http://www.mpw.net/Pages/faq9.htm>.

ADDITIONAL PERMITS: If you will be putting up tents 10 x 10 or larger or temporary construction such as a stage, additional permits must be obtained from the Department of City Development. Contact the Permit Desk at (414) 286-8211, 809 N. Broadway 1st floor.

TEMPORARY PUBLIC ENTERTAINMENT PREMISES LICENSE REQUIRED:

- If you do not hold a Public Entertainment Premises License
- If you do hold a Public Entertainment Premises License, but are having entertainment that is not approved under that license (see license for approved entertainment)

Complete the Temporary Public Entertainment Premises License Application. \$50 for applications filed on or before the filing deadline; \$75 for applications filed after the filing deadline.

HOURS OF OPERATION: The hours allowed under an issued special event permit supersede any hours granted with the temporary extension.

FOOD PERMIT REQUIREMENTS:

Effective April 1, 2011, information about and applications related to food permits are also obtained from the License Division.

PARTIAL FEE REFUND:

If an application is withdrawn or denied, you are eligible for a partial refund of your fee(s) provided the refund is requested no later than one year from the date of withdrawal or denial of the application.

If a permit is not issued, the refund must be requested no later than one year from the date of application, unless the extension has been granted, in which case no later than one year from the date of granting.

Table 1. Filing Deadlines, Temporary Extension Permit Applications.

(A) If you want a temporary extension permit for an event being held between:			(B) Then your permit application must be filed on or before:	(C) In order for an appeal of denial to be scheduled on the agenda for the Licenses Committee meeting held on:
9/28/2013	and	10/18/2013	8/21/2013	9/10/2013
10/19/2013	and	11/8/2013	9/11/2013	10/1/2013
11/9/2013	and	11/29/2013	10/1/2013	10/21/2013
11/30/2013	and	12/20/2013	10/22/2013	11/11/2013
12/21/2013	and	1/25/2014	11/13/2013	12/3/2013
1/26/2014	and	2/14/2014	12/18/2013	1/7/2014
2/15/2014	and	3/7/2014	1/8/2014	1/28/2014
3/8/2014	and	4/5/2014	1/28/2014	2/17/2014
4/6/2014	and	4/25/2014	2/26/2014	3/18/2014
4/26/2014	and	5/16/2014	3/19/2014	4/8/2014
5/17/2014	and	6/6/2014	4/8/2014	4/29/2014
6/7/2014	and	06/27/2014	4/30/2014	5/20/2014
6/28/2014	and	07/25/2014	5/21/2014	6/10/2014
07/26/2014	and	09/26/2014	06/18/2014	07/08/2014
09/27/2014	and	10/17/2014	08/20/2014	09/09/2014
10/18/2014	and	11/08/2014	09/10/2014	09/30/2014
11/09/2014	and	11/28/2014	10/01/2014	10/21/2014
11/29/2014	and	12/19/2014	10/22/2014	11/11/2014
12/20/2014	and	01/31/2015	11/12/2014	12/02/2014

Ordinance provisions related to Temporary Extensions Permits are located in s. 90-4-7.8, MCO, and may be viewed online at <http://www.milwaukee.gov/ordinances>



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Name of Event: _____		Aldermanic District: _____
Event Dates: MUST BE CONSECUTIVE DATES: If dates are not consecutive, then separate applications are required to be filed. The hours allowed under an issued special event permit supersede any hours granted with the temporary extension. DATE _____ START TIME _____ END TIME _____ DATE _____ START TIME _____ END TIME _____ DATE _____ START TIME _____ END TIME _____		
Licensee (Name of individual; each partner; or agent, if a Corporation or LLC): _____		
Corporation or LLC Name (if applicable): _____		Business Name: _____
Business Address: _____		Business Phone #: _____
Check (v) all specific area(s) for which the temporary extension is requested, and list for each the relationship of the area to the premises (Example: north side, 2nd floor, etc.). [!] Important: All area(s) listed must be contiguous (in direct contact) with the licensed premises. <input type="checkbox"/> Sidewalk at the _____ of the premise <input type="checkbox"/> Parking lot at the _____ of the premise <input type="checkbox"/> Street at the _____ of the premise <input type="checkbox"/> Yard at the _____ of the premise <input type="checkbox"/> Other: _____		
Check (v) all that apply for the area(s) listed above. At least one box must be checked. <input type="checkbox"/> I own <input type="checkbox"/> I lease <input type="checkbox"/> I will obtain a special event permit <input type="checkbox"/> I have permission from a special event organization		
Will you be putting up any tents that are 600 sq. ft. or larger and have 2 or more sides? <input type="checkbox"/> NO <input type="checkbox"/> YES Will you be putting up any temporary construction, such as a stage? <input type="checkbox"/> NO <input type="checkbox"/> YES		
Will there be live music/entertainment outside? <input type="checkbox"/> NO <input type="checkbox"/> YES If Yes: Start Time: _____ End Time: _____ ** If YES, do you need a Temporary Public Entertainment Premises License for this event? <input type="checkbox"/> NO <input type="checkbox"/> YES If YES, complete a Temporary Public Entertainment Premises License Application.		
[!] A Temporary Public Entertainment Premises License is required: <ul style="list-style-type: none"> • If you do not hold a Public Entertainment Premises License OR • If you do hold a Public Entertainment Premises License but are having entertainment that is not approved under that license. (see license for approved entertainment) ** Entertainment Outdoor Closing Hours – 10:00 pm Sunday – Thursday; 12:00 am Friday and Saturday; unless otherwise approved by Common Council. ** Entertainment Indoor Closing Hours – Alcohol beverage establishment: same as alcohol license hours. Non-alcohol establishment: 1:00 am Sun to Thurs; 1:30 am Fri-Sat		
Applicants filing after the deadline: I am filing this permit application after the filing deadline established for the date(s) of the event for which the permit is being sought, and therefore: <input type="checkbox"/> I affirm my understanding that any decision made by the local alderperson is final and not subject to appeal <input type="checkbox"/> I understand that there is a possibility that my permit may not be approved due to the untimely filing of my application.		
SUBSCRIBED & SWORN TO BEFORE ME THIS _____ day of _____, 20____ _____ Notary Public, State of Wisconsin My Commission expires _____ Notary Seal must be affixed		
_____ Signature of Applicant		_____

Office Use Only: Filed _____ Initials _____ App# _____ Queued to DNS Yes (If tent/stage) N/A

If late, copy given to Manager Yes Initials _____ N/A

Paid DNS Approved CC Approved Issued _____ License # _____ Initials _____