City of Milwaukee

CLASS "B" SPECIAL (SHORT TERM) LICENSE INFORMATION SHEET

OFFICE OF THE CITY CLERK LICENSE DIVISION
200 E. WELLS ST. ROOM 105, MILWAUKEE, WI 53202
(414) 286-2238 EMAIL: LICENSE@MILWAUKEE.GOV

DEFINITION:

A Class "B" Special license entitles the holder thereof to sell, barter, or give away retail beer and/or wine, at a specific picnic, festival or similar event. It does not permit the sale or service of liquor. Laws which prohibit the sale of beer or wine to persons who have not attained the age of 21 are applicable.

APPLICATION:

Submit application, form ccl-241a, to City Clerk License Division, City Hall, 200 E. Wells Street, Room 105, Milwaukee, WI 53202.

The license shall be applied for by an officer or manager who shall be personally responsible for compliance with all rules and regulations established in ch. 90, Milwaukee Code of Ordinances, ch. 125, Wis. Stats. The officer or manager must be of good moral character and have attained the age of 21 years (or have a Class 'D' Operator's license) at the time of filing an application.

Note: Applicants are required to submit applications to the City Clerk License Division no later than 45 days before the event for which the license is sought is to be held.

APPEAL WAIVER:

A Class "B" Special license may be issued to an applicant who files his or her application fewer than 45 days before the event for which the permit is sought provided the applicant waives his or her right to an appeal of any decision made by the Licenses Committee. Complete a Class "B" Special license appeal waiver, form ccl-241b, to file an application fewer than 45 days before the event.

LICENSE PERIOD:

Duration of event.

FEE: $10.00

SIGNATURES:

Regardless of whether an officer or manager files the application, signatures of the president and secretary of the organization are required on the application form.

ALTERNATIVE DATES:

Applicants may at the time of application specify on the application alternative dates for which the license is sought in the event of inclement weather. Whenever a license holder wishes to invoke the alternative dates specified on the application, the license holder shall submit to the License Division the Class "B" Special license issued for the original dates and a sworn written statement that no event was operated on the dates specified on the license. A new Class "B" Special license will be issued.

REQUIREMENTS:

1. License may not be issued to individuals. License may only be issued to legally incorporated, non profit organizations; bona fide clubs; organized labor unions; state, county or local fair associations or agricultural societies that have been in existence for not less than six months prior to the date of application; or posts established by veterans' associations.

2. Licenses to organizations, other than ex-servicemen's organizations, can only be issued for picnics or similar gatherings, and not for business or social meetings of the organization. Licenses for business or social meetings of the organization may be issued to ex-servicemen's posts.

3. No more than 2 licenses shall be issued in any 12-month period to the same entity.

4. Organizations that have not obtained this license previously must present proof of their eligibility, i.e. proof of incorporation as a non-profit organization.

5. This license will not be issued to any premises already licensed for alcoholic beverages.

6. The location for which the applicant applies must be owned by or under the control of the applicant.

7. If the event will be held at a Milwaukee County park, Miller Park or on Summerfest grounds, a letter of authorization from the park commission or entity controlling the property must accompany the application.

8. No person other than the licensee shall draw from the original container unless he/she holds a bartender's license or is under the immediate supervision of the licensee or a licensed bartender. Applications for temporary bartender's licenses are available from the City Clerk License Division.

9. The police department on the date the affair is held makes a check of the premises. A violation of any federal, state or local laws at an event will adversely affect the issuance of any future license to that organization.

10. License may cover either a specified area or the entire picnic grounds; however, license issued to a county or district fair must cover the entire fairground (s. 125.26(6), Wis. Stats.).

11. No license to clubs having any indebtedness to any licensee for more than 15 days for beer (s.125.33 (7)(b), Wis. Stats.), and 30 days for wine (S. 125.69(4)(b), Wis. Stats.).

12. Licensed operator must be present at all times, except on grounds of fairs receiving state aid (ss. 125.26(6), 125.17, and 125.32(2), Wis. Stats.).

13. The licensed club, club members, or any other person are not permitted to possess intoxicating liquor on licensed premises or licensed picnic area (s. 125.32(6), Wis. Stats.).

DUPLICATE LICENSE FEE: The fee for a duplicate license is $8. You must bring current photo identification.

REFUND OF LICENSE FEE: If an application is withdrawn or denied, you are eligible for a refund in the amount of $10.00 if you paid a $35.00 fee and $25.00 if you paid $50.00, provided the refund is requested no later than one year from the date of withdrawal or denial of the application. If a license is not issued, the refund must be requested no later than one year from the date of application, unless the license has been granted, in which case no later than one year from the date of granting of the license.

ADDITIONAL REQUIREMENTS:

If the location requested extends into or encroaches upon public property or public thoroughfares, then you must contact the Special Event Permit Office, 841 N. Broadway, Room 516, (414) 286-3329, http://www.mpw.net/Pages/faq9.htm

Contact the Health Department, 841 N. Broadway, 3rd Floor, (414) 286-3674 for food permits, http://www.city.milwaukee.gov/display/router.asp?docid=423

TEMPORARY CLASS "B" RETAILER'S LICENSE TO SELL FERMENTED MALT BEVERAGES AND WINE AT PICNICS OR GATHERINGS APPLICATION

Submit to Municipal Clerk: Date Filed_____, 20_____

Name of Event: _____

FEE $10.00. Make checks payable to: CITY OF MILWAUKEE

To the governing body of the City of Milwaukee and County of Milwaukee under the provisions of Sec. 125.26(6), Wis. Stats., the named organization applies for a temporary Class "B" license to sell fermented malt beverages and wine at the premises described below in the City of Milwaukee, County of Milwaukee, State of Wisconsin, 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 wine if the license is granted.

Alternative dates (optional): Special event beginning _____ and ending _____

1. ORGANIZATION (Bona fide club, church, lodge or society, veteran's organization, or fair association):

(a) Name_____

(b) Address (include City, State, & Zip) _____

(c) Date organized _____ _ (d) If corporation, give date, of incorporation _____

(e) Names, home addresses (including City, State, & Zip Code), phone numbers and dates of birth of all officers/members:

President/Member_____

Vice President/Member_____

Secretary/Member_____

Treasurer/Member_____

Manager/Person in charge_____

2. LOCATION OF PREMISES WHERE FERMENTED MALT BEVERAGES AND WINE WILL BE SOLD:

(a) Street address_____

(b) Do premises occupy all or part of building? _____ 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. HAVE YOU MADE APPLICATION FOR MORE THAN ONE OTHER CLASS "B" LICENSE FOR ANY OTHER LOCATION IN WISCONSIN? _____ If yes, give place and date of applications:_____

_____

DECLARATION

The president and secretary of _____ (name of the organization), individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

_____ _____

(Signature of President) (Signature of Secretary)

Office Use Only: ▪▪▪

City of Milwaukee

CLASS "B" SPECIAL LICENSE APPEAL WAIVER

OFFICE OF THE CITY CLERK LICENSE DIVISION
200 E. WELLS ST. ROOM 105, MILWAUKEE, WI 53202
(414) 286-2238 E-MAIL ADDRESS: LICENSE@MILWAUKEE.GOV

		Date of Application:
Dates during which the event will be held:	Start Date:	End Date:

Declaration

I understand that a Class "B" special license may be issued to an applicant who files his or her application fewer than 45 days before the event for which the license is sought provided the applicant waives his or her right to an appeal of any decision made by the Licenses Committee in the event there is a written objection filed regarding the application for a Class "B" special license.

I hereby waive my right to an appeal of any decision made by the Licenses Committee related to the attached application for a Class "B" special license.

_____ _____
Signature of Officer/Manager/Person in charge Date

Office Use Only:

Initials_____Date filed_____License #_____