



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

- **Applications are required to be approved by the Common Council of the City of New Berlin. All applications must be completed in its entirety and submitted to the City Clerk's Office 30 Business Days before the event.**
- A fee of \$50.00 per event must be paid when the application is submitted.
- Applicant may not sell any alcoholic or any non-alcoholic beverages in bottles or glass containers within the temporary extension of premise. Per New Berlin Municipal Code (152-4M)
- An approved Temporary Use Permit from the Planning Department is required for submittal.
- Application must be accompanied by a diagram that outlines where extension will be in reference to currently licensed premises, service area, exits, and any fences or barricades that will be utilized during the event.
- The City Clerk's Office and Common Council 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 (First Name, M.I, Last Name.): _____

Business Name: _____

Type of Liquor License/License Number _____

Email: _____ Phone Number: _____

Address of Establishment _____

B. EVENT INFORMATON

Date of Event: _____

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

Name/Purpose of Event: _____

Description of Area Requested (Must include map): _____

****Please attach a separate illustration depicting the requested layout.**

Is the area in which the Licensee wishes to include in a temporary extension owned or under the control of the licensee?

***If no, please list the Owners contact information and submit written approval with the completed application.**

Will the proposed event encroach upon any public property right-of-way? Yes No

***If yes, additional applications and fees will be required. Please contact the City Clerk's Office at 262-786-8610**

Have you obtained liability coverage for the extension of premises of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate, naming the City of New Berlin as an additional insured?

Yes No

****A copy is required to be submitted with the application**

C. SIGNATURE OF AGENT OR REPRESENTATIVE

I hereby apply for a License to extend the premise of the alcohol beverage license at the premises described above, in the City of New Berlin, subject to the limitations imposed by Wisconsin Statutes and acts amendatory hereof and supplementary thereto, and hereby agree to comply with all laws, resolutions, ordinances and regulations affecting the sale of such beverages if a license have granted me. I acknowledge that all additional city and state permits required for this event have been applied for and copies of said permits have been provided to the New Berlin City Clerk's Office

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