



Community Relations/City Clerk's Department
3805 S. Casper Drive, New Berlin, WI 53151
Phone: 262-786-8610

Alcoholic Beverages at Private Parties on Private Property
Guidelines for Weddings, Business Events, Large Scale Gatherings

Private Functions

- Alcoholic Beverages may be served as long as there is NO direct or indirect charge (monetary, tickets, etc.) for the alcoholic beverages.
- The event must be Private and closed to the general public and attendance must be via personal invitation
- If *Caterer* hired, all monetary charges for services involving alcohol must take place at the caterer's licensed premise (a copy of the caterers license should be provided for the city's files to ensure the caterer holds the correct license).
- If *no Caterer* hired, all alcohol must be purchased at a licensed venue and delivered to your event by the seller.
- Alcohol must be served by an adult at least age 18 and older. A caterer may supply personnel to dispense alcohol beverages at catered functions.
- All applicable state statutes & city ordinances that pertain to alcoholic beverages must be followed.
- State law prohibits serving alcohol to persons under 21 years of age or to anyone who is or appears to be under the influence of alcohol to a reasonable person.

Non-Profit Organizations/Fundraisers

- A non-profit hosting a fundraiser while serving alcoholic beverages is required to apply for either a temporary Class "B" (picnic) beer license or a temporary "Class B" (picnic) wine license at least 3 days prior to the event date. If a non-profit is selling both beer and wine, they must apply for both licenses. The "Class B" wine license can only be applied for twice by the same organization within a 12 month period, however there is no limit for the Class "B" beer license.
- Alcohol must be served by an individual possessing a full operator's license with the city or that has applied and been approved for a temporary operator's license for the specific event. The operator's license application can be obtained from the Community Relations/City Clerk's Office and must be applied for up to 7 days before the scheduled event.
- All applicable state statutes & city ordinances that pertain to alcoholic beverages must be followed.
- State law prohibits service of alcohol to persons under 21 years of age unless accompanied by a parent, guardian or spouse of legal drinking age or to anyone who is or appears to be under the influence of alcohol to a reasonable person.
- No alcohol may be served if the event is designated as a "Youth" event (majority of the attendees are under the age of 21).

Other Considerations

- Hiring a DJ or Band or just having loud music? You will need to obtain a loudspeaker permit from the New Berlin Police Department.
- Will there be dancing or live entertainment? You may need an Entertainment License from the Community Relations/City Clerk's Department.
- Setting up tents, structures, etc.? You will need to contact the City's Department of Community Development at 262-786-8610 to find out what permits you may need.
- Having numerous guests causing street parking? It's always a good idea to let the New Berlin Police Department know so if they receive calls/complaints, they already know what's going on.
- Having a fire? You will need to obtain a burning permit from the Library or the Community Relations/City Clerk's Department.

****For all Alcohol/Operator's License Applications & Inquiries,
contact the Community Relations/City Clerk's Office at: 262-786-8610***