



## TEMPORARY EXTENSION PERMIT, CLASS "B" OR "C" PREMISES 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  
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/FEE:** Submit completed applications to: Office of the City Clerk-License Division. Notarized signatures are required of the individual; a partner, if a partnership; or an agent or officer/member, if a corporation or LLC.

**\$50** for applications filed at least 45 days before the event; **\$75** for applications filed less than 45 days before the event.

Incomplete applications and applications submitted without the required fee or notarizations will be returned.

**APPROVAL PROCESS:** Applications requesting a temporary extension of a licensed premises must be granted by the Common Council after first being recommended for approval by both the alderperson representing the district in which the premises is located, and the Licenses Committee of the Common Council.

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

If no regular meetings of the Licenses Committee and Common Council are scheduled during the period of time between the filing of an application and the date(s) of the event for which the permit is sought, a possibility exists that the application requesting a temporary extension of the licensed premises may not be granted.

**FILING DEADLINES:** See Column B in Table 1 located on page 2.

[!] Notwithstanding any filing deadline, and regardless of whether the right to appeal an adverse decision has been waived, applications must in all cases be on file a **minimum of 3 days** prior to granting by the Common Council.

The filing of permit applications **60 days before** the date of the event is recommended.

**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>.

**SPECIAL PARTY PERMIT REQUIRED:** If you hold no Instrumental Music, Tavern Dance or Tavern Amusement (Cabaret/Night Club) license, then a separate Special Party Permit is required for **each date** live music/entertainment will be performed.

There is a separate fee for each date a Special Party Permit is requested. The fee is \$50 per date, if filed 45 or more days before the event, and \$75 per date, if filed less than 45 days before the event. The fee must be submitted with the Request for Special Party Permit application. Make checks payable to: *City of Milwaukee*.

Applications for Special Party Permits should be made 45 days prior to the day of the event. An application filed fewer than 45 days before the event may be considered if the applicant waives his or her right to an appeal of the decision made by the alderperson representing the district in which the premises is located.

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

**FOOD PERMIT REQUIREMENTS:** For information about and applications related to food permits, contact the Health Department, (414) 286-3674, located at 841 N. Broadway, 3<sup>rd</sup> Floor.

[www.city.milwaukee.gov/FoodSafetyandLicensi8691.htm](http://www.city.milwaukee.gov/FoodSafetyandLicensi8691.htm)

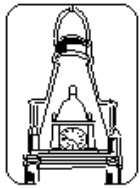
**PARTIAL FEE REFUND:** If an application is withdrawn or denied, you are eligible for a partial refund of your fee(s) provided the refund is requested no later than one year from the date of withdrawal or denial of the application.

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 for 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 the permit application to be scheduled on the agenda for the Licenses Committee meeting held on:
11/08/2009	and	12/05/2009	10/08/2009	10/20/2009
12/06/2009	and	12/26/2009	11/05/2009	11/17/2009
12/27/2009	and	1/31/2010	11/25/2009	12/08/2009
2/01/2010	and	2/13/2010	12/23/2009	1/05/2010
2/14/2010	and	3/06/2010	1/14/2010	1/26/2010
3/07/2010	and	3/27/2010	2/05/2010	2/17/2010
3/28/2010	and	4/17/2010	2/24/2010	3/08/2010
4/18/2010	and	5/08/2010	3/17/2010	3/29/2010
5/09/2010	and	5/29/2010	4/08/2010	4/20/2010
5/30/2010	and	6/19/2010	4/28/2010	5/10/2010
6/20/2010	and	7/10/2010	5/21/2010	6/02/2010
7/11/2010	and	7/31/2010	6/09/2010	6/21/2010
8/01/2010	and	9/25/2010	6/30/2010	7/12/2010
9/26/2010	and	10/16/2010	8/27/2010	9/08/2010
10/17/2010	and	11/06/2010	9/16/2010	9/28/2010
11/07/2010	and	11/27/2010	10/07/2010	10/19/2010
11/28/2010	and	12/25/2010	10/28/2010	11/09/2010
12/26/2010	and	1/31/2011	11/24/2010	12/07/2010

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>



**City  
of  
Milwaukee**

# TEMPORARY EXTENSION REQUEST CLASS "B" OR "C" PREMISES

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

Name of Event:		Aldermanic District:
List date(s) and time(s) of event: <b>[!]</b> 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.		
1. DATE _____	START TIME _____	END TIME _____
2. DATE _____	START TIME _____	END TIME _____
3. DATE _____	START TIME _____	END TIME _____
4. DATE _____	START TIME _____	END TIME _____
Licensee (List name of individual; partners, if partnership; or agent, if a Corporation or LLC):		
Corporation or LLC Name (if applicable):	Business Name:	
Business Address (include Zip Code):		
Optional Mailing Address (include City, State, Zip Code):	Business Telephone Number: (     )     -	
Identify the specific area(s) for which the temporary extension of premises permit is requested. Check (√) all that apply, and list for each the relationship of the area to the premises (Example: north side, front, 2 <sup>nd</sup> floor, etc.). <b>[!]</b> Important: All area(s) listed must be contiguous (in direct contact) with the licensed premises.		
<input type="checkbox"/> Sidewalk at the _____ <input type="checkbox"/> Parking lot at the _____ <input type="checkbox"/> Street at the _____ <input type="checkbox"/> Yard at the _____ <input type="checkbox"/> Other: _____		
Check (√) all that apply for the area(s) list above. <b>[!]</b> At least one box must be checked.		
<input type="checkbox"/> I own the area(s). <input type="checkbox"/> I lease the area(s). <input type="checkbox"/> I will obtain a special event permit for the area(s). <input type="checkbox"/> I have permission from a special event organization to use the area(s).		
Will the event include the outside performance of live music/entertainment? <input type="checkbox"/> Yes <input type="checkbox"/> No     If "yes", then list performance times here ►	Start Time:	End Time:
<b>[!]</b> Special Party Permits Required: If you do not hold an Instrumental Music, Dance or Amusement (Cabaret/Night Club) license, then you will need to obtain a separate Special Party Permit for each date live music/entertainment will be performed.		
Do you need any Special Party Permits related to this event? <input type="checkbox"/> No <input type="checkbox"/> Yes If "yes", then list the number of Special Party Permits needed ► _____, and complete the Request for Special Party Permit Application (form ccl-125a).		
SUBSCRIBED & SWORN TO BEFORE ME THIS _____ day of _____, 20_____ _____ Notary Public, State of Wisconsin		
		► _____ Signature of Applicant
My Commission expires _____ <b>[!]</b> Notary Seal must be affixed.		

**Office Use Only:**

**Aldermanic Recommendation:**

**Recommends Approval**

*Unless noted below, an approval recommendation here includes approval of any related Special Party permits.*

**Objects to Granting** If "objects," indicate below any factors considered in making determination.

**Objects Only to Granting Special Party Permit(s)**

- The appropriateness of the location and site for which the permit is sought and whether the event for which the permit is sought will create undesirable neighborhood problems.
- The hours during which the event would be operated on the site and the likely effect of the event on the surrounding area.
- Whether previous permits granted to the same applicant or to other applicants for the same site have resulted in neighborhood problems including, but not limited to, complaints of loud music, noise, litter, disorderly assemblages, and loitering or public urination.
- Whether the applicant has been charged or convicted of any felony, misdemeanor, municipal offense or other offense, the circumstances of which substantially relate to the activity for which the permit is sought.
- Other factors which reasonably relate to the public health, safety and welfare.

▶ \_\_\_\_\_  
**Signature of Alderperson**

▶ \_\_\_\_\_  
**Date**

**License Division Staff, Review of Meeting Calendar:**

Are regular meetings of both the Licenses Committee and Common Council scheduled prior to the date(s) for which the permit is sought, and has the application been filed **at least 3 days prior to** the date of granting by the Common Council?

**Yes**     **No**    **Initials:** \_\_\_\_\_    If "no," then applicant is required to sign below to acknowledge the following:

**Acknowledgement by Applicant of Understanding of Permit Approval Restrictions**

I understand this application requesting a temporary extension of a licensed premises must be granted by the Common Council after first being recommended for approval by both the alderperson representing the district in which the premises is located and the Licenses Committee of the Common Council.

In addition, I have been advised that no regular meetings of the Licenses Committee and Common Council are scheduled during the period of time between the filing of this application and the date(s) for which the permit is sought and, therefore, a possibility exists that this application requesting a temporary extension of a licensed premise may not be granted.

▶ \_\_\_\_\_  
**Signature of Applicant**

▶ \_\_\_\_\_  
**Date**

Filed: \_\_\_\_\_ Initials: \_\_\_\_\_ BTAVN # \_\_\_\_\_ SDANC # \_\_\_\_\_

Granted: \_\_\_\_\_ Issued: \_\_\_\_\_ Initials: \_\_\_\_\_

# SINGLE SERVICE CUP EXCEPTION APPLICATION

Requests must be filed at least 60 days prior to the date of the event, unless waived by the Chief of Police. Failure to fully complete this request and supply the required documents will result in denial of the request. Please type or print legibly in black ink.

Upon completion please return to: **Milwaukee Police Department, License Investigation Unit, 749 W. State Street, Rm. B009 Milwaukee, WI 53233 Fax: 414-935-7381 Telephone: 414-935-7428**

<b>Name of Event:</b> _____	<b>Date of Request:</b> _____
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**DATE(S) AND TIME(S) OF EVENT**  
 FROM: \_\_\_/\_\_\_/\_\_\_ TO: \_\_\_/\_\_\_/\_\_\_ START TIME \_\_\_\_\_ END TIME \_\_\_\_\_  
 Events not occurring on contiguous days require separate applications.

<b>Applicant (Licensee, Agent of Licensee or Event Sponsor):</b> Name: _____ D.O.B. ___/___/___ Address: _____	<b>Telephone Number:</b> (    )    -    _____
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**Licensed premises involved in the event:**  
 Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 Attach additional sheets if necessary.

**Event Sponsor(s):**  
**Name: \_\_\_\_\_ Address: \_\_\_\_\_ Telephone: \_\_\_\_\_**

I, \_\_\_\_\_ (Name of Licensee or event sponsor), request permission from the Chief of Police to serve alcoholic beverages in beverage containers other than single service cups as described below. I understand that no exception will be granted to allow glass containers.  
 The reason for this request is \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Copies of related temporary extension permits and a complete security plan must be attached. The security plan must contain a specific description of the procedures and policies for assuring the safety of the public.

**Describe in detail the type of entertainment/amusement that will be provided during the event:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Describe in detail the type and estimated quantity of single-service beverage containers proposed for sale or possession upon the extended premises:**  
 \_\_\_\_\_  
 \_\_\_\_\_

I have knowledge of the City Ordinances and Wisconsin State Statutes regulating alcohol beverages and all statements made in the foregoing application are true and correct.

SUBSCRIBED & SWORN TO BEFORE ME THIS  
 \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_  
 \_\_\_\_\_ Notary Public, State of Wisconsin      \_\_\_\_\_ Signature of Applicant

My Commission expires \_\_\_\_\_  
*Notary Seal must be affixed*

<b>License Investigation Unit Report Attached</b> Chief of Police: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	<b>Remarks:</b> _____ _____ _____
<b>Signature</b>	<b>Date</b>