

The **APPLICANT** is responsible for assuring they have all necessary reservations, permits and licenses prior to hosting the special event. Failure to obtain any of the necessary permits/licenses are grounds to suspend the event. The City Code can be obtained online at <https://ecode360.com/WA3515> or in the City Clerk's Office. Incomplete applications will not be accepted.

EVENT PLANNING FOR APPLICANT

Contact the City Clerk for the following additional licenses, permits and necessary information. 920-262-4000		
Will there be food served at the event? If yes, explain (i.e. food truck, food stand, catered, etc.):	<input type="checkbox"/> Yes <input type="checkbox"/> No	Food vendors are exempt from City permitting when part of a special event; however, a list of vendors is required ten (10) business days before the event. When serving food, you must also contact the Watertown Health Department: 920-262-8090
Will there be vendors selling merchandise?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Transient Merchants are exempt from City permitting when participating in a special event; however, a list of vendors is required ten (10) business days before the event.
Will your event have employees, volunteers, and hired/volunteer entertainers who are responsible for the supervision or care of minors or whose duties will require close contact or alone time with minors?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, a verified list of names that have been checked against the online national sex offender public website is required ten (10) business days before the event.
Will alcohol beverages be sold/served/consumed? *Temp Class B License required *Open Container application may be required *Beer/wine must be purchased from a wholesaler. *Liquor Liability Insurance Required.	<input type="checkbox"/> Yes <input type="checkbox"/> No	A Temporary Class "B"/"Class B" License is required to sell, serve or consume beer or wine (no liquor). Eligibility requirements apply. If you have an establishment licensed for alcohol and wish to expand the licensed premises into adjacent property, an application requesting a temporary premises amendment is required. Applications can be obtained from the City Clerk.
Will your event have licensed bartenders?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If serving alcohol, you are required to have licensed bartenders serving. Applications to for an operator's license (bartender) or a temporary operator's license can be obtained from the City Clerk. Eligibility requirements apply.
Will your event include any of the following: Run _____ Walk _____ Bike Tour _____ Bike Race _____ Parade _____ Other Procession _____ *if multiple activities, please submit legible route for each.	<input type="checkbox"/> Yes <input type="checkbox"/> No	A legible route map and turn-by-turn list must be submitted; include assembly area, starting point and termination point, and barricade placement. Approval of route by Police and Public Works is required.
Will your event include a carnival, circus or amusement rides of any kind?	<input type="checkbox"/> Yes <input type="checkbox"/> No	A Carnival or Circus Permit is required. Applications can be obtained from the City Clerk.
Does the event involve any show or exhibition of animals? A special use permit (550-52J) and Health Department animal permit (228-10) may be required.	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, a special use permit (550-52J) and Health Department animal permit (228-10) may be required.
Will your event include horse drawn carriage rides?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Provide contact information on application.
Will fireworks or pyrotechnic special effects be used during event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	A Firework Permit is required to be filed with the City Clerk subject to Mayor approval and subject to insurance requirements.
Contact the Inspection Department and/or the Fire Department for the information that may be required. 920-262-4060		
Will you be using temporary signs to advertise your event prior to the day of the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, reference Sec. §550-129 Signs & Projections of the Municipal Code or contact the Zoning Department.

Do you intend to have Fire/EMS vehicle access lanes?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Emergency vehicle access lanes are required (minimum 20 feet). Contact Fire Department for details.
Contact the Parks & Recreation Department for the requirements and necessary information. 920-262-8080		
Will the event be held in a city park or utilize any park facility?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Reservations need to be made with the Parks & Recreation Department.
Will the event be held on private property?	<input type="checkbox"/> Yes <input type="checkbox"/> No	A signed statement from the property owner that applicant has permission to use said property for the special event is required.
Will there be a live amplified sound? If Yes, explain: Band _____ DJ _____ Other _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	Amplified Sound Permit is required if the event is located in a city park. Amplified Sound Permits can be obtained from the Park and Rec Department. Noise is regulated in the City of Watertown; see Sec. §410.40E of the Municipal Code.
Will the event be selling concessions?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Concessions permit/Temporary Concessions permit can be obtained from the Park and Rec Department.
Will the event have parking on park property?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Apply to the Parks and Recreation Director as provided in Watertown Municipal Code § 398- 5B .
Contact the Police Department (non-emergency) for necessary information. 920-261-6660		
Do you have a security plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No	A security plan is required. <i>Plans will be kept confidential.</i>
Do you have an Emergency Action Plan for accidents, injuries, fires, severe weather, lost child, etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No	An Emergency Action Plan is required. <i>Plans will be kept confidential.</i>
Has a private security firm been retained?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide security firm contact information on the Emergency Action Plan.
Contact the Street Department and/or Police Department for necessary information. 920-262-4080		
Do you intend to use a street, alley or right-of- way?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Describe area in description of the event and mark area on required map.
Will your event include closure of a highway (state or county)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Permission must be granted by the State of WI Department of Transportation through the Police Department
Do you need barricades for your event? If yes, include placement in the event map. If no, provide a traffic control plan.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Barricades may be provided by the city. Cost can be found on the Event Fee Schedule. Estimated costs will be invoiced prior to the event with 50% due and a final bill sent at the conclusion of the event.
Will your event need temporary fencing?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Indicate where fencing will be placed on event map.
Do you have an established traffic control plan? If not using City traffic control equipment (i.e. cones and barricades) submit your proposed traffic control plan with application.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Upon request, the Police & Street Department can assist with developing a traffic plan i.e. barricades or signage placement and / or if Auxiliary Police would be needed.
Do you have a waste management plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Adequate waste receptacles are required and haul away fees may be applicable.
Do you have a parking plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Do you have handicap parking?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>Applicant understands that extraordinary service fees may be billed as a result of the event. Applicant will pay the actual costs for the use of equipment, resources, or services if the event requires more than the reasonable and necessary services provided by the city.</p> <p>Extraordinary services do not include the provision of police protection against hostile individuals targeting the event's message or intentions.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>The city will invoice the event organizer 10 business days prior to the event with an estimated cost with 50% due prior to the event.</p> <p>Failure to pay will void the application. After the conclusion of the event a final invoice will be sent for any remaining costs. Payment shall be made within thirty (30) days of the invoice.</p> <p>If any traffic control materials are missing or returned damaged, fee for replacement/repair will be invoiced</p>

EVENT CHECKLIST FOR APPLICANT

All forms are to be turned into the City Clerk's Office unless otherwise noted.

Incomplete applications will be returned. Please call if you have questions.

- Special Event Application *(complete and signed)*.
- Special Event Application Fee *(cash or check payable to City of Watertown.)*
- Indemnification and Hold Harmless signed.
- Special Event Application Fee and Extraordinary Services acknowledgement signed.
- Security and Emergency Action Plan with Police and Fire Department approval.
- Certificate of Liability Insurance AND Additional Insured Endorsement.
- Photocopy of Tax-Exempt Number, if applicable. **Required to avoid sales tax if being billed for materials i.e. barricades.*
- Photocopy of Wisconsin Seller Permit, if applicable. **Required unless exempt pursuant to Wis. Stat. 77.54 (7m).*
- Map of Special Event area; include any street, alley or right-of-way closed for the special event and placement of barricades. Site plan must include, as applicable, alcohol sales location(s), stages, temporary structures, vendors, carnival, portable toilets, garbage/recycling receptacles and dumpsters, fencing, exit locations for fenced events, accessible paths, handicap parking, access for emergency vehicles and personnel.
- Turn by turn list of parade/procession; also include assembly area, starting point and termination point, and where any barricades will be placed.
- Merchandise/Food Vendor List. **Due no less than ten (10) business days before the event to the City Clerk.*
- List of the legal names of all employees, volunteers, and hired/volunteer entertainers who are responsible for the supervision or care of minors, or whose duties would require close contact and/or alone time with minors at the event. **Due no less than ten (10) business days before the event to the City Clerk.*
- Statement from property owner for private property event location, if applicable.
- all other applicable applications to City Departments – responsibility of applicant.

SECURITY & EMERGENCY ACTION PLAN

Below is the standard Security and Emergency Action Plan required by the City of Watertown. Please complete the form with your event information or your own Security/EAP that includes all the required information. Plans must be approved by the Police and Fire Department and will be kept confidential.

I. GENERAL

_____ will be held on ___ at _____
DATE EVENT NAME
GENERAL LOCATION/ADDRESS/PARK NAME

II. PURPOSE

- III. This emergency action plan predetermines actions to take before and during the "EVENT NAME" (hereinafter referred to as the event) in response to an emergency or otherwise hazardous condition. These actions will be taken by organizers, management, personnel, and attendees. These actions represent those required prior to the event in preparation for and those required during an emergency.
- IV. Flexibility must be exercised when implementing this plan because of the wide variety of potential hazards that exist for this event. These hazards include, but are not limited to, Fire, Medical Emergencies, Severe Weather, or situations where Law Enforcement is required.

V. ASSUMPTIONS

The possibility of an occurrence of an emergency is present at this event. The types of emergencies possible are various and could require the response of Fire & Rescue, Emergency Medical Services, and Police.

VI. BASIC PLAN

A. Emergency Action Plan (EAP) Event Representative

1. The EAP event representative will be identified as the point of contact for all communications regarding the events EAP. This person is identified as PRIMARY CONTACT.

B. Emergency Notification

1. In the event of an emergency, notification of the emergency will be through the use of 911. The caller should have the following information available to the 911 operator: nature of emergency, location, and contact person with callback number.

2. We will/ will not have on-site EMS. _____

CONTACT NAME/CELL NUMBER

3. We will/ will not have on-site Police or Security. _____

CONTACT NAME/CELL NUMBER

C. Severe Weather

1. Weather forecasts and current conditions can be monitored through the [National Weather Service's Madison Weather Forecast website](#).
2. Before the event - If severe weather is predicted prior to the event, the EAP event representative will evaluate the conditions and determine if the event will remain scheduled. The EAP event representative will be responsible for monitoring the weather conditions before and during the event.
3. During the event - If severe weather occurs during the event, the EAP event representative will make notification to those attending the event that a hazardous weather condition exists and direct them to shelter.
4. There are very limited provisions for sheltering participants in the event of severe weather.
5. This event will follow the 30-30 Rule for lightning. If lightning is observed and thunder is heard within 30 seconds, the event will be delayed until 30 minutes have passed since thunder was last heard.
6. The EAP representative is aware of the event location shelter areas. _____ (EAP Rep initials)

D. Fire

1. If a specific hazard has been identified as an increased risk of fire at this event, event organizer will work with the Fire Department to determine how to address the hazard.
2. All event staff will be instructed on the safe use of Portable Fire Extinguishers.
3. If cooking is intended, you must contact the fire department and -
 - a) Must have a valid fire extinguisher, 2A10BC
 - b) Each space is allowed 1 LP tank per cooking device. All LP tanks are to be secured in an approved manner (tied, strapped, chained, etc.)
 - c) No cooking shall be allowed under a tent. Cooking shall be a minimum of 20' away from tents/canopies.
 - d) Cooking must be on a non-combustible surface (grease collection material generally required under cooking and food service areas)
4. Fire Inspectors may be required to do an inspection of your event (depends on size and nature of the event), contact the Fire Department for guidelines
5. All tents/canopies used for cooking shall have a FLAME SPREAD Certification attached to the tent.
6. Should an incident occur that requires the Fire Department, 911 will be utilized to request this resource. The caller should have the following information available to the 911 operator: nature of emergency, location, and contact person with callback number.

E. Medical Emergencies

1. As with any outdoor event, there is potential for injury to the participants. The types of injuries are various and include those that are heat related as well as traumatic injuries.
2. Event organizer shall contact the Fire Department to determine if there is a need for on-site Emergency Medical Services at this event.
3. Should an incident occur that requires Emergency Medical Services to be called to this event, the caller will have the following information available to give to the 911 Center:
 - a) nature of emergency
 - b) precise location
 - c) contact person with callback number
4. Will your event have a first aid station and where will it be located _____

F. Law Enforcement

1. The need for constant Law Enforcement presence at this event has / has not been identified. Event organizer shall contact the Police Department to determine if there is a need for Law Enforcement presence at this event
2. Have you contacted the Police Department to review this Security and Emergency Action Plan
 - a) Name of Police Offer _____
 - b) Date of Meeting: _____
 - c) Was the plan approved? Yes or No
3. Should an incident occur that requires Law Enforcement, to be called to this event, the caller will have the following information available to give to the 911 Center:
 - a) nature of emergency
 - b) precise location
 - c) contact person with callback number

G. Emergency Vehicle Access

1. Access for Emergency Vehicles will be maintained at all times.
2. 20' Fire Lanes are required to be kept open at events.
3. A 14' minimum height clearance requirement for anything that goes over a street or fire lane
4. Participants and spectators will be directed to park in approved areas and not to obstruct protective features, sidewalks or public thoroughways.
5. Crowd control will be managed by _____
6. Parking for vendor and staff vehicles will be _____
7. Parking for attendee vehicles will be _____

H. Lost Child Protocol

1. Lost Child Check Points will be _____
2. Event staff will arrange for an announcement through the PA system (if available). The name and details of the child will NOT be broadcast.
3. If a child gets lost, they will be taken to the Lost Child Check Point. Follow this protocol:

Will Beer/Wine be sold at the event?

If Yes, please continue. If No, skip this form.

Yes No

****Temporary Class "B"/"Class B" License is required for the sale of Wine or Fermented malt beverages – Liquor is not permitted. (\$10.00 per event).**

- License authorizes the sale of wine in an original package, container, or bottle, or by glass if the wine is dispensed directly from an original package, container or bottle at a particular picnic or similar gathering.
- Issued only to: Bona fide clubs, State, county, or local fair associations, or agricultural societies, Churches, lodges, or societies that have been in existence for at least 6 months prior to the date of application, Posts of veteran’s organizations, Chambers of commerce or similar civic or trade organizations organized under ch. 181, Wis. Stat
- License may not be issued to individuals
- License may cover either a specified area or the entire picnic grounds
- Licensed operator(s) must be present at all times
- Not more than 2 wine licenses may be issued to any club, county or local fair association, agricultural association, church, lodge, society, chamber of commerce or similar civic or trade organization or veterans' post in any 12 month period. A municipality may issue up to 20 wine licenses to the same licensee if: 1) each license is issued for the same date and times, 2) the licensee is the sponsor of an event held at multiple locations within the municipality on this date and at these times, 3) an admission fee is charged for participation in the event and no additional fee is charged for service of alcohol beverages at the event, and 4) within the immediately preceding 12-month period, the municipality has issued these multiple licenses for fewer than 2 events. In addition, each event for which multiple licenses are issued shall count as one license toward the 2- license limit.
- Licensed organizations must purchase their alcohol beverages only from permitted Wisconsin wholesalers, breweries and brewpubs
- Subject to Common Council approval

****Outdoor Open Container (fee included with Temporary Class B Application)**

- Special event located in any public area, including the streets, sidewalks and rights-of-way located within the City of Watertown, where the possession and consumption of "fermented malt beverages" and/or "wine" from an open container is permitted subject to an approved application
- Event must also have applied for a Temporary Class B license pursuant to Chapter 220 of the City of Watertown Municipal Code and Ch. 125, Wis Stats
- OPEN CONTAINER - A paper or plastic cup which does not exceed 16 fluid ounces in size, bearing the "outdoor open container entertainment event's" printed name and/or logo, located within the "outdoor open container entertainment event" boundaries
- Application shall comply with the requirements of § 428-7E, of the City of Watertown Municipal Code

Have you applied for the Temp B License (from the City Clerk’s Office)? Yes No

Have you applied for an Outdoor Open Container (from the City Clerk’s Office)? Yes No

Application for a temporary premises amendment to expand an alcohol beverage license – public or private property Yes No

Licensed Bartenders.

Will your event have licensed bartenders serving alcohol? Must have City of Watertown Beverage Operator’s License Yes No

Temporary Operator’s License (see section 220-3 I) \$15.00 Must apply and are Subject to background check

Only issued to operators employed by, or donating their services to, nonprofit corporations

No individual may hold more than one temporary operator’s license in any single consecutive 12 month period

Valid for any period from one day to 14 days

Application for Temporary Class "B" / "Class B" Retailer's License

City of Watertown Dodge/Jefferson County

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE: \$10.00

Application Date: _____

The named organization applies for: (check appropriate box(es).)

A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats. A Temporary

"Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below 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/or wine if the license is granted.

1. Organization (check appropriate box)

Bona fide Club

Church

Lodge/Society

Veteran's Organization

Fair Association or Agricultural Society

Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name _____

(b) Address _____
(Street) Town Village City

(c) Date organized _____

(d) If corporation, give date of incorporation _____

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:

President _____

Vice President _____

Secretary _____

Treasurer _____

(g) Name and address of manager or person in charge of affair: _____

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number _____

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? _____

(d) 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. Name of Event

(a) List name of the event _____

(b) Dates of event _____

DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer _____
(Signature / Date)

(Name of Organization)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

Additional Information

May be Granted and Issued only to (secs. 125.26(6), and 125.51(10), Wis. Stats.):

- (1) Bona fide clubs.
- (2) State, county, or local fair associations, or agricultural societies.
- (3) Churches, lodges, or societies that have been in existence for at least 6 months prior to the date of application.
- (4) Posts of veterans organizations.
- (5) Chambers of commerce or similar civic or trade organizations organized under ch. 181, Wis. Stats.

Application:

- (1) Filing: In writing, for each event, on Form AT-315.
- (2) The local licensing authority may act on application or authorize an official or body of the municipality to issue the license. (secs. 125.26(1) and 125.51(10), Wis. Stats.)
- (3) The written application shall be filed with the clerk of the municipality in which premises are located: Class

"B" (Beer):

- a. The governing body shall establish any waiting period before granting of a license for events lasting less than 4 days (sec. 125.04(3)(f), Wis. Stats.)
- b. At least 15 days prior to the granting of the license for events lasting 4 or more days. "Class

B" (Wine):

The application shall be filed with the clerk of the local municipality in which the event will be held at least 15 days prior to the granting of the license.

- (4) Seller's Permit: (sec. 77.54 (7m), Wis. Stats.), provides an exemption from Wisconsin sales and use taxes relating to certain sales by a nonprofit organization. Check the box if your organization qualifies for the exemption and therefore is not required to hold a seller's permit.
- (5) Publication: Not required. (sec. 125.04(3)(g), Wis. Stats.)

Fee: Determined by the municipality, but may not exceed \$10. (Exception: No additional fee may be charged if organization is applying for both a Temporary Class "B" and a Temporary "Class B" license for the same event.) (secs. 125.26(6) and 125.51(10), Wis. Stats.)

Duration: The day, or consecutive days, that the specified event is in progress. A municipality may issue up to 20 licenses to the same licensee for a single event, if each license is issued for the same date and time. (sec. 125.51(10)(b), Wis. Stats.)

Restrictions:

- (1) License may not be issued to individuals. (secs. 125.02 (14), 125.26(6), 125.51(10), Wis. Stats.)
- (2) Licenses to organizations, other than ex-servicemen's organizations, can be issued only for a picnic or similar gathering. (secs. 125.26(6) and 125.51(10), Wis. Stats.)
- (3) License may cover either a specified area or the entire picnic grounds. (secs. 125.26(6) and 125.51(10), Wis. Stats.)
- (4) License issued to a county or district fair must cover the entire fairgrounds (secs. 125.26(6) and 125.51(10), Wis. Stats.)
- (5) No license to clubs having any indebtedness to any wholesaler for more than 15 days for beer (sec. 125.33(7), Wis. Stats.) and 30 days for wine (s. 125.69(4)(b), Wis. Stats.)
- (6) Licensed operator(s) must be present at all times (secs. 125.17, 125.26(6), 125.32(2) - Beer; 125.17, 125.51(10), 125.68(2) - Wine; Wis. Stats.)
- (7) The licensed club, club members, or any other persons are not permitted to possess intoxicating liquor on licensed premises on the Temporary Class "B"/"Class B" licensed picnic area. (sec. 125.32(6), Wis. Stats.)
- (8) Not more than 2 wine licenses may be issued to any club, county or local fair association, agricultural association, church, lodge, society, chamber of commerce or similar civic or trade organization or veterans' post in any 12 month period. A municipality may issue up to 20 wine licenses to the same licensee if: 1) each license is issued for the same date and times, 2) the licensee is the sponsor of an event held at multiple locations within the municipality on this date and at these times, 3) an admission fee is charged for participation in the event and no additional fee is charged for service of alcohol beverages at the event, and 4) within the immediately preceding 12-month period, the municipality has issued these multiple licenses for fewer than 2 events. In addition, each event for which multiple licenses are issued shall count as one license toward the 2- license limit. (sec. 125.51(10), Wis. Stats.)
- (9) Licensed organizations must purchase their alcohol beverages only from permitted Wisconsin wholesalers, breweries and brewpubs. (secs. 125.33(6), and 125.69(6), Wis. Stats.)

CITY OF WATERTOWN APPLICATION FOR TEMPORARY BEVERAGE OPERATOR LICENSE

Applicants MUST complete ALL sections of application

"DO NOT WRITE IN THIS AREA"	
Type of License: TEMPORARY	Dates license is needed? (1 – 14 days) From: _____ To: _____
Date of Application: _____	Fee: \$15.00, Date Paid: _____ Receipt # _____

THIS IS A TEMPORARY LICENSE THAT CAN ONLY BE OBTAINED ONCE IN ANY SINGLE CONSECUTIVE TWELVE (12) MONTH PERIOD. APPLICATION FEE WILL NOT BE REFUNDED IF DENIED OR WITHDRAWN!!! A POLICE CHECK WILL BE COMPLETED. PLEASE READ CAREFULLY AND ANSWER HONESTLY. FALSIFICATION AND/OR MISREPRESENTATION MAY BE GROUNDS FOR DENIAL OF LICENSE/PERMIT.

PLEASE INITIAL HERE THAT YOU HAVE READ AND UNDERSTAND THE ABOVE STATEMENT: _____

FULL NAME _____ OTHER NAMES USED (i.e. maiden name) _____

PERMANENT ADDRESS _____ CITY _____ STATE _____ ZIP _____

How long have you lived at your present address? _____ If less than 5 years, list previous address(s) and dates: _____

PHONE NUMBER _____

AGE _____ DATE OF BIRTH _____ BIRTH PLACE _____

MALE _____ FEMALE _____ HAIR _____ EYES _____ HEIGHT _____ WEIGHT _____ RACE _____

DRIVER'S LIC. NUMBER _____ STATE _____ SOC. SEC. # _____

(IF ADDITIONAL SPACE IS NEEDED FOR THE BELOW QUESTIONS, PLEASE USE THE BACK OF THIS FORM OR ANOTHER SHEET OF PAPER**)**

How long have you continuously resided in Wisconsin? _____ Place of employment as an Operator: _____

Do you currently hold, or have you ever previously held, within the last five years, an operators, premises or managers license issued by the City of Watertown or any other jurisdiction? (attach proof of any current license issued outside the City of Watertown) Yes No

Have you ever had an operators, premises or managers license, issued by ANY jurisdiction, suspended, revoked, cancelled or acted upon in any other manner limiting the privileges of the license? Yes No

If yes, identify location(s) allegation(s), approximate date(s) and disposition(s): _____

Have you ever been convicted of a FELONY? Yes No

If yes, identify location(s) charge(s), approximate date(s) and disposition(s): _____

Have you been convicted of a MISDEMEANOR in the past 10 years? Yes No

If yes, identify location(s) charge(s), approximate date(s) and disposition(s): _____

Are there any pending FELONY or MISDEMEANOR charges against you? Yes No

If yes, identify location(s) charge(s) and approximate date(s): _____

Are there any pending drug/alcohol related offenses* against you? Yes No

If yes, identify location(s) charge(s) and approximate date(s): _____

Have you ever, whether as a juvenile or an adult, been convicted of drug/alcohol related offenses* in the last 5 years? Yes No

If yes, identify location(s) charge(s), approximate date(s) and disposition(s): _____

Have you been denied a Beverage Operator License from any municipality in the last 5 years? Yes No

If yes, identify the municipality, approximate date(s), and disposition(s): _____

***DRUG/ALCOHOL RELATED OFFENSE* IS TO BE READ IN THE BROADEST POSSIBLE SENSE. IF YOU HAVE ANY DOUBT AS TO WHETHER AN OFFENSE IS CONSIDERED ALCOHOL/DRUG RELATED, YOU MUST DISCLOSE.* ANY FALSE OR MISSING INFORMATION, WHETHER THE OMISSION WAS INTENTIONAL OR UNINTENTIONAL, MAY RESULT IN DENIAL OF YOUR OPERATOR'S LICENSE.**

I, the undersigned, affirm that I made complete and true answers to each question, and understand my record will become a part of this application. I understand that I am subject to a driver's license check, a local police records check, and a criminal history background check by the City of Watertown Police Department. I give permission to make my juvenile records available for this application.

Signature _____ Date _____

Police Chief _____	Approved <input type="checkbox"/>	Denied <input type="checkbox"/>
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OUTDOOR OEPN CONTAINER EVENT PERMIT APPLICATION

<p>The following items MUST accompany this application:</p> <ul style="list-style-type: none"> Event map including fencing plans and street closures Specific plan indicating where patrons will be permitted to carry alcoholic beverages Detailed description of all public entertainment associated with the event Detailed security plan for the event Proof of insurance must be provided no later than 10 days prior to the event 			
Section 1 – Applicant Information			
Corporation/ Organization Name:			
Responsible Party:	Driver’s License # (list State if not WI):		Date of Birth:
Address:	City:	State:	Zip Code:
Telephone Number:	E-mail Address:		
Section 2 – Event Information			
Name of Event:			
Purpose of Event:			
Locations/Address of Event (must include event map including fencing plans, barricades, street closures, etc.):			
Event Dates (limit 4 consecutive days):		Event Hours (must be between 6 a.m. & 11 p.m.):	
			Maximum Daily Attendance:
Have you applied for a temporary Class “B” malt or temporary “Class B” wine license for the event? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, contact Clerk’s Office to obtain proper licenses/permits. No hard liquor may be sold/served/given away at events.			
Have you applied for a special event permit for the event? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, contact Clerk’s Office to obtain proper licenses/permits.			
TEMP B PERMIT # (office use only)	Date Application Received:	Approved <input type="checkbox"/>	Denied <input type="checkbox"/>

INSURANCE

Each applicant shall furnish to the City, no later than 10 days prior to the event, a certificate of insurance written by a company licensed in the State of Wisconsin, approved by the City Attorney and covering any and all liability or obligations which may result from the operations by the applicant's employees, agents, contractors or subcontractors, and including workers' compensation coverage in accordance with Ch. 101, Wis. Stats. The certificate shall provide that the company will furnish the City with a 10-day prior written notice of cancellation, nonrenewal or material change. The insurance shall be written in comprehensive form and shall protect the applicant and City against claims arising from injuries to members of the public or damage to property of others arising out of any act or omission of the applicant, its employees, agents, contractors and subcontractors. The policy of insurance shall provide minimum combined single limits for bodily injury and property damage of at least \$1,000,000.00 per person/aggregate.

I hereby make an application for an Outdoor Open Container Entertainment Event Permit as detailed above. The applicant agrees to indemnify and hold harmless the City from and against all liabilities, claims, demands, judgments, losses and all suits at law or in equity, costs and expenses, including reasonable attorney fees, for injury or death of any person or loss or damage to the property of any person, firm, organization or corporation, arising in any way as a consequence of the granting of a permit for an Outdoor Open Container Entertainment Event.

Signature: _____

Date Signed: _____



Request for a Temporary Beer/Liquor License Premise Amendment

Form only for those with a current Retail Class B License

\$10.00 Fee **Please attach a map of the proposed area to this form. **

Name of Applicant: _____

Name of Establishment: _____

Address of Premises: _____

Date(s) of Premises Amendment: _____

Hours requested: _____

Describe proposed amendment (include dimensions):

Proposed event (reason for amendment):

Signature of applicant

(For office use only)

Date Application Received:	Date of Licensing Board and Council:	Approved <input type="checkbox"/> Denied <input type="checkbox"/>
Amended License #:	Date issued:	Expires on: