



Temporary Extension of Premises Application

[City of St. Francis Code Section 273-3(K)]
 City of St. Francis 3400 E. Howard Avenue
 St. Francis, WI 53235

Application Fee: \$100	APPLICATION FEE WILL NOT BE REFUNDED IF DENIED OR WITHDRAWN
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This extension can only be issued to a current Class B or Class C licensed Establishment.

1	Event Description:	
2	Event Date:	Event Start/End Times:
3	Alcohol Licensee Name:	
4	Licensed Premises Address:	
5	Type of Alcohol License currently held:	
6	Name of the Representative in charge of the event:	
7	Representative Cell Phone Number	Representative Email Address

Premises Details

Specific description of the site for which the temporary extension is sought, including the dimensions of the area (where fencing will be provided to limit access to the extension of premises) and where beer/liquor is to be sold, served, and consumed:

A detailed site plan, survey, or scale drawing shall be attached to this application.

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a	How many people are expected to attend the proposed event?
b	What is the intended use of the proposed extension to the licensed premises?
c	Where will alcohol be sold, served, and consumed?
d	How many servers having operator's license will be present throughout the event?
e	How many security personnel will be onsite throughout the event?
9	f Where will parking be available during the event?
g	What restroom facilities will be available?
h	What garbage facilities will be available?

(continued on reverse)

i In addition to the fencing depicted in the site plan to be attached, describe what steps will be take to prevent consumption by underage persons?

10 **PLEASE BE ADVISED** that, unless exempted under section 273-3(F) of the City Code, use of any devices(s) or equipment designed or used for the amplification of any live or prerecorded music, speech, or other sound on or about the exterior of any licensed premises (including any extended license premises) requires an **Outdoor Event Permit**.

Will you need an Outdoor Event Permit? Yes No

11 **Declaration:** An officer of the organization, declares under §273-3(H) 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.

<i>(Event Representative Signature)</i>	<i>(Printed Name)</i>
<i>(Event Representative Title)</i>	<i>(Date)</i>

FOR OFFICE USE	
City Administrator/Public Works Recommendation and Comments:	
Recommend _____	Non-Recommend _____
Recommend with conditions _____	
City Administrator/ Director of Public Works Signature:	
Date:	
Police Chief Recommendation and Comments:	
Recommend _____	Non-Recommend _____
Recommend with conditions _____	
Police Chief's Signature:	
Date:	
Fire Chief Recommendation and Comments:	
Recommend _____	Non-Recommend _____
Recommend with conditions _____	
Fire Chief's Signature:	
Date:	

Date Filed with Clerk:	
Date License Issued:	Council: Approved/Denied Date:
Note any conditions assigned:	