

CITY OF DE PERE
APPLICATION FOR TEMPORARY EXPANSION OF LICENSED PREMISES

De Pere Municipal Code Section 7-14 authorizes the City Clerk to issue alcohol beverage licenses temporarily expanding the premises description for establishments currently holding a liquor license. This application must be submitted to the City Clerk's Office along with the additional information requested below. The area to be included in the temporary expansion is subject to the requirements of Wis. Stat. Chapter 125 and all relevant city ordinances. Any expansion approved by the City Clerk will be removed from the liquor license no later than October 1, 2020, at which time the licensed premises will return to the premises description listed on the original liquor license application.

APPLICANT INFORMATION

Applicant (Individual, Corporation, LLC, etc.): _____

Trade Name: _____ Phone Number: _____

Address of Establishment: _____

Agent or Owner of Establishment: _____

DESCRIPTION OF PREMISES: Describe the temporary area to be included as part of the licensed premises below. Attach a separate illustration or diagram of the layout of the area.

PROOF OF OWNERSHIP/RIGHT TO OCCUPY: Applicant must submit proof of the right to occupy the above described area. If you do not own or lease the area described above, please include one of the following:

- ☐ Written authorization from property owner
- ☐ Sidewalk Café Permit

Other: _____

PHYSICAL DISTANCING PLAN: Describe how physical distancing will be maintained on the temporarily expanded licensed premises.

SECURITY PLAN: Describe how the temporarily expanded licensed premises will be monitored.

☐ **I understand and agree that any expansion approved by the City Clerk will be removed from the liquor license no later than October 1, 2020, at which time the licensed premises will return to the premises description listed on the original liquor license application.**

SIGNATURE OF AGENT OR REPRESENTATIVE

Signature of Agent or Representative

Date

REGULATIONS FOR TEMPORARY EXPANSION OF LICENSED PREMISES

1. Alcohol beverages shall only be served to patrons of the establishment by a server in the temporarily expanded area. No carryout or carry-in of alcohol beverages by a patron to and from the area shall be permitted.
2. Each establishment shall be responsible for monitoring the area to ensure that customers are of legal drinking age and that alcohol beverages are not removed from the premises.
3. The establishment is responsible to ensure that the temporarily expanded area is kept clean at all times.
4. The sale of alcohol beverages in the temporarily expanded area shall be limited to the hours of 11:00 a.m. to 11:00 p.m. All alcohol shall be removed from the area no later than 11:30 p.m.
5. If the temporary expanded area is on the City sidewalk, a pedestrian access of at least 4 feet must be maintained.
6. Violations of these requirements, Wis. Stats. Ch. 125 or municipal ordinances adopted under the authority of Ch. 125 may result in the temporarily expanded area being removed from the liquor license.