City of Fort Atkinson, WI

FORT • ATKINSON

Special Events Planning Guide

City of Fort Atkinson
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Welcome,

In the pages that follow, you will find information to assist you with planning your event. When you're in the midst of planning an event, all the to-dos can become a big overwhelming. This is where an event planning guide comes in handy. Our guide helps you plan for a safe and successful event.

The Event Planning Guide is designed to assist members of the community in the planning, preparation, and running of events and programs being held in Fort Atkinson.

While we have attempted to address the most common event that have taken place in the past, each event is unique. For that reason, our staff is always available to assist you and to answer questions.

City of Fort Atkinson Staff

All application forms and instructions are available on the City's website www.fortatkinsonwi.net and at the City Clerk's office, 101 N. Main Street. Please complete all required forms and return to the City Clerk's office at least 45 days before the event.

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INTRODUCTION

Fort Atkinson, Wisconsin enjoys many fine and entertaining special events and festivals that help to make this an attractive City. These events enhance the lives of our citizens and attract visitors to our community.

The City of Fort Atkinson is committed to supporting quality special events throughout the community. If you are planning a first-time event or simply making changes or renewing an annual event, give us a call before you complete your event plans. City staff members have valuable experience with numerous events and want to see your event succeed. Whether you are wondering about the closing of a street or seeking technical assistance with traffic and safety planning, a preliminary conversation with city staff may help you save valuable time and provide you with initial guidance in the development of your special event plan.

In order to help event organizers coordinate their plans with city requirements, we have compiled this Special Event Guide, which contains application forms, policies, and related materials that are involved in the city's review and approval process. Please read this guide completely, even if you have planned events before.

We encourage you to call the departments below with any questions about your event, either before filling out your application or at any time during the process. Their names and telephone numbers are listed below. We want to ensure that your event will be a safe and enjoyable one for all.

City Clerk (920) 563-7760 Police Department (920) 563-7777 Fire Department (920) 563-7795

WHAT IS A SPECIAL EVENT AND IS MY EVENT ONE?

The City of Fort Atkinson's Special Event Guide defines a special event as: …a planned extraordinary occurrence or temporary aggregation of attractions, open to the public, that: a) is conducted on public property; b) is conducted on private property and has a substantial impact on public property; c) has activities that request special temporary licenses; or d) requires special city services, whether open to the public or not, including but not limited to, any of the following: street closures, provisions of barricades, garbage cans, stages or special no parking signs, special electrical services, or special police protection. Special events include, but are not limited to, neighborhood and community festivals, parades, processions, fairs, and bicycle or foot races. Farmers markets and public assemblies are not special events.

If your event does not otherwise meet the definition of a special event, certain regulations may still apply. For example, if your event is expected to have an attendance in excess of 100 people and will be held in a building not approved for public assembly in accordance with the Wisconsin Administrative Code, or involves the use of temporary seating, the Fort Atkinson Fire and Building Inspection Departments will need to review and approve your event. You are encouraged to contact those departments.

Because the Public Safety and other city agencies make recommendations on special event approval or denial, you will find it beneficial to begin your planning process early. You should turn your application into the City Clerk's office at least 45 days in advance of the event.

HOW TO START PLANNING YOUR EVENT - WHO TO CONTACT FIRST

The Special Events application process is coordinated through the City Clerk's Office. Based on the nature of your event, permits may be required. The application(s) can be obtained from the City Clerk.

This guide will help you to identify the specific permits you will need. Some events may not require the same permits due to their impact on public property. If you have further questions, you can contact the City Clerk at 920-563-7760.

CONSIDER HOW YOUR EVENT PLANS WORK WITH THE COMMUNITY

As you begin the preliminary plans for your event, think carefully about the impacts and benefits the event brings to a community. Following are some common impacts that thoughtful planning can help reduce:

- When you close a street, even for two or three blocks, this can affect traffic in a much larger area.
- Does your street closure block or impede access to police stations, fire stations, hospital emergency access routes, churches, schools, businesses, or residences?
- How does your event affect our public street system with regard to traffic routes or access? Are alternate routes available to accommodate the numbers of people?
- Are you planning to serve beer and wine at the event? How will the use of beer and wine affect the participant safety and enjoyment of the event, as well as security and insurance costs?
- What type of music will be featured at the event? How will the noise impact the surrounding neighborhood? What type of audience behaviors and crowd numbers may result from the type of music planned?
- Have you made plans to ensure that your event is accessible to the disabled? (Disabilities include, but are not limited to, vision, hearing and physical limitations.) Do your booths block ramp access? Is parking readily available? Will portable toilets accommodate wheelchairs?
- What other events are planned throughout the city on that date? Will they reduce attendance at your event or inhibit the ability of the City to provide necessary staffing?

DETERMINE WHEN AND WHERE TO HOLD YOUR EVENT

WILL YOUR EVENT BE HELD IN ONE OF THE CITY'S PARKS?

If you are considering holding your event in a City of Fort Atkinson park, you will first need to contact the Fort Atkinson Parks and Recreation Department to reserve the park. Additionally, the size of your event may dictate which of the City's parks are best suited to your event, or if the event requires a full special event permit. A member of the Parks and Recreation Department will be glad to discuss your needs and find the best park to make your event successful. You can contact the Parks Department at 920-563-7781

If you have decided to have your Special Event in a city park, you will be asked to complete a Facility Reservation Agreement and pay the appropriate fees. The fees for the park pavilions will vary with the size of the pavilion and the extra amenities available. All park rules, regulations, and policies must be adhered to.

WILL A PUBLIC STREET OR RIGHT-OF-WAY BE USED OR CLOSED?

If yes, the Police and Fire Departments will need to review your request to ensure that all safety measures are met and the street closure(s) will not adversely affect traffic flow. Also, there may be some limitations on the use of certain streets during the street construction season. You will be provided the appropriate contacts that will need to be made for this request.

Make a plan of your event. You must supply an estimate of the number of people attending your event, including a peak maximum number and length of time that number will be present, the number of toilets available (discussed later), a diagram of the location and a map of the area, including parking. Even if your event does not require street or sidewalk closings, it may generate unusual pedestrian and/or vehicular traffic. This not only affects the event's participants, but also those who live, work and shop in the area surrounding the event's location.

Changes in traffic flow must be considered in the planning process. In case of large events, consider establishing parking in other sites and shuttling participants to the event. Also consider parking for the disabled. If there are not disabled parking stalls within a reasonable distance from your event site, you may need to designate temporary handicap parking spaces for the event. You may need to discuss options with the Department of Public Works ways to accommodate those with special needs.

A map of your event MUST be attached to your Special Event Application form. Your map should include all street(s) to be used and the direction of the route, if applicable.

WILL BEER AND/OR WINE BE SOLD?

If your event will be selling beer or wine*, a separate Temporary Class B License will be required. This license application may be obtained from the Office of the City Clerk and must be filed at least 30 days before your event. It is recommended that you submit this application at the same time you submit your special event application.

*Distilled alcohol beverages (whiskey, brandy, gin, rum, vodka) cannot be sold or served at Special Events.

Distilled beverages are defined as:
Any beverage (except beer) made by a distillation process from agricultural grains, fruits and sugars, containing 0.5% or more of beer and wine by volume [sec. 139.01(3), Wis. Stats.]. For example, beverages sold under the name of whiskey, brandy, gin, rum, cordials.

Although having beer and wine at your event may be advantageous, you may also incur greater costs and risks – please read the insurance requirement section of this guide thoroughly.

You will also need to hire licensed bartenders to sell beer and wine at your event. The City Clerk will be able to provide you with information on how to obtain an Operator's (Bartender) License.

WHAT SECURITY WILL BE NEEDED?

For the safety of your event's participants, security personnel are sometimes a necessity. Events including beer and wine or minors may involve a higher risk and may require more security. You may choose to have private security personnel for your event. One member of the security personnel must be designated as the "Head of Security" who can be contacted at any time by Police, or Fire Department personnel. Or, you may choose to seek police services for your event. If so, this must be arranged through the Police Department at 920-563-7777.

Points to consider when planning security for your event

- Entry points
- Boundaries
- Bordering streets between your event's location and parking areas
- Parking lots
- Site where admission is charged. You may want to consult with the police or an armored security system for transferring money.
- Doors of spectator areas to watch for suspicious behavior
- Restrooms or concession areas
- Restricted access areas such as locker rooms, reserved areas, medical/first aid centers, box offices or other key locations where the general public is not allowed
- VIPs and Public Officials.

The Police and Fire Departments, depending on facts and circumstances specific to each event, shall have the discretion to modify this ratio, as they deem necessary.

WILL YOU BE HAVING A BAND OR AMPLIFIED MUSIC?

If your event will be having a band or amplified music, there are a number of items that should be considered.

- Is there a stage available at your proposed location, or will you need to obtain one?
- Is there sufficient electricity to supply the band's equipment?
- Will a tent be required? (See Fire Department section for tent regulations)
- What hours will the band be playing?

WILL YOU BE ERECTING A TENT, CANOPY OR OTHER TEMPORARY STRUCTURE?

To operate or erect a tent larger than 500 square feet of covered area, you will need to submit a plan to the Fire and Building Inspection Departments. Tents, canopies, and membrane structures are all regulated.

The National fire Protection Standard No. 1 applies to all tents;
All tents and tent location(s) shall meet the requirements of the most current edition of NFPA 1. All tent fabric

shall meet the flame propagation performance criteria contained in Test Method 2 of NFPA 701. There shall be a minimum of 10 ft. (3050 mm) between stake lines. Adjacent tents shall be spaced to provide an area to be used as a means of emergency egress. Where 10 ft. (3050 mm) between stake lines does not meet the requirements for means of egress, the distance necessary for means of egress shall govern. The placement of tents relative to other structures shall be at the discretion of the Authority Having Jurisdiction (AHJ), with consideration given to occupancy, use, opening, exposure, and other similar factors.

In addition, regardless of tent size, adequate exiting and fire safety must be provided for. If you require assistance in meeting these requirements, please contact the Fire Department for additional information at 920-563-7795.

HELPFUL TIPS TO ORGANIZE A SAFE AND SUCCESSFUL EVENT

- Sales of beer or wine must be under the control of your organization at all times. You are the responsible, legally liable party if problems arise because of the improper conduct of your beverage servers.
- The legal drinking age is 21. You should require bona fide identification from anyone who appears under the age of 30. Proper identification must be issued by a governmental agency with the name, date of birth, a physical description and a photograph of the person presenting the identification.
- Do not sell, furnish or give beer or wine to anyone who is obviously intoxicated.
- Identify non-drinking designated drivers and offer them free non-beer and wine beverages. This can be done by providing colored wristbands or other means of easy identification.
- Limit sales or service of beer and wine beverages to two (2) drinks per person at any one time.
- Provide food at your special event.
- Prohibit anyone from bringing their own beer and wine beverages to your event.
- Provide adequate security at your event, especially if it is open to the public.

NEIGHBORHOOD BLOCK PARTY EVENTS

The City of Fort Atkinson actively supports and encourages safe neighborhood block parties. Gathering on any street has its risks. To minimize those risks, the City requires temporary traffic control devices (Approved barricades and saw horses) at both ends of the street or at the open end of a cul-de-sac. The Department of Public Works will provide these barricades in advance of the event and a diagram is available showing examples of proper placement of barricades.

The block party event requestors/representatives are responsible for setting up the required and provided barricades at their event. All intersections of roadways to include alleys, which intersect with the closed street, must be clearly marked and barricaded.

The Block Party Representatives are responsible for promoting good safety practices to include:

- Provided barricades are installed per City standards.
- Persons or property shall not be on the street prior to the placement of the barricades.
- Barricades will remain in place for the duration of the party.
- Barricades may be relocated to the curb once the street is clear from debris and obstructions.
- Do not hang banners, signs, decorations, etc., on barricades.
- Vehicles will not be parked on either side of the barricades or along the closed street.
- Vehicles may not be used as barricades.
- Objects (tables, chairs, canopies, grills, etc.) may be moved onto a street as long as a minimum 12 foot path is maintained on either side of the street or down the middle of the roadway. This is to allow adequate access along the main drive lanes of the road for emergency vehicles if needed.
- Ensure that at least three (3) feet clearance from obstructions is provided around all fire hydrants.
- Anything stretched across the roadway (string lights, banners, wires, ropes, etc.) must be kept no less than 14 feet above the roadway.
- All participants shall comply with city ordinances and state laws. This includes noise, beer and wine and fireworks.
- All sidewalks along the closed street will be kept open and clear of obstructions.
- If there is an emergency, residents must relocate barriers at all intersections (except alleys) in anticipation of emergency responders. Additionally, selected residents will wait for emergency responders' arrival and direct them to the location of the emergency.

PARTY LOCATION AND STREET CLOSURE

Although many residential streets in Fort Atkinson can be closed for block parties, major roads, bus/truck routes or areas where safety is a concern will *not* be allowed. Construction activities in/around the neighborhood will also affect street closure possibilities. Streets closed for block parties will contain residential type occupancies only. Street closures may include a single block only as well as cul-de-sacs.

A sketched site plan must be submitted with the application. The site plan will show the locations and names of the proposed closed street and all intersecting streets and alleys. Making of a map utilizing online maps (Google, Bing, Yahoo, etc.) or similar is acceptable. Any deviation from the approved site plan may result in the permit being revoked or denial of future block parties.

REVOCABLE AUTHORIZATION

Approval from the City Council authorizes the neighborhood to use public property (street) for the purpose of the block party.

If granted, authorization will allow the legal closure of the street for the block party on the day and times requested on the application. Authorization will be revoked if party related activities violate city code, are illegal or unsafe, or occur on the public street earlier than the time specified. Failure to comply with the requirements and conditions will void the authorization. Authorization may be revoked at the discretion of any Fort Atkinson Police Officer.

AFTER THE PARTY

The Block Party Representatives are responsible for cleaning up and restoring the public right of way after the party ceases. This shall be done prior to the removal of barricades and the street is reopened. The end time is the time the street is to be reopened, not the time the party ends. Failure to clean up after any block party (within 12 hours of the end of the party) may result in denial of future block parties.

PLANNING FOR FIRE PREVENTION AND LIFE SAFETY

The Fort Atkinson Fire and Building Inspections Departments are committed to a prevention program that places a high priority on the safety and welfare of the public while minimizing potential fire and life safety hazards. Establishing fire prevention and life safety procedures at your special event is an essential component of the event planning process.

If you are holding an outdoor event, your event must be reviewed by the departments. Items of concern include general fire and life safety, crowd capacity, access for emergency vehicles, configuration and identification of all vendors cooking with flammable and combustible liquids and/or gases, or potentially hazardous cooking appliances. A copy of your Special Event application will also be forwarded to the Building Inspector for their review. This review process is required for all special events.

MEDICAL SERVICES

When planning a special event, there are important questions you should ask to determine your first aid needs:

- How many people will be attending your event? Medical demands vary. An event hosting 200 people will have different first aid needs than an event with 5,000 or more participants.
- Is your event being held during daylight hours or is it a night event? If it is held during nighttime hours, is there good or limited lighting in the area?
- What are the demographics of your anticipated crowd? Does your particular group have any potential health issues that should be taken into consideration?
- What time of year is your special event being held? Do you anticipate hot weather, cold weather, wet conditions, or excessive insects?
- What is the length of the event? Does your event run for a few hours, a full day, or is it a multi-day event?
- Will there be beer and wine available?
- Is there a single location for your event? Will there be multiple venues, such as in a foot or bike race?
- Have you encountered any first aid related problems with the event in the past?
- If this is an athletic or sporting event, how strenuous is the activity?

It is recommended that every special event have a first aid kit easily accessible on the event site. The first aid kit should contain, at a minimum: compresses, ice packs, bandages and antiseptic.

Larger events or those which have a significant exercise component, such as a race or strength and endurance competition should consider having EMS capabilities on-site proactively. If your event requires EMS standby, or you are not sure if EMS is needed, these questions can be answered or services may be arranged through the City's contracted EMS provider by calling 608-257-9591.

RISK MANAGEMENT/INSURANCE REQUIREMENTS

Risk Management in special events is defined as "Recognizing the possibility of meeting danger or suffering harm or loss and organizing or planning to minimize or eliminate said danger, harm, or loss". Ensuring that appropriate risk management practices are in place is a priority for the City of Fort Atkinson.

Some areas of risk management that should be observed by special event organizers:

- Develop volunteer management practices – identify who is in charge and communicate this to all volunteers. Monitor the event volunteers to ensure that the necessary work is being completed.

- Be clear about the role of the Police Department at your event and enhance communication throughout the event. Consult with police and emergency personnel for input and advice while developing the safety/risk management plan.
- Be aware of safety standards and/or inspections related to buildings, vehicles, carnival rides and tents, ensuring safe egress from tents and fenced in areas.
- Have emergency plans specific to the events activities, including communication and responsibilities, coordination with authorities, weather conditions, lightning, and personal and property damage.
- Coordinate fire safety/protection for all tents and commercial cooking functions, and the safe handling of propane gas.
- Inform all participants of safety requirements specific to events that take place on waterways.
- Have a bleacher inspection and certificate of insurance from the installer.
- Do a "walk through" of the event, looking out for tent stakes and ropes, electrical connections, compressed gas cylinders like helium, cables and hoses across walkways, absence of barriers to restricted areas; try to see the grounds through the eyes of an excited youngster or a not so nimble senior.

Insurance coverage: A Certificate of Insurance may be required for some special events held on public property. Proof of coverage will include naming the City of Fort Atkinson as an additional insured. The amount and type of insurance coverage varies, although $1 million to $2 million is a typical level.

TOILET FACILITIES AND CLEANING UP AFTER YOUR EVENT IS OVER

Event planning must include requirements for sanitation and waste management plans. An event that does not provide for the personal comfort of patrons, or leaves an unsightly mess with litter and trash strewn about, will hurt its own future and will negatively affect the image of the city.

PORTABLE RESTROOMS

Special events held in parks, in open spaces, and on public roads will by Commercial Code, likely require portable restrooms. Guidelines for the number of portable restrooms recommendations are as follows:

FEMA "SPECIAL EVENTS CONTINGENCY PLANNING" TOILETS

The following considerations shall serve as a guide to determine the number of toilets to be provided for particular events:

- Duration of the event
- Type of crowd
- Weather conditions
- Whether the event is pre-ticketed and numbers known or non-ticketed
- Whether finishing times are staggered if the event has multi-functions
- Whether beer and wine will be consumed

Calculating the number of toilets required for an event is a matter for conjecture. Where local laws or regulations do not exist, the following guidelines can be applied. Better management of events can be achieved by providing additional facilities. Assume a 50/50 male/female split unless otherwise advised. The tables on the following page should only be used as a guide:

Toilet facilities for events where beer and wine is not available

Male				Female	
Patrons	Toilets	Urinals	Sinks	Toilets	Sinks
<500	1	2	2	6	2
<1000	2	4	4	9	4
<2000	4	8	6	12	6
<3000	6	15	10	18	10
<5000	8	25	17	30	17

Toilet facilities for events where beer and wine is available

Male				Female	
Patrons	Toilets	Urinals	Sinks	Toilets	Sinks
<500	3	8	2	13	2
<1000	5	10	4	16	4
<2000	9	15	7	18	7
<3000	10	20	14	22	14
<5000	12	30	20	40	20

These figures may be reduced for shorter duration events as follows:

Duration of event	Quantity Required
More than 8 hours	100%
6-8 hours	80%
4-6 hours	75%
Less than 4 hours	70%

Source: *FEMA "Special Events Contingency Planning" Toilets Page 39*

https://training.fema.gov/emiweb/downloads/is15aspecialeventsplanning-jaguide.pdf

CITY OF FORT ATKINSON
Special Event Application

Name of Business/Group Organizing Event:	
Contact Person for Event:	
Phone Number:	Email:

Is the Business/Group Organizing Event: ☐ For profit or ☐ Non-Profit

Special Event Details

Event Name:	
Event Date:	
Event Location:	
Estimated Number of Attendees:	Hours of Event:

Check all applicable boxes:

☐ I am renting a City Park	Attach copy of paid park rental from Parks & Recreation (920) 563-7781.
☐ I will be having music	Start and end time of music:
☐ I will be closing a street(s)	Attach site diagram with details. Barricades can be provided by Public Works upon request (920) 563-7771.
☐ I will be selling beer and/or wine*	Attach Temporary License and Bartender/Operator Applications. Contact City Clerk (920) 563-7760

**Restroom Plan also required with sales of beer and/or wine. Refer to the Special Event Guide.*

☐ I will be erecting a tent, canopy or other temporary structure.

By signing, I agree to the following statements:

I understand I am responsible for a fire safety and medical plan. I understand it is my responsibility to read the Special Events Guide. I understand I may be required to provide Proof of Insurance. I am responsible to contact each Department to arrange for assistance. I understand I am responsible for timely clean up after the event.

Responsible Party Signature:

Office Use Only

Date Submitted to Clerk: Date Emailed to Departments:

Department	Comments, Concerns, Action(s) to be taken
☐ Clerk/Treasurer	
☐ EMS - Ryan Brothers Ambulance	
☐ Engineer and Building Inspection	
☐ Electrician	
☐ Fire and Rescue Department	
☐ Library and Museum	
☐ Parks & Recreation	
☐ Police Department	
☐ Public Works Department	
☐ Wastewater and Water Utility	

Date Reported to City Council (if necessary):
Comments, Contingencies, Findings:

Michelle Ebbert CLERK/TREASURER
miebbert@fortatkinsonwi.net

Application for Temporary Class "B"/"Class B" Retailer's License (Form AT-315)

Such license is to be submitted to the Clerk with final approval by the City Council. The application must be submitted timely to allow for Council approval. City Staff is not responsible for untimely applications and will not guarantee approval of any license.

Temporary Class "B" licenses to sell Fermented Malt Beverages

Picnic beer licenses may sell fermented malt beverages to consumers at a picnic or similar gathering of limited duration. Such licenses may be issued only "to bona fide clubs, to county or local fair associations or agricultural societies, to churches, lodges or societies that have been in existence for at least six months and to veteran's organizations". There is no limit to the number of picnic beer licenses an organization may obtain. Sec. 125.26(6)

Temporary "Class B" licenses to sell Wine

Picnic licenses may sell wine at a picnic, meeting, or similar gathering of limited duration. Such licenses may be issued only "to bona fide clubs, to county or local fair associations or agricultural societies, to churches, lodges or societies that have been in existence for at least six months and to veteran's organizations". Picnic wine licenses are limited to two in a twelve-month period. There is no picnic license for intoxicating liquors other than wine. Sec. 125.51(10)

The fee is not to exceed $10.00. The applicant can request one or both types of classes. The fee does not change.

Operator's License (Bartender license)

Any person 18 or older who is serving or selling alcohol beverages in an establishment with a Class A, B or C license must obtain an operator's license (commonly called a bartender's license). There are three types of licenses that would qualify as a bartender.

1. Operator License: These are licenses issued by the City of Fort Atkinson that are valid for two years. The applicant must show completion of a Responsible Beverage Server course. This type of license can take up to three weeks for processing. Sec. 125.17(1)-(3)
2. Provisional License: This license can only be issued upon application for an Operator License. This license can be granted immediately with a completed application and proof of a completed responsible beverage server course. This license is issued and can be used until the Operator License is received by the applicant. This license is only issued in conjunction with an Operator License. A person cannot just apply for a Provisional License. Sec. 125.17(5)
3. Temporary License: This is the most common form of license issued in conjunction with Temporary Licenses. This license can be good for 1 to 14 consecutive days. A person is limited to only one Temporary License per year. This can only be issued to a person employed by or donating their services to nonprofit corporations. Sec. 125.17(4)

It is recommended to have at least two licensed operators at an event. Operators are required to confirm the eligible drinking age of patrons and have the right to refuse service to anyone they feel has been overserved. They are also to be responsible in their serving to avoid overserving.

You Must Purchase Fermented Malt Beverages and Wine from a Distributor/Wholesaler

Any beer or wine purchased to sell at the scheduled event must be purchased from a wholesaler or distributor. *It cannot be purchased from a grocery store, gas station, liquor store or winery.* If you run out of product, you cannot purchase at a retail location. Sec. 125.69

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

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

FEE $ _____ Application Date: _____

☐ Town ☐ Village ☐ City of _____ County of _____

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
☐ Chamber of Commerce or similar Civic or Trade Organization
☐ Veteran's Organization ☐ Fair Association

(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

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

_____
(Name of Organization)

Officer _____ Officer _____
(Signature/date) *(Signature/date)*

Officer _____ Officer _____
(Signature/date) *(Signature/date)*

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:

(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. (ss. 125.26(1) and 125.51(1)(a), 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 (s. 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.

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.)

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.

Restrictions:

(1) License may not be issued to individuals.

(2) Licenses to organizations, other than ex-servicemen's organizations, can be issued only for a picnic or similar gathering. They may not be issued for business or social meetings of the organization.

(3) Licenses for club or organization meetings may be issued only to ex-servicemen's posts.

(4) License may cover either a specified area or the entire picnic grounds.

(5) License issued to a county or district fair must cover the entire fairground (ss. 125.26(6) and 125.51(10), Wis. Stats.)

(6) No license to clubs having any indebtedness to any wholesaler for more than 15 days for beer (s. 125.33(7), Wis. Stats.) and 30 days for wine (s. 125.69(4)(b), Wis. Stats.)

(7) Licensed operator(s) must be present at all times (ss. 125.26(6), 125.32(2) - Beer; 125.51(10), 125.68(2) - Wine; 125.17)

(8) 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. (s. 125.32(6), Wis. Stats.)

(9) 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.

(10) Licensed organizations must purchase their product from a licensed wholesaler.

NOTE: Most coolers presently on the market have a fermented malt beverage base allowing sale under a beer license, e.g. Bartles and James, Seagrams, etc.

FORT·ATKINSON

CITY OF FORT ATKINSON
Operator License Application
Expires June 30th Even Number Years - License Fee is Non-Refundable

Circle One: New | Renewal | Provisional | Temporary OP2 $25.00 | OP1 $15.00 | OPP $10.00

1. Full Legal Name _____ Date of Birth: ____ / ____ / _____

Address: _____ Phone: _____

City: _____ State: _____ ZIP: _____ Former Name: _____

Driver's License Number: _____

Prior Street Address (if above address is less than 5 years)	City	State	ZIP	From	To

2. Have you ever been convicted of a felony? YES NO

3. Within the past five (5) years, have you ever been arrested for, received a summons to appear in court for, or forfeited a bond for any of the following? If unsure, check the WI Circuit Court Access website at http://wcca.wicourts.gov

a) Any underage alcohol violation?	YES	NO
b) Operating a motor vehicle while intoxicated?	YES	NO
c) Selling or furnishing alcoholic beverages to underage person?	YES	NO
d) Permitting underage person on licensed premises?	YES	NO
e) Allowing persons on licensed premises after closing?	YES	NO
f) Any alcohol related violation other than a, b, c, d and e?	YES	NO
g) Sale or possession of drugs of any kind?	YES	NO
h) Fighting, disorderly conduct, assault or battery?	YES	NO
i) Resisting arrest or obstructing an officer?	YES	NO
j) Issuing bad checks?	YES	NO
k) Any crime or ordinance violation not listed above other than traffic or parking tickets?	YES	NO

4. For each YES response in #3, you must identify all the violations, when and where they occurred, on the following lines. Attach additional sheets if necessary or continue on the back of this application.

Type of Arrest, Summons, Violation or Charge	Month/Year	City State

5. Within the last two (2) years, did you have or complete one of the following:

☐ Successfully completed a Responsible Alcohol Servers Course
☐ Held an Operator's License issued in Wisconsin.
☐ Were an alcohol agent for a retail alcohol license.
☐ Were the sole proprietor of retail alcohol license.

6. Do you wish to apply for a Provisional Operator License? ($10 additional fee applies) YES NO

Certification: I hereby certify that the information on this application is complete, accurate and true. I understand that an inaccurate, misleading, or false answer constitutes sufficient reason for rejection, denial, non-renewal, or revocation of my license. Further, I understand that this license is only valid within the city limits of Fort Atkinson.

Date: _____ Signature of Applicant: _____

Where will you be working with your License: _____

Police Department Recommendations and Comments:

Chief of Police: Recommendation and Comments Approve: _____ Deny: _____