

## SPECIAL EVENT LICENSE APPLICATION

I. APPLICANT				
NAME	ADDRESS	PHONE #	EMAIL ADDRESS	
II. ORGANIZATION				
NAME	ADDRESS	PHONE #	EMAIL ADDRESS	
III. BASIC EVENT DETAILS				
TYPE OF EVENT			NAME OF EVENT	
Outdoor	Indoor	Parade	Other	
DATE(S)	TIME(S)		EVENT LOCATION	
	From:	To:		
License Applying for: \$ 10.00 individually or for both				
TEMPORARY CLASS "B" BEER		TEMPORARY CLASS "B" WINE		
Are you requesting approval to allow minors to be present where alcohol is sold?		If yes, how do you intend to prevent the distribution of alcohol to minors? <small>(Explain in detail in the event description section on page 2)</small>		
Yes	No	Check ID	Wristband      Stamp      Other	
Will there be activity involving music, amplifiers, loudspeakers, etc?		If yes, do you intend to conduct this activity past 10:00 PM?		
Yes	No	Yes	No	
Persons proposed to sell fermented malt beverages and/or wine (attach additional sheet if necessary)				
Name	Address	Prior relevant experience		
<b>Attach: 1)</b> Sketch showing the event layout, including all points of sale, entrances and exits to event; <b>2)</b> A copy of the application or license of each person who will be holding a beverage operator's license requiring the supervision of the sale of fermented malt beverages and/or wine; <b>3)</b> A list of adjacent property owners and a copy of the form used to notify them of the event (outdoor event only).				
I, _____, agree to promptly pay the Village for the Village's charges incurred either in regulating this license (Applicant) or remedying any unsatisfactory post-event maintenance by the above named person or organization. I have read and will comply with the attached requirements of the Police, Fire/EMS, or any other Village department.				
Signature _____		Date _____		
Office Use:    Date Paid _____    Amount Paid _____    Receipt Number _____				

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### IV. EVENT DESCRIPTION

**Describe in Detail:**

- What the event entails: type(s) of activities, anticipated attendance, anticipated age demographic of attendees, etc.
- Genre of music, how it will be broadcast and for how long (if applicable)
- Specific bands that will be performing, when and for how long (if applicable)
- Your security plan, including:
  - How you intend to prevent the distribution of alcohol to minors (if applicable)
  - Your plan in the event of a medical emergency
  - Your plan in the event of severe weather
  - Description of all entry and exit points of the area in which alcohol will be sold and/or consumed, and how you will staff those areas to assure that alcohol does not pass beyond those points
  - Description of all points of alcohol sales including how they will be monitored in order to assure compliance with Village ordinance and State Statutes pertaining to sale and service of alcohol
  - Description of the number of staff designated to provide event security and what attire they will be wearing so as to be recognized as security personnel.
- Name(s) and contact information for the individual(s) who will be on-site and reachable by Village staff in the event it becomes necessary.

Submit completed applications to Deputy Village Clerk Dawn Graham via email at [dawn.graham@mcfarland.wi.us](mailto:dawn.graham@mcfarland.wi.us) or in person at the Village Administration Office located at 5915 Milwaukee St. in McFarland.