



APPLICATION TO **AMEND THE PREMISE**
OF A CLASS B LIQUOR & BEER LICENSE
FOR A SPECIAL EVENT

Application must be filed with City Clerk's Office at least 15 days prior to Council action.

NOTE: Outdoor music is only permitted during the event dates between noon to 10:00 p.m. on Sundays – Thursdays AND from noon to midnight on Fridays & Saturdays. See reverse for additional requirements.

Corporation Name: _____

Trade Name: _____

Address: _____

Contact Person: _____ Phone: _____

Email Address: _____

Special Event Name: _____

Date(s) Event: _____

Hours of Event: _____ To _____

List the specific areas to be added to license premise for this event: _____

Do you own the premise to be added to your license?

Yes No, the premises listed above are owned by: _____

NOTE: If property is owned by the City, you must sign a lease to cover the amended premises.

Scheduled entertainment: None DJ Band/Live Entertainment **(Additional license is required.)**

Will food be served? Yes, **and I will notify the Douglas County Health Department.** No

Will security personnel be on site to ensure crowd/noise/fire/litter control? Yes No

What type of fence will you use to keep control of the amended premises? _____

What are your plans to respond to emergencies? _____

By signing below, I accept this license subject to revocation by the Council of the City of Superior, upon violation of any of the provisions of the Alcohol license ordinance.

Signature _____ Printed Name _____ Date _____

Applicable Fee: _____ \$25 (if NOT serving food) _____ \$40 (if serving food, includes Health Inspection fee)

Receipt Number: _____ **Council Meeting Date:** _____

Required approvals:

Police Chief _____ Date _____

Fire Inspector _____ Date _____

Health Inspector _____ Date _____

Date routed for approvals: _____ ***Date due back to City Clerk's Office by:*** _____

A detailed and drawn-to-scale outline of the area must be submitted with application, and must indicate the following:

- Dimensions of the area to be enclosed.
- All access and exit points (exit width dimensions - 3 foot minimum).
- Dimensions, location and intended use of all temporary or permanent structures such as tents booths, band stages, portable toilets, etc.
- Location of property lines.
- Location of streets and driveways.
- Information on whether any street, driveway, alley, or public walkway will be obstructed.

Other requirements:

- Adequate exiting must be provided for fenced in areas.
- Capacity must be posted near entrance of outdoor area. (Capacity is limited to 10 square feet per person excluding fixtures)
- You must provide adequate access for fire and other emergency response apparatus to both the outdoor area and neighboring buildings.
- Exterior structures, such as tents, must be provided with fire extinguishers (one within 75 feet walking distance of any point in the tent).
- Tent permits are required from Building Inspection.
- Fencing permits are required from Building Inspection.
- If any food is to be served contact the Health Department for a permit.
- Adequate toilet facilities may be required (first one must be handicap accessible).
- Adequate garbage receptacles must be provided.

CONTACT NUMBERS:

Fire Inspector..... 715-395-1680
Police Department 715-395-7234
Douglas County Health Inspector 715-395-1404

cc: John Kiel (attached new list of events)

Auxiliary Fire Department Questionnaire for Applications to Amend Premise

1. Will the amended area include an enclosed structure/tent? Yes No
- a. If Yes, what is the square footage of the structure or tent? _____ Sq. ft.
- b. If Yes, please specify the type(s) of material of which the structure/tent will be constructed:
- _____
- _____
- c. If Yes, how will the power be run to the structure/tent, if applicable?
- _____
- _____
- _____
2. What are the dimensions of the amended area? Length _____ ft. / Width _____ ft.
3. Please list the number of exits: _____
AND provide the total linear width of all of the exits combined: _____ ft.
4. Will there be any fixtures (tables, chairs, portable toilets, etc.) in the area to be licensed? Yes No
- a. If Yes, provide estimate the total area of all of the fixtures combined: _____ Sq. ft.
5. Please attach a detailed diagram of the proposed amended area.
- Be as descriptive as possible.
 - Include linear measurements of the area, placement of fixtures such as stages, tables, portable toilets, etc.
 - Use streets for orientation whenever possible.
 - Clearly mark all exits AND their dimensions in your drawing.
 - Indicate placement of extinguisher(s) in your diagram.

If you have any questions with this page, please contact the Superior Fire Department Headquarters via email at harkera@ci.superior.wi.us or at (715)395-1680.

Please submit this questionnaire & your diagram to the City Clerk's Office with your application.