



## CLASS "B" SPECIAL (SHORT TERM) LICENSE INFORMATION

ccl-sb 11/1/16

Office of the City Clerk License Division

200 E. Wells St. Room 105, Milwaukee, WI 53202

(414) 286-2238 e-mail address: [license@milwaukee.gov](mailto:license@milwaukee.gov) [www.milwaukee.gov/license](http://www.milwaukee.gov/license)

### Who needs a Class "B" Special License?

A Class "B" Special license entitles the holder thereof to sell, barter, or give away retail beer and/or wine, at a specific picnic, festival or similar event. It does not permit the sale or service of liquor. Laws which prohibit the sale of beer or wine to persons who have not attained the age of 21 are applicable.

### License Period

Duration of the event, as approved by local alderperson

### License Fee

\$10 (nonrefundable)

### Late Fee

If application is made after the filing deadline established by the city clerk, then there is an additional fee of \$25 for the late filing of the application.

### Forms Needed

- Application for Temporary Class "B"/Class "B" Retailer's License (AT-315)
- Class "B" Special License Affirmation of Understanding/Waiver (ccl-sb2) (required for applications filed after deadline)

### Fingerprints

Not required.

### Application

The license shall be applied for by an officer or manager who shall be personally responsible for compliance with all rules and regulations established in ch. 90, Milwaukee Code of Ordinances, ch. 125, Wis. Stats. The officer or manager must be of good moral character and have attained the age of 21 years (or have a Class 'D' Operator's license) at the time of filing an application.

### Signatures

Signatures of the president and secretary of the organization are required.

### Alternative Dates

Applicants may at the time of application specify on the application alternative dates for which the license is sought in the event of inclement weather. Whenever a license holder wishes to invoke the alternative dates specified on the application, the license holder shall submit to the License Division the Class "B" Special license issued for the original dates and a sworn written statement that no event

was operated on the dates specified on the license. A new Class "B" special licensed will be issued.

### Requirements

1. License may not be issued to individuals.
2. License may only be issued to legally incorporated, nonprofit organizations; bona fide clubs; organized labor unions; state, county or local fair associations or agricultural societies that have been in existence for not less than six months prior to the date of application; or posts established by veterans' associations.
3. Licenses to organizations, other than ex-servicemen's organizations, can only be issued for picnics or similar gatherings, and not for business or social meetings of the organization.
4. Licenses for business or social meetings of the organization may be issued to ex-servicemen's posts.
5. No more than 2 licenses shall be issued in any 12-month period to the same entity.
6. Organizations that have not obtained this license previously must present proof of their eligibility, i.e. proof of incorporation as a non-profit organization.
7. This license will not be issued to any premises already licensed for alcoholic beverages.
8. The location for which the applicant applies must be owned by or under the control of the applicant.
9. If the event will be held at a Milwaukee County park, Miller Park or on Summerfest grounds, a letter of authorization from the park commission or entity controlling the property must accompany the application.
10. No person other than the licensee shall draw from the original container unless he/she holds a bartender's license or is under the immediate supervision of the licensee or a licensed bartender. Applications for temporary bartender's licenses are available from the City Clerk License Division.
11. The police department on the date the affair is held makes a check of the premises. A violation of any federal, state or local laws at an event will adversely affect the issuance of any future license to that organization.
12. License may cover either a specified area or the entire picnic grounds; however, license issued to a county or district fair must cover the entire fairground (s. 125.26(6), Wis. Stats.).

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

14. Licensed operator must be present at all times, except on grounds of fairs receiving state aid (ss. 125.26(6), 125.17, and 125.32(2), Wis. Stats.).

15. The licensed club, club members, or any other person are not permitted to possess intoxicating liquor on licensed premises or licensed picnic area (s. 125.32(6), Wis. Stats.).

**Additional Requirements:**

If the location requested extends into or encroaches upon public property or public thoroughfares, then you must contact the Special Event Permit Office, 841 N. Broadway, Room 516, (414) 286-3329, <http://www.mpw.net/Pages/faq9.htm>

Contact the License Division, (414) 286-2238 for food permits, <http://city.milwaukee.gov/license>

**Table 1. Class “B” Special, Application Filing Deadlines.**

(A)			(B)	(C)
If you want a temporary change of plan permit for an event being held between:			Then your permit application must be filed on or before:	In order for an appeal of denial to be scheduled on the agenda for the Licenses Committee meeting held on:
12/17/16	and	01/21/17	10/13/16	11/29/16
01/22/17	and	02/10/17	11/18/16	01/04/17
02/11/17	and	03/03/17	12/08/16	01/24/17
03/04/17	and	03/31/17	12/29/16	02/14/17
04/01/17	and	04/21/17	01/19/17	03/07/17
04/22/17	and	05/12/17	02/17/17	04/05/17
05/13/17	and	06/03/17	03/09/17	04/25/17
06/04/17	and	06/23/17	03/30/17	05/16/17
06/24/17	and	07/14/17	04/20/17	06/06/17
07/15/17	and	08/03/17	05/11/17	06/27/17
08/04/17	and	09/29/17	06/01/17	07/18/17
09/30/17	and	10/20/17	07/27/17	09/12/17
10/21/17	and	11/10/17	08/17/17	10/03/17
11/11/17	and	12/01/17	09/07/17	10/24/17
12/02/17	and	12/22/17	09/27/17	11/13/17
12/23/17	and	01/31/18	10/19/17	12/05/17

**[!]** Dates listed in Column C of Table 1 are not applicable to applications filed after the filing deadline.

# 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  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:

(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 \_\_\_\_\_  
(Signature/date)

Officer \_\_\_\_\_  
(Signature/date)

Officer \_\_\_\_\_  
(Signature/date)

Officer \_\_\_\_\_  
(Signature/date)

Date Filed with Clerk \_\_\_\_\_

Aldermanic District \_\_\_\_\_

Date Granted by Council \_\_\_\_\_

License No. \_\_\_\_\_



# CLASS "B" SPECIAL LICENSE AFFIRMATION OF UNDERSTANDING/ WAIVER

OFFICE OF THE CITY CLERK LICENSE DIVISION  
200 E. WELLS ST. ROOM 105, MILWAUKEE, WI 53202  
(414) 286-2238 [LICENSE@MILWAUKEE.GOV](mailto:LICENSE@MILWAUKEE.GOV)

	Date of Application: _____
<b>Event Dates:</b>	Start Date: _____
	End Date: _____
<p>I understand that a Class "B" Special license may be issued to an applicant who files the application after the filing deadline, provided the applicant affirms the applicant's understanding that, if a written objection is received, it may not be possible to conduct a hearing before the date for which the license is sought due to the late filing of the application.</p> <p>I hereby affirm my understanding that, if a written objection is received related to my application, it may not be possible to conduct a hearing before the date of the event for which the license is sought due to the late filing of my application.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%; text-align: center;">             _____              Signature of Officer/Manager/Person in Charge         </div> <div style="width: 30%; text-align: center;">             _____              Date         </div> </div> <div style="margin-top: 20px;">             Phone # _____         </div> <div style="margin-top: 10px;">             Email Address _____         </div>	

**Office Use Only:**

Filed \_\_\_\_\_      Initials \_\_\_\_\_      App# \_\_\_\_\_

Copy Given to Manager:      Date \_\_\_\_\_      Initials \_\_\_\_\_

Paid \_\_\_\_\_       CC Approved \_\_\_\_\_       CC Denied \_\_\_\_\_

Issued \_\_\_\_\_      Initials \_\_\_\_\_      Lic# \_\_\_\_\_