

VILLAGE OF WAUNAKEE

Liquor and/or Beer License Application Supplemental Form

Office Use Only

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| <input type="checkbox"/> Copy of Seller's Permit
<input type="checkbox"/> Copy of Federal Employer Identification
<input type="checkbox"/> Notarized Application Form
<input type="checkbox"/> Notarized Supplemental Form
<input type="checkbox"/> Notarized Auxiliary Questionnaire(s)
<input type="checkbox"/> Background Investigation Form
<input type="checkbox"/> Floor Plans
<input type="checkbox"/> Description of Licensed Premise | <input type="checkbox"/> Lease
<input type="checkbox"/> *Schedule of Appointment of Agent
<input type="checkbox"/> *Notarized Agent Appointment/Acceptance Form
<input type="checkbox"/> *Articles of Incorporation/Organization
<input type="checkbox"/> Sample Menu
<input type="checkbox"/> Business Plan

*Forms required of Corporation/LLC only |
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✓ All applicants must provide an adequate premise plan that includes exterior and interior dimensions, position of stairs and all entrances and exits, normal and customary use of each room, placement of major appliances, furniture and large gaming tables, placement and dimensions of all bar(s), and graphic representation of the normal position of booths, bar stools, tables and chairs. **Premise plans must be not larger than 11x17.**

✓ New structures must submit to Building Inspection two sets of plans, signed and sealed by a registered architect or engineer.

✓ **Individual Applicant/Partners/Agent must be enrolled in or have completed the Responsible Beverage Server training course before consideration by the Village Board.**

✓ **A PRE-APPLICATION MEETING IS REQUIRED OF ALL NEW APPLICANTS.**

1. Have you attend a pre-application meeting? Yes No
2. Are there any special conditions desired by the neighborhood? Yes No

Explain _____

3. Name of Individual Applicant/Partnership/Corporation/LLC _____
4. Telephone number _____
5. Address of licensed premise _____
6. Anticipated opening date _____
7. Mailing address if not opening immediately _____
8. What type of establishment is contemplated? Tavern Nightclub Restaurant
 Liquor store Grocery store Convenience store; with gas pumps? Yes No
 Other; please explain _____
9. Business description including hours of operation and if entertainment is part of your venue, what type? _____

10. Describe arrangements for security and/or management of large crowds. _____

11. Detailed written description of building, including overall dimensions, seating arrangement, capacity, bar size, and all areas where liquor and/or beer are to be sold and stored. **The licensed premise described below shall not be expanded or changed without the approval of the Village Board.** _____

12. Are any living quarters directly or indirectly accessible and under control of the applicant?
 Yes No **Please note that alcohol and/or beer may be sold and stored only on the license premise, not in living quarters.**
13. Describe existing parking and how parking lot is to be monitored. _____

14. Describe you management experience, staffing levels, duties, and employee training. _____

15. Identify the **Registered Agent** for your Corporation/LLC. This is not necessarily the same person as your liquor and/or beer agent. This is your Corporation/LLC Agent for service of process, notice, or demand required or permitted by law to be served on the Corporation.
 Name _____
 Address _____
16. Excluding prepackaged snacks, how late will food be served? _____
17. What type of food will you be serving, if any? _____

18. Indicate any other product/service offered. _____

19. Describe your target market. _____

20. What is the capacity of the licensed premise? _____
21. Are you operating under a lease or franchise agreement? Yes No (If yes, attach a copy.)
22. Owner of building where establishment is located _____
 Owner address _____
 Owner telephone _____
23. Individual Applicant/Partnership: Have Individual Applicant/Partners completed the Responsible Beverage Service Training course? Yes No
 If yes, indicate names _____
License cannot be issued until proof of Responsible Beverage Server training course completion is shown.
24. Corporation/LLC: Will liquor and/or beer agent be a Wisconsin resident at the time of granting?
 Yes No
25. Corporation/LLC: Agent must disclose interest held in business _____%

26. Corporation/LLC: Has agent completed the Responsible Beverage Server Training course?
 Yes No
 License cannot be issued until proof of Responsible Beverage Server Training course completion is shown.
27. Corporation/LLC: List Directors, Stockholders, and Managers below.

Director(s) Name	Home Address

Stockholder(s) Name	Address	Extent of Ownership %

Manager(s) Name	Address	Business Phone	Home Phone

28. Private organizations (clubs): Do your membership policies contain any requirement of "invidious" (likely to give offense) discrimination in regard to race, creed, color, or national origin? Yes No

DOWNTOWN AREA ONLY

29. Pursuant to _____, all restaurants and taverns serving alcohol and/or beer shall substantiate their gross receipts for food and alcohol and/or beer beverage sales broken down by percentage. **For new establishments, the percentage will be an estimate.**
 Calendar/fiscal year: January 1 to December 31 July 1 to June 30

Percent gross receipts from alcohol and/or beer beverages	%
Percent gross receipts from food	%
Percent gross receipts from other	%
Total gross receipts	100%

Do you have written records to document the percentages shown? Yes No
You will be required to submit documentation verifying the percentages shown.

30. Will your establishment have a kitchen manager? Yes No
 31. Will your establishment be a member of the Wisconsin Restaurant Association? Yes No
 32. How many wait staff will be employed at the establishment? _____
 33. What hours, if any, will food service not be available? _____
 34. Describe how you plan to advertise/promote your business including those specific products you will be advertising. _____

35. Describe past business ownership experience. _____

36. Individual Applicant/Partnership: Describe past employment experience. _____

Read carefully before signing: Under penalty provided by law, the applicant states that the above information has been truthfully completed to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual Applicants and each member of a Partnership must sign; corporate officer(s), members/managers of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premise during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

SUBSCRIBED AND SWORN TO BEFORE ME:

This _____ day of _____, 20____

(Clerk/Notary Public)

My commission expires _____

(Officer of Corporation/Member/Manager of LLC/ Partner/Individual)

(Officer of Corporation/Member/Manager of LLC/ Partner/Individual)

(Officer of Corporation/Member/Manager of LLC/ Partner/Individual)

(Officer of Corporation/Member/Manager of LLC/ Partner/Individual)

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If you have any questions, please contact the Village Clerk's Office at 608/850-2827.