



OFFICE OF THE CITY CLERK
OFFICE OF THE CITY CLERK

300 East Main Street
Sun Prairie, WI 53590-2227
(608) 837-2511
FAX (608) 825-6879
Website www.cityofsunprairie.com

March 1, 2018

To all New Liquor License Holders,

NEW LIQUOR LICENSES

Enclosed are the necessary forms to be used by applicants applying for a new alcohol beverage and other licenses. All licenses will expire on June 30, 2019. If you prefer, the Department of Revenue has these forms available as "fillable" forms on their website at

<https://www.revenue.wi.gov/Pages/Form/alcohol-Home.aspx>

Please return your **completed forms** to this office. Your application cannot be accepted without all required information and documents.

A Public Hearing will be scheduled with the Committee of the Whole pertaining to the issuance of any new liquor licenses. The Committee's recommendation will be forwarded to the Common Council.

NIGHT CLUB LICENSE:

A Nightclub License is required for all establishments that offer or allow live entertainment (i.e. Live musical performances, Disc Jockeys) with a dance floor at least 100' square feet in size. After reading the Nightclub Ordinance determine if you will need to apply for a Nightclub License or a Temporary Nightclub License.

A Public Hearing will be scheduled with the Alcohol License Review Board pertaining to the issuance of any new night club licenses. The Committee's recommendation will be forwarded to the Common Council.

CIGARETTE AND TOBACCO PRODUCTS LICENSE

If you intend to sell cigarette or tobacco products, you will need to apply for it at this time.

VENDING MACHINE PERMITS

All vending/gaming machine(s) on your premises need to be licensed. Your establishment is responsible to pay the fees. You can work with your vendor to determine reimbursement of the fees to you.

UPDATES

It is very important for you to update your licenses during the year; if there have been any changes. i.e. change in partners, corporate members, use of the license, additional vending machines added/changed, change in status of selling tobacco products.

FEES

The Common Council approved the following licensing fees:

Tobacco Product License Fees - \$100

Vending License Fees

For each pool or billiard table, shuffleboard table, amusement and entertainment machine,
karaoke or jukebox - per machine \$20

Alcohol Beverage Licenses Fees

Class "A" Beer	\$200	Class "B" Beer	\$100
"Class A" Liquor	\$500	"Class B" Liquor	\$500
Wholesale Beer	\$25	Class "C" Wine	\$100
Reserve "Class B" Liquor		\$10,000 (nonrefundable)	
Publication Fees			Actual
Actual cost of background check for each person listed on the application.			\$7

Night Club Licenses

Actual cost of background check for each person listed on the application.			\$100
			\$7

Fees are not due at the time of your application. Once the Common Council has approved the licenses, we will inform you of the fees, including publication and background expenses. These fees must be paid in my office before the licenses can be issued.

I wish you well and much business success,

Elena Hilby, CPM, WCMC
City Clerk, City of Sun Prairie



DID YOU DO THESE THINGS?



ALCOHOL LICENSE

Driver's License and Auxiliary Questionnaire Information:

- Was a copy of a Driver's License/State ID included for each person listed on the application, including the Agent?
- Did each person listed on the application complete an Auxiliary Questionnaire?

Application Requirements:

- Were the Wisconsin Seller's Permit number and the Federal Employer Identification number filled in?
The application can NOT be processed unless this information is received.
- Was a COPY of the CURRENT Wisconsin Seller's Permit included?
- Is a complete description of the license premises (room, building, buildings and/or land area) where alcohol beverages are to be sold, served or stored provided?
The premise address cannot be used for the area description.
- Were there changes in the past year? On line 7 of form AT-115, applicants must explain any changes from the previous licensing year. A change of corporate name, new officers, directors or agent, change of address, class of license or change of name should be indicated under this provision
- Were ALL questions completed on the form?

Signatures:

- Were all forms signed!
 - Corporations must have at least two officers sign the forms.
 - A corporation must have at least two officers, specifically, a president and secretary, who are not the same person.
 - LLC's must have at least two officers sign the forms, if there is more than one officer.
 - Partnerships must have each partner sign the forms.
 - Two officers other than the agent should sign the Appointment of Agent form.

NIGHT CLUB LICENSE

- Is a Night Club License application needed?
- Is the application completed in full?
- Is a Security Plan provided?

TOBACCO LICENSE

- Is a Cigarette License needed?
- Is the application completed in full?
- Were fees paid?

VENDING LICENSE

- Is a Vending License needed?
- Is the application completed?
- Were fees paid?