

Fee: \$50

(Office use) License #: \_\_\_\_\_



**City of New Berlin**  
 Clerk's Office/Community Relations Dept.  
 3805 South Casper Drive  
 New Berlin, WI 53151-0921  
 262-786-8610

**CITY OF NEW BERLIN  
 EXTENSION OF PREMISE APPLICATION**

1. First name: \_\_\_\_\_ Last name: \_\_\_\_\_ Middle initial: \_\_\_\_\_

2. Phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_

3. Business name: \_\_\_\_\_

4. Business address: \_\_\_\_\_

5. License number for which you wish to temporarily extend premise: \_\_\_\_\_

6. Name of event or function for which the temporary extension is sought: \_\_\_\_\_

\_\_\_\_\_

7. Date(s) and time frame of event(s) for which the temporary extension is sought: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. Specific description of the site for which the temporary extension is sought, including dimensions of the area and where beer/liquor is to be served from: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. List the location of all exits: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

10. How will licensed premise area be restricted and screened for underage people? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

11. Have you obtained liability coverage for the event of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate, naming the City of New Berlin as an additional insured?      Yes      No

*\*Attach a copy of policy endorsement along with application\**

12. Will the event encroach upon any public property or public right-of-way?      Yes      No

13. Have you obtained a use approval for the special event from the Planning Department?      Yes      No

*\*Must include proof of approval with application\**

14. **Application must be accompanied by a diagram that outlines where extension will be located in reference to currently licensed premise, service area, exits and any fences or barricades that will be utilized during special event.**

*To the Common Council of the City of New Berlin, Wisconsin:*

I hereby apply for a License to extend the premise of the alcohol beverage license at the premises described above, in the City of New Berlin, subject to the limitations imposed by Wisconsin Statutes and acts amendatory hereof and supplementary thereto, and hereby agree to comply with all laws, resolutions, ordinances and regulations affecting the sale of such beverages if a license be granted me.

I acknowledge that all additional city and state permits required for this event have been applied for and copies of said permits have been provided to the New Berlin City Clerk's Office.

**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)

**(If owner of property is different from licensee, owner of property must also sign.)**

**\*\*\*Office use only\*\*\***

Date received: \_\_\_\_\_

Notes (past citations, complaints, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_