TEMPORARY CLASS “B”/“CLASS B” RETAILER’S LICENSE
CLK 209/219/221 (rev. 10/19)

Fee: $10.00 for up to five (5) consecutive days

☐ BEER ONLY (CLK209)  |  Filing deadline for events which are four (4) days or more is at least fifteen (15) days prior to granting of license.
☐ WINE ONLY (CLK219)  |  Filing deadline is at least fifteen (15) days prior to granting of license.
☐ BEER & WINE (CLK221)  |  Filing deadline is at least fifteen (15) days prior to granting of license.

1. EVENT INFORMATION:

Name of Event: __________________________________________________________________________

Event Date(s): _______________________ Daily Start & End Time: ____________________________

Person in Charge of Event: __________________________ Phone: ____________________________

Email: __________________________ Address: _______________________________________

2. ORGANIZATION IN CHARGE:

Check One

<table>
<thead>
<tr>
<th>Church</th>
<th>Bona Fide Club</th>
<th>Lodge/Society</th>
</tr>
</thead>
<tbody>
<tr>
<td>Veteran’s Organization</td>
<td>Chamber of Commerce</td>
<td>Other (specify)</td>
</tr>
</tbody>
</table>

(a) Organization Name: ______________________________________________________________________

(b) Organization Address: ____________________________________________________________________

(c) Date Organized: ________________________ If Corporation, Date of Incorporation: ______________

(d) If Organization is not required to hold a WI Seller’s Permit Pursuant to §77.54(7m),Wis.Stats., Check Here ☐

(e) Names and Addresses of all Organization Officers:

President: ____________________________ NAME ____________________________ STREET ____________________________ CITY, STATE, ZIP

Vice President: ________________________ NAME ____________________________ STREET ____________________________ CITY, STATE, ZIP

Secretary: ____________________________ NAME ____________________________ STREET ____________________________ CITY, STATE, ZIP

Treasurer: ____________________________ NAME ____________________________ STREET ____________________________ CITY, STATE, ZIP

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**Additional Information**

**May be Granted and Issued only to** (secs. 125.26(6), and 125.51(10), Wis. Stats.):

1. **Bona fide clubs.**
2. **State, county, or local fair associations, or agricultural societies.**
3. **Churches, lodges, or societies that have been in existence for at least 6 months prior to the date of application.**
4. **Posts of veterans organizations.**
5. **Chambers of commerce or similar civic or trade organizations organized under ch. 181, Wis. Stats.**

**Application:**

1. **Filing:** In writing, for each event, on Form AT-315.
2. **The local licensing authority may act on application or authorize an official or body of the municipality to issue the license.** (secs. 125.26(1) and 125.51(10), Wis. Stats.)
3. **The written application shall be filed with the clerk of the municipality in which premises are located:**
   - **Class "B" (Beer):**
     a. The governing body shall establish any waiting period before granting of a license for events lasting less than 4 days (sec. 125.04(3)(f), Wis. Stats.)
     b. At least 15 days prior to the granting of the license for events lasting 4 or more days.
   - **"Class B" (Wine):**
   The application shall be filed with the clerk of the local municipality in which the event will be held at least 15 days prior to the granting of the license.
4. **Seller's Permit:** (sec. 77.54 (7m), Wis. Stats.), provides an exemption from Wisconsin sales and use taxes relating to certain sales by a nonprofit organization. Check the box if your organization qualifies for the exemption and therefore is not required to hold a seller's permit.
5. **Publication:** Not required. (sec. 125.04(3)(g), Wis. Stats.)

**Fee:** Determined by the municipality, but may not exceed $10. (Exception: No additional fee may be charged if organization is applying for both a Temporary Class “B” and a Temporary “Class B” license for the same event.) (secs. 125.26(6) and 125.51(10), Wis. Stats.)

**Duration:** The day, or consecutive days, that the specified event is in progress. A municipality may issue up to 20 licenses to the same licensee for a single event, if each license is issued for the same date and time. (sec. 125.51(10)(b), Wis. Stats.)

**Restrictions:**

1. **License may not be issued to individuals.** (secs. 125.02 (14), 125.26(6), 125.51(10), Wis. Stats.)
2. **Licenses to organizations, other than ex-servicemen's organizations, can be issued only for a picnic or similar gathering.** (secs. 125.26(6) and 125.51(10), Wis. Stats.)
3. **License may cover either a specified area or the entire picnic grounds.** (secs. 125.26(6) and 125.51(10), Wis. Stats.)
4. **License issued to a county or district fair must cover the entire fairgrounds** (secs. 125.26(6) and 125.51(10), Wis. Stats.)
5. **No license to clubs having any indebtedness to any wholesaler for more than 15 days for beer** (sec. 125.33(7), Wis. Stats.) and 30 days for wine (s. 125.69(4)(b), Wis. Stats.)
6. **Licensed operator(s) must be present at all times** (secs. 125.17, 125.26(6), 125.32(2) - Beer; 125.17, 125.51(10), 125.68(2) - Wine; Wis. Stats.)
7. **The licensed club, club members, or any other persons are not permitted to possess intoxicating liquor on licensed premises on the Temporary Class "B"/"Class B" licensed picnic area.** (sec. 125.32(6), Wis. Stats.)
8. **Not more than 2 wine licenses may be issued to any club, county or local fair association, agricultural association, church, lodge, society, chamber of commerce or similar civic or trade organization or veterans' post in any 12 month period.** A municipality may issue up to 20 wine licenses to the same licensee if: 1) each license is issued for the same date and times, 2) the licensee is the sponsor of an event held at multiple locations within the municipality on this date and at these times, 3) an admission fee is charged for participation in the event and no additional fee is charged for service of alcohol beverages at the event, and 4) within the immediately preceding 12-month period, the municipality has issued these multiple licenses for fewer than 2 events. In addition, each event for which multiple licenses are issued shall count as one license toward the 2-license limit. (sec. 125.51(10), Wis. Stats.)
9. **Licensed organizations must purchase their alcohol beverages only from permitted Wisconsin wholesalers, breweries and brewpubs.** (secs. 125.33(6), and 125.69(6), Wis. Stats.)
3. EVENT LOCATION:
Check One

<table>
<thead>
<tr>
<th>City Park and/or Park Building</th>
<th>City Property and/or City Building</th>
<th>Organization’s Property and/or Organization’s Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>Church &amp; School</td>
<td>Church</td>
<td>Other (specify)</td>
</tr>
</tbody>
</table>

(a) Location Name & Address:

(b) Is the event on School Grounds? □ Yes □ No

(c) If yes, a letter of approval from School Principal must be attached. □ Letter Attached □ N/A

4. Is the Event to be Held Inside All or Part of a Building: □ Yes □ No (If no, skip to #5)
(a) Where Will Beer/Wine be Sold/Served in the Building: ___________________________________________
(b) Where Will Adults (21+) Consume Beer/Wine in the Building: _____________________________________
(c) Where Will Beer/Wine be Stored in the Building: ________________________________________________
(d) Will Minors Have Access to Area(s) Where Beer/Wine Will be Sold, Served, Consumed, or Stored?
   □ Yes □ No If Yes, Describe Security Measures: ________________________________________________

5. Is the Event to be Held Outdoors or Partially Outdoors: □ Yes □ No (If no, skip to #6)
(a) Where Will Beer/Wine be Sold/Served Outdoors: ________________________________________________
(b) Where Will Adults (21+) Consume Beer/Wine Outdoors: ___________________________________________
(c) Where Will Beer/Wine be Stored Outdoors: _____________________________________________________
(d) Will Minors Have Access to Area(s) Where Beer/Wine Will be Sold, Served, Consumed, or Stored?
   □ Yes □ No If Yes, Describe Security Measures: ________________________________________________

If the Event is to be Held Outdoors, a Detailed Site Plan Must be Attached to this Application.

□ Site Plan Attached
(a) Fences, Barricades & Stages detailed on Site Plan? □ Yes
(b) Beer Gardens & Tents detailed on Site Plan? □ Yes
(c) Location of beer/wine storage & consumption on Site Plan? □ Yes
(d) Entrances, Exits, & Security detailed on Site Plan? □ Yes

6. Please indicate how you would like to receive your license: □ Mail □ Pick Up
Mailing Name & Address: ___________________________  ___________________________  ___________________________
Contact Person for Pickup: __________________________ Phone: __________________________ Email: ________________

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.

Officer: __________________________ Date:________  Officer: __________________________ Date:________
Officer: __________________________ Date:________  Officer: __________________________ Date:________