



# TEMPORARY EXTENSION OF PREMISE APPLICATION

RECEIPT  
CODE

Seasonal  
CF: \$575

Daily  
CF: \$75

Late  
CG: \$50

## Application

- Permit is valid only for the dates approved by License & Health Committee/Common Council.
- Submit your non-refundable fee with your completed application.
- Incomplete applications, or applications filed without the proper fee will be returned.
- If filed within six (6) days of a Common Council meeting, please **add a late fee of \$50**.

- Seasonal - \$525       Daily - \$75

- **Why are you requesting the temporary premise extension?**

- **Is this related to a Special Event Application?**

Yes  No    If yes, please submit the [Special Event Application](#) with this one at the same time.

- **Will you be putting up any tents that are 400 sq. ft. or larger?**

Yes  No    If yes, please contact the [Fire Department](#) and [submit a tent permit application](#).

- **Will hot food be kept warm and served outside?**

Yes  No    If yes, please contact the [Health Department](#).

- **Will there be live music/entertainment outside?**

Yes  No    If yes, please submit a [Temporary Public Entertainment Permit application](#)\*.

*\*\*A Temporary Public Entertainment Permit is required if:*

1. If you do **not** hold a Public Entertainment Premises Permit OR
2. If you do hold a Public Entertainment Premises Permit but are having entertainment that is **not** approved under that license. (See the liquor license for the approved establishment)

**TOTAL DUE: \$ \_\_\_\_\_ (CASH OR CHECK ONLY)**

## Applicant

Legal Entity Name (If Corporation or LLC)

Business Name (DBA)

Business Address (please include zip code)

Agent, Individual or Partner Name

Phone Number

Email Address



# TEMPORARY EXTENSION OF PREMISE APPLICATION CONT'D.

**TEMPORARY EXTENSIONS HOURS OF OPERATION** (Default hours are 10AM—10PM unless otherwise approved).

Name of Event:

Date(s):

Start/End Times:

Date(s):

Start/End Times:

**SEASONAL EXTENSIONS HOURS OF OPERATION** (Default hours are 10AM—10PM unless otherwise approved).

Seasonal Start Date: End Date:

Date:

Start/End Times:

Date:

Start/End Times:

Date:

Start/End Times:

Date:

Start/End Times:

**Outdoor Premise Diagram**

Please use the area below to draw a diagram of the proposed seasonal extended premise and indicate where alcohol will be served/consumed, where entertainment will be located and what you will be marking the extended premise area with.

**\*\*IF THIS IS NOT COMPLETED, THE APPLICATION WILL NOT BE ACCEPTED\*\***



# TEMPORARY EXTENSION OF PREMISE APPLICATION CONT'D.

## Terms & Conditions

Unless specifically exempted by the Common Council, all outdoor premises shall comply with the following regulations.

Please initial each of the following items confirming your understanding

**Containers.** No licensee may allow glass beverage containers in an outdoor premises.

**Noise Limit.** No outdoor premises may be the source of sound that measures over 100 decibels (A-weighted) within 100 feet from the outdoor premises. The Common Council may set different noise limits for a particular outdoor premises if the licensee agrees to those alternate noise limits.

**Bordering.** The border of any outdoor premises shall be physically marked with fencing, vegetation, barriers, or other objects or markings accurately indicating the **limits of the** outdoor premises.

**Lighting.** Any lighting for an outdoor premises may not project directly to an area beyond the indoor and outdoor premises.

**Closing Hours.** No outdoor premises may remain open between the hours of 10 p.m. and 10 a.m. The Common Council may set different closing hours for a particular outdoor premises if the licensee agrees to those alternate closing hours.

I am responsible for cleaning up the area of the extension and providing containers and storage for garbage and recycling.

A copy of the permit and any other applicable permits or licenses must be kept on the premises for the duration of the extension.

Unless a temporary public entertainment permit has been issued, the type of entertainment permitted in the outdoor area is limited to what the public entertainment premises license allows.

*To the best of my knowledge and belief, all statements and answers in this application are complete and true. I understand that if I provide false or fraudulent information on this application, the application will be denied.*

Signature (Individual, Partner, Agent or Officer)

Date