



Colette Steffen, City Clerk
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Temporary Beer or Wine Licenses

Private Event = NO License needed

- A private event is by invitation only with the invited guests known to the host
- Not advertised or promoted on social media, or other means of public communication
- There is no exchange of money – no cost for purchasing alcohol, no cost to enter the event, no donation jar, no tip jar, no exchange of money in any way
- A person serving alcohol beverages at a private party is not required to hold an operator's (bartender) license

Events open to the public or exchange of money = Temporary Beer/Wine License

- Temporary Licenses can only be issued to bona fide clubs, chamber of commerce, to county or local fair associations or agricultural societies, to churches, lodges or societies that have been in existence for at least 6 months, and to veterans' organization
- Temporary Beer License – there is no limit on how many you can have in a year
- Temporary Wine License – you can only have up to 2 licenses in a 12-month period
- **No Liquor** can be served under these licenses, only beer and/or wine
- Along with these licenses there must be a licensed operator (bartender). If they do not have someone who already holds this license, they can get a temporary license free of charge to be used with this event
 - That person would still need to take the responsible servers' course and have a background check done
- The alcohol to be served/sold at the event must be purchased from a distributor not a retail store
- Benefit of the sale of alcohol should substantially go to the applicant organization

How to turn in an application

- A complete application (AB-220) will need to be submitted to the Clerk at the **very least a month before the event**. Including AB-100 Individual Questionnaire and AB-101 Appt. of Agent
 - May need to appear before the License Committee
 - Must be approved by the Common Council (application must be submitted at least 15 days before seeking approval from the governing body)
- Due at the time the application is submitted: \$10 application fee and \$7 background check fee for every member (if you have not had one in the last 12 months)