



City of Delafield  
500 Genesee St, Delafield, WI 53018  
262-646-6220

# Community Event Planning Permit

Submittals are due **60 DAYS** prior to event.  
Submittals will not be considered unless **complete**.

All submittals must include:

- Certificate of Insurance:** naming the City of Delafield as an additional insured party.
- Site Plan:** Site Plan/Map must include location, any street closures, barricades, race/parade routes, stages, alcohol sale location, tents, garbage cans etc.

## Event Information New Returning

Event Name: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Event Location: \_\_\_\_\_

Event Description: \_\_\_\_\_

## Contact Information

Host Organization/Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Main Contact name (must be present day(s) of event): \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

## CITY OF DELAFIELD STAFF USE ONLY

<b>POLICE DEPARTMENT REVIEW</b>			<b>CITY HALL REVIEW</b>		
Approval Recommended:	Yes	No	Approval Recommended:	Yes	No
<b>PUBLIC WORKS DEPARTMENT REVIEW</b>			<b>LAKE COUNTRY FIRE REVIEW</b>		
Approval Recommended:	Yes	No	Approval Recommended:	Yes	No

## Event Details

**Event Location:**

Fish Hatchery?	Yes	No	* If yes call 262-646-6220 to check availability
City Park?	Yes	No	* If yes call 262-646-6220 to check availability
Park(s) Name(s):	_____		

Walk/Runs and Parades:	Yes	No	Emergency Medical Plan?	Yes	No
Start Time:	_____		End Time:	_____	

Will there be street closures?	Yes	No	* if yes make sure its noted on attached site plan
Street names:	_____		

Temporary Structures:	Yes	No	*Tents, Stages, Signs etc.
-----------------------	-----	----	----------------------------

Barricades Needed:	Yes	No	# Needed: _____
--------------------	-----	----	-----------------

Trash Receptacles:	Yes	No	# Needed: _____ * for recycling bins and bags contact the Parks & Land Uses Division at 262-896-8300.
--------------------	-----	----	---

Restrooms:	Yes	No	Rental agency name: _____
			Telephone: _____

Electricity:	Yes	No	
--------------	-----	----	--

Applicant agrees to take responsibility for the setup of any barrels/barricades and cleanup of the event.

Yes	No	Person responsible: _____
		Telephone: _____

Alcohol being served?	Yes	No	Licensed Agent: _____
-----------------------	-----	----	-----------------------

\*Application for a **Temporary Class "B"/"Class B" Retailer's License** must be submitted and approved to serve beer and wine, along with **Temporary Operators (Bartenders) Licenses**.

\*For already licensed Agents an Extension of Premise form is required.

Food Sales?	Yes	No	* If yes contact Waukesha County Health Department at 262-896-8300.
-------------	-----	----	---

Live bands or Music?	Yes	No	
Name of organization:	_____		
Telephone:	_____		

Fireworks?	Yes	No	*if yes please fill out Firework Permit attached
------------	-----	----	--

## City of Delafield Required Services

Police Services	Yes	No	*if deemed needed by Delafield PD applicant must comply to fees
Fire Department Services	Yes	No	
Ambulance Services	Yes	No	*if ansered no, please provide service information
DPW Set up	Yes	No	

Fees			Totals
Application Fee:	\$ 50.00	(Nonrefundable)	\$ 50.00
Park and Facility Rentals			
Fish Hatchery	\$150.00	Security Deposit	_____
0-3 Hours	\$ 175.00		_____
3-6 Hours	\$ 350.00		_____
6+ Hours	\$ 575.00		_____
Park Rental			
Full Day	\$ 115.00		_____
Half Day	\$ 65.00		_____
Liquor Licensing			
Temporary Class "B"/"Class B" Retailer's License	\$ 10.00		_____
Temporary Operators (Bartenders) Licenses	\$ 10.00	per license	_____
Extension of Premise	\$ 25.00		_____
# _____			
Police Support	\$ 60.00	per officer per hour	_____
# Officers _____			
# Hours _____			
Firework License	\$ 100.00		_____
<b>Total Fees Due</b>			

### Legal Notice

I understand that the filing of this application does not ensure approval of this Event . I also understand that all event organizers and participants must comply with all applicable City Ordinances, traffic rules, park rules, County and State health laws, fire codes and liquor licensing regulations, etc.

In addition, to the fullest extent permitted by law and regulations, the permittee shall indentify and hold harmless the City of Delafield, its officers and employees against all claims, costs, losses and damages arising out of or relating to the conduct of the event or to the destruction of tangible property, bodily injury, sickness, disease or death.

Termination of Event: The City and its representatives reserve the right to shut down an event that is in process if it is determined to be a safety hazard by the Police and/or Fire Departments and/or there is a violation of City Ordinances, State Statutes or the terms of the approved application. The City Administrator and/or his designee may revoke an approved Event Permit if the applicant fails to comply in good faith with the provisions of the permit prior to event date.

I further understand that an incomplete application may be cause for denial of this event.

By signing below, the permittee states that the information given on this form is true and accurate.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date of Signature



## FISH HATCHERY RESERVATION FORM

RENTAL FEES		
0 – 3 Hours	3 – 6 HOURS	MORE THAN 6 HOURS
\$175	\$350	\$575
<p><b>In addition to rental fees listed above, a security deposit of \$150 is required at time of booking*. The rental fee is due at least two weeks prior to event.</b></p> <p><b>In the event you cancel your reservation, your security deposit will be refunded to you, less a \$75 cancellation/processing fee.</b></p>		
<p style="text-align: center;"><b>ART/CRAFT FAIRS WINTER FARMERS MARKET</b></p> <p style="text-align: center;">\$25 per vendor (minimum of \$100/day) \$50 opening fee \$150 Security Deposit</p>	<p style="text-align: center;"><b>HOMEOWNERS ASSOCIATIONS</b></p> <p style="text-align: center;">\$50 per meeting \$50 opening fee \$150 Security Deposit</p>	
<p><b>EXEMPT FROM PAYING FEES</b></p> <p style="text-align: center;">Village of Hartland Park and Recreation Department and Golden Agers. Other exempt groups to be determined by Park and Recreation Commission</p>		

### RENTER / RESPONSIBLE PARTY INFORMATION

**(Please print)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
City
State
Zip

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Time Requested: \_\_\_\_\_ to \_\_\_\_\_  
*(Include time needed for preparation/clean-up before and after event)*

Event/Purpose: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The maximum number of people allowed in the building is 125 (including both floors). The fees are based on use of the entire building. \*The security deposit is refundable if the building is cleaned per the guidelines outlined on the back side of this form, and if the sound system cabinet is locked after use and no damage has occurred during use. The microphone must be turned off and placed inside the cabinet. If you encounter any problems with the sound system, please contact City Hall (262-646-6220).

**To reserve building, return the completed reservation form and security deposit to *City Hall, 500 Genesee Street, Delafield WI 53018.* For more information, contact Utility Clerk Susan Johnson at 262-303-4511**

\*The person described as the responsible party signing this agreement shall be held accountable for the facility authorized and shall be held liable for any costs to the CITY OF DELAFIELD for necessary maintenance or repairs due to damage arising from the improper or negligent use of said facility. It is also agreed that the CITY OF DELAFIELD shall not be held responsible for accidents, injuries or the theft of personal property incurred by those parties authorized to use said facility. **Call Delafield Police Department (646-6240) if building is not in good order.**

**IF NO ONE IS AVAILABLE TO OPEN DOOR, CALL KLEAN-LINE LLC (262-613-1441)  
IF NO RESPONSE, CALL POLICE DEPARTMENT NON-EMERGENCY (646-6240)**

# CITY OF DELAFIELD FISH HATCHERY BUILDING USAGE RULES & REGULATIONS

---

All Fish Hatchery building renters hereby agree to adhere to the following Rules & Regulations:

1. Smoking is prohibited in the building.
2. Candle burning is prohibited in the building.
3. Food preparation is prohibited. Renters may use refrigerator and oven for warming only.
4. Use of duct tape on the walls is prohibited.
5. Parking on the grass is prohibited.
6. Tents allowed to be installed in the parking lot. Currently, tent stake holes to be refilled with asphalt mix or rubber plug. Once lot is repaved, cement blocks must be used for stakes. Inspections will be completed after event. Damages to parking lot will be charged back to the renter.
7. Security Deposits will be kept based on the inspection of the City's cleaning crew after the event.
8. Recurring events will only be allowed four events on the calendar at any one time. Once the fourth event has passed, four more events may be scheduled.
9. Fish Hatchery is not available for private parties Monday through Thursday due to Village of Hartland Park & Recreation classes.
10. Every January a week of maintenance is scheduled. No rentals or classes can be held during this time.
11. A representative from your party must be on the premises at all times during the event.
12. No liquor allowed on premises. Beer and wine permitted but no sales, tips or donations allowed.

**To receive full refund of security deposit, the building must be cleaned as follows:**

- Kitchen counters cleaned, dishes washed and put away
- Floors swept, spills wiped up
- Clean up oven or microwave if used
- Table and chairs cleaned and stacked
- Leftover food and beverages removed from refrigerator
- Garbage and recyclables removed from building and bathrooms and placed in appropriate recycling and trash containers outside

**Please note: The cleaning supplies in the locked closet are for use by the cleaning company only. You must bring your own cleaning supplies; broom, dust pan, kitchen towels, spray cleaners, trash can liners, etc.**

**PLEASE CHECK ALL ENTRIES TO BE SURE THEY ARE LOCKED BEFORE YOU LEAVE THE BUILDING.**

Adopted by P&R: Monday, April 23, 2012  
Adopted by C.C: Monday, May 7, 2012  
Effective: Tuesday, May 8, 2012  
Updated: Wednesday, June 28, 2017



## Park & Sports Facilities Rental Application

### RENTER INFORMATION

Name of Organization / Person: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Person Email Address: \_\_\_\_\_

Event Type: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Park & Sports Facilities Reservation(s)

Cancellation Fee is 75% of reservation Fee

CHOICE	SITE	USE / FEE	DATE / TIME(S)
<b>BOSTROM PARK</b>			
<input type="checkbox"/>	Full Day – 6 or more hours	\$115	
<input type="checkbox"/>	Half Day – Up to 6 hours	\$65	
<input type="checkbox"/>	Bostrom Park Tennis Court	\$5	
	Bostrom Park Soccer Field	\$20	
<b>CEDAR VALLEY PARK</b>			
<input type="checkbox"/>	Full Day – 6 or more hours	\$115	
<input type="checkbox"/>	Half Day – Up to 6 hours	\$65	
<b>CUSHING MEMORIAL PARK</b>			
<input type="checkbox"/>	Full Day – 6 or more hours	\$115	
<input type="checkbox"/>	Half Day – Up to 6 hours	\$65	
<b>FIREMEN'S PARK &amp; PAVILION</b>			
<input type="checkbox"/>	Full Day – 6 or more hours	\$115	
<input type="checkbox"/>	Half Day – Up to 6 hours	\$65	
<input type="checkbox"/>	Softball Field	\$30 - DPW Setup (M-F)	
<input type="checkbox"/>	Softball Field	\$10 - DIY Setup	
<b>FISH HATCHERY SPORTS AREA PARK &amp; PAVILION</b>			
<input type="checkbox"/>	Full Day – 6 or more hours	\$115	
<input type="checkbox"/>	Half Day – Up to 6 hours	\$65	
<input type="checkbox"/>	Softball Field	\$30 - DPW Setup (M-F)	
<input type="checkbox"/>	Softball Field	\$10 - DIY Setup	
<input type="checkbox"/>	Soccer Field	\$20	
	Volleyball Courts		
<input type="checkbox"/>	One Court	\$10	
<input type="checkbox"/>	Two Courts	\$20	
<b>Liberty Park</b>			
<input type="checkbox"/>	Full Day – 6 or more hours	\$115	
<input type="checkbox"/>	Half Day – Up to 6 hours	\$65	
<b>American Legion Softball Field</b>			
<input type="checkbox"/>	DPW Setup (M-F)	\$30	
<input type="checkbox"/>	DIY Setup	\$10	

## **PARK DESCRIPTIONS & AMENITIES LIST**

### **AMERICAN LEGION PARK**

American Legion Park is a nearly 7 acre park leased by the City. It provides ample space and amenities for large city and recreational gatherings like baseball/softball tournaments/league play, volleyball and the destination celebration for the annual Fourth of July parade. Restrooms are available.

### **BOSTROM PARK**

Bostrom Park is an almost six acre park that contains the City's only public park tennis court, and also includes undulating open space, playground equipment, and an asphalt walking/biking/skating loop that serves the Northwest Quadrant of the City. Portable restrooms are available.

### **CEDAR VALLEY PARK**

Cedar Valley Park is a one acre neighborhood park that provides very basic park amenities such as child play equipment, open space for recreation and a picnic area. No restroom facilities.

### **CUSHING MEMORIAL PARK**

Cushing Memorial Park is an 8.8 acre park that has been developed into a major attraction for people of all ages. The Fort Cushing play area coupled with the last stops on the Veterans Memorial Riverwalk have realized much of the potential that this historic park has to offer. The natural beauty of the Bark River, adjacent wetlands, and mature trees provide a picturesque setting. It also serves as a vital connector hub for trails that connect adjacent neighborhoods to the Veterans Memorial Riverwalk, Lake Country Recreational Trail and the new Cushing road bike path leading to Lapham Park. Public restrooms were recently added to the park making it accessible for large and small groups to spend the day at the park. Restrooms are available.

### **FIREMEN'S PARK**

Firemen's Park is one of the most popular parks in the city. Its 7.5 acres has full facilities to house large picnic events and baseball/softball leagues/tournaments. It has a variety of children's play equipment and the City Park System's only basketball court. Restrooms are available.

### **FISH HATCHERY SPORTS AREA PARK**

The Fish Hatchery Sports Area offers well maintained fields for soccer, baseball, softball and sand volleyball games, leagues and practices. It includes on premises and nearby parking to support large events including picnics and tournaments with a powered, covered pavilion. The bleachers, pavilion, fencing, play equipment and fields are in great condition for such a well-used facility. The children's play set placement allows for mutual access for the park/baseball diamond and the Veterans Memorial Riverwalk users. The park's proximity to downtown Delafield, the river walk, Lake Country Trail, Public Safety buildings and the Fish Hatchery contributes to the overall synergy of the area. Portable restrooms are available.

### **OAKWOOD ROAD COMMUNITY PARK**

Oakwood Community Park is a 39-acre park located on the northwest corner of STH 83 and Oakwood Road. Oakwood Community Park offers hiking in the summer, cross country skiing and ice skating in the winter and a 9-hole disc golf course spring through fall. Portable restrooms are available.

*If you have questions about renting a park, or to check availability of a certain park, contact the City Clerk's office at [clerksoffice@ci.delafield.wi.us](mailto:clerksoffice@ci.delafield.wi.us) or call 262-646-6220.*

# Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ \_\_\_\_\_

Application Date: \_\_\_\_\_

Town  Village  City of \_\_\_\_\_

County of \_\_\_\_\_

The named organization applies for: (check appropriate box(es).)

A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning \_\_\_\_\_ and ending \_\_\_\_\_ and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

## 1. Organization (check appropriate box) →

Bona fide Club  Church  Lodge/Society

Chamber of Commerce or similar Civic or Trade Organization

Veteran's Organization  Fair Association

(a) Name \_\_\_\_\_

(b) Address \_\_\_\_\_  
(Street)  Town  Village  City

(c) Date organized \_\_\_\_\_

(d) If corporation, give date of incorporation \_\_\_\_\_

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:

President \_\_\_\_\_

Vice President \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

(g) Name and address of manager or person in charge of affair: \_\_\_\_\_

## 2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number \_\_\_\_\_

(b) Lot \_\_\_\_\_ Block \_\_\_\_\_

(c) Do premises occupy all or part of building? \_\_\_\_\_

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: \_\_\_\_\_

## 3. Name of Event

(a) List name of the event \_\_\_\_\_

(b) Dates of event \_\_\_\_\_

## 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.

\_\_\_\_\_  
(Name of Organization)

Officer \_\_\_\_\_  
(Signature/date)

Officer \_\_\_\_\_  
(Signature/date)

Officer \_\_\_\_\_  
(Signature/date)

Officer \_\_\_\_\_  
(Signature/date)

Date Filed with Clerk \_\_\_\_\_

Date Reported to Council or Board \_\_\_\_\_

Date Granted by Council \_\_\_\_\_

License No. \_\_\_\_\_



## Additional Information

### May be Granted and Issued only to:

- (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. (ss. 125.26(1) and 125.51(1)(a), 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 (s. 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.

**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.)

**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.

### Restrictions:

- (1) License may not be issued to individuals.
- (2) Licenses to organizations, other than ex-servicemen's organizations, can be issued only for a picnic or similar gathering. They may not be issued for business or social meetings of the organization.
- (3) Licenses for club or organization meetings may be issued only to ex-servicemen's posts.
- (4) License may cover either a specified area or the entire picnic grounds.
- (5) License issued to a county or district fair must cover the entire fairground (ss. 125.26(6) and 125.51(10), Wis. Stats.)
- (6) No license to clubs having any indebtedness to any wholesaler for more than 15 days for beer (s. 125.33(7), Wis. Stats.) and 30 days for wine (s. 125.69(4)(b), Wis. Stats.)
- (7) Licensed operator(s) must be present at all times (ss. 125.26(6), 125.32(2) - Beer; 125.51(10), 125.68(2) - Wine; 125.17)
- (8) 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. (s. 125.32(6), Wis. Stats.)
- (9) 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.
- (10) Licensed organizations must purchase their product from a licensed wholesaler.

**NOTE:** Most coolers presently on the market have a fermented malt beverage base allowing sale under a beer license, e.g. Bartles and James, Seagrams, etc.



License # _____
Expires <u>June 30, 2018</u>

## OPERATOR (BARTENDER) LICENSE APPLICATION

New     Renewal     Temporary-(\$5)

Fee: \$55 for regular establishment; \$40 for non-profit entities. Fee includes a background check and is non-refundable and non-prorated. Make check payable to City of Delafield.

License expires June 30th in even-numbered years. (New & Renewal Licenses only)

### Applicant Information

Name: \_\_\_\_\_  
First
M.I.
Last

Current Address: \_\_\_\_\_  
Street
City/State
Zip

Driver's License: \_\_\_\_\_ DOB: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name of Business: \_\_\_\_\_ Phone #: \_\_\_\_\_

Have you completed and passed the Wisconsin Responsible Beverage Server Training Course?  Yes  No

- If yes, please attach the Certificate of Completion to your application. \*
- If no, visit this website to take the class: <http://www.learn2serve.com/wisconsin-beverage-server/> \*

*\*Server's Training Course NOT required for Temporary License Applicants.*

Have you ever been issued a Liquor or Operator's License before?  Yes  No

If yes, give date(s) and municipality issued by and type.  
 Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Municipality: \_\_\_\_\_ Type: \_\_\_\_\_

Has any such license or any application for such license ever been any of the following:  
 Revoked: \_\_\_\_\_ Denied: \_\_\_\_\_ Withdrawn: \_\_\_\_\_ Suspended: \_\_\_\_\_

If any are checked, give date(s) and municipality where occurred.  
 Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Municipality: \_\_\_\_\_ Type: \_\_\_\_\_

**\*\*Temporary Operators License: \*\***

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

I, the undersigned, do hereby respectfully make application to the local governing body of the City of Delafield, County of Waukesha, Wisconsin, for an "Operator's" license as provided by Section 125.17 of the Wisconsin Statutes, for the licensing year ending June 30, 2018.

I certify that I am eighteen years of age or older. I am familiar with the laws, ordinances and regulations and I hereby agree if granted said license, to obey all provisions of said laws.

I understand that all of my answers on this information sheet will be considered in connection with my license applications. I also understand that all answers herein are made under oath, and that false swearing is a crime as defined in Section 939.12 of the Wisconsin Statutes. Licenses may be revoked by the Common Council if the licensee violates the law or if he or she fails to comply with state statutes or city ordinances, or if any answers contained in the application or in this information sheet are false.

I understand incomplete and incorrect information may lead to the denial of this license.

Signature of Applicant: \_\_\_\_\_ Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_

Clerk's Office Signature: \_\_\_\_\_ Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Applicant's Checklist

- Completed and signed application
- Copy of current Driver's License attached.
- Fee – cash or check accepted. Please make check payable to City of Delafield.
- Responsible Beverage Server Training Course Certificate of Completion. (Not required for Temporary License Applicants)

## 125.17 Issuance of operators' licenses.

- (1) AUTHORIZATION. Every municipal governing body shall issue an operator's license to any applicant who is qualified under s. [125.04 \(5\)](#). Operators' licenses may not be required other than for the purpose of complying with ss. [125.32 \(2\)](#) and [125.68 \(2\)](#) or s. [125.06 \(3g\)](#). Operators' licenses may be issued only upon written application.
- (2) VALIDITY. Operators' licenses are valid only within the issuing municipality.
- (3) FEE. The municipal governing body shall establish by ordinance a fee for the operator's license. Except as provided under sub. [\(4\)](#), a license shall be valid for one or 2 years, as determined by the municipal governing body, and shall expire on June 30, except in 1st class cities the license shall expire on December 31.
- (4) TEMPORARY LICENSE. Any municipal governing body may issue a temporary operator's license under the terms of subs. [\(1\)](#) to [\(3\)](#), except that:
  - (a) This license may be issued only to operators employed by, or donating their services to, nonprofit corporations.
  - (b) No person may hold more than one license of this kind per year.
  - (c) The license is valid for any period from one day to 14 days, and the period for which it is valid shall be stated on the license.
- (5) PROVISIONAL LICENSE.
  - (a)
    1. A municipal governing body that issues operators' licenses shall issue provisional operators' licenses. Subject to subd. [2.](#), the municipal governing body may by ordinance establish standards under which provisional licenses shall be issued and shall by ordinance designate the municipal official having authority to issue them.
    2. Subject to pars. [\(b\)](#) to [\(e\)](#), a municipal governing body that issues operators' licenses shall issue a provisional operator's license to a person who, at the time of application for an operator's license under sub. [\(1\)](#) and payment of the fee under sub. [\(3\)](#), files a certified copy of a valid operator's license issued by another municipality.
      - (b) A provisional license may be issued only to a person who has applied for an operator's license under sub. [\(1\)](#). A provisional license may not be issued to any person who has been denied a license under sub. [\(1\)](#) by the municipal governing body.
      - (c) The municipal governing body shall establish the fee for a provisional license. The fee may not exceed \$15.
    - (d)
      1. Except as provided in subd. [2.](#), a provisional license expires 60 days after its issuance or when a license under sub. [\(1\)](#) is issued to the holder, whichever is sooner.
      2. A provisional license issued under par. [\(a\) 2.](#) expires as provided under subd. [1.](#) or upon expiration of the operator's license issued by another municipality and filed under par. [\(a\) 2.](#), whichever is sooner.
    - (e) The official who issued the provisional license may revoke the license if he or she discovers that the holder of the license made a false statement on the application or, if the provisional license is issued under par. [\(a\) 2.](#), if the official determines that the operator's license issued by another municipality and filed under par. [\(a\) 2.](#) is not valid or upon denial of the person's application for an operator's license under sub. [\(1\)](#).
  - (b) TRAINING COURSE.
    - (a) Except as provided in par. [\(b\)](#), no municipal governing body may issue an operator's license unless the applicant has successfully completed a responsible beverage server training course at any location that is offered by a technical college district and that conforms to curriculum guidelines specified by the technical college system board or a comparable training course, which may include computer-based training and testing, that is approved by the department or the educational approval board, or unless the applicant fulfills one of the following requirements:
      1. The person is renewing an operator's license.
      2. Within the past 2 years, the person held a Class "A", "Class A" or "Class C" license or a Class "B" or "Class B" license or permit or a manager's or operator's license.
      3. Within the past 2 years, the person has completed such a training course.
    - (b) A municipal governing body shall issue a provisional operator's license to a person who is enrolled in a training course under par. [\(a\)](#) and who meets the standards established by the municipality by ordinance, if any. The municipal governing body shall revoke that license if the applicant fails successfully to complete the course in which he or she enrolls.
    - (c) No municipal governing body may require that applicants for operators' licenses undergo training in addition to that under par. [\(a\)](#) but may require applicants to purchase at cost materials that deal with relevant local subjects not covered in the course under par. [\(a\)](#).

**History:** 1981 c. 79, 170; 1983 a. 263; 1989 a. 253; 1991 a. 39, 269; 1993 a. 259, 399, 491; 1995 a. 27 s. 9154 (1); 1997 a. 27; 2001 a. 16; 2003 a. 245; 2011 a. 179.



**TEMPORARY EXTENSION OF PREMISE REQUEST BY CLASS "B" OR "C" RETAILER  
CITY OF DELAFIELD, 500 GENESEE ST, DELAFIELD, WI 53018**

City Clerk's Office – 262-646-6220

**Fee \$25.00**

Name of Event: \_\_\_\_\_

Event Address: \_\_\_\_\_

**List date(s) and time(s) of event:** If dates are not consecutive, then separate applications are required to be filed.

The hours allowed under an issued special event permit supersede any hours granted with the temporary extension.

1. DATE \_\_\_\_\_ START TIME \_\_\_\_\_ END TIME \_\_\_\_\_

2. DATE \_\_\_\_\_ START TIME \_\_\_\_\_ END TIME \_\_\_\_\_

3. DATE \_\_\_\_\_ START TIME \_\_\_\_\_ END TIME \_\_\_\_\_

\*\*\*\*\*

**Applicant Information:**

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Corporation or LLC Name if Applicable: \_\_\_\_\_

Business Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Business Address (include zip code): \_\_\_\_\_

Officer Names:

President: \_\_\_\_\_ Vice President: \_\_\_\_\_

Secretary: \_\_\_\_\_ Treasurer: \_\_\_\_\_

Agent: \_\_\_\_\_

\*\*\*\*\*

**Property Owners Information:**

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

\*\*\*\*\*

**\*\*\* Attach site plan\*\*\*** and Identify the specific area(s) for which the temporary extension of premises permit is requested.

**Important:** All area(s) listed must be contiguous (in direct contact) with the licensed premises and **be fenced**.

\_\_\_\_\_

Check (√) all that apply, and list for each the relationship of the area to the premises (Example: north side, 2<sup>nd</sup> floor, etc.).

\_\_\_ I will obtain a street festival permit for the area.

\_\_\_ I have permission from a special event organization to use the area(s).

Will you be putting up tents 10 x 10 or larger? \_\_\_ Yes \_\_\_ No

Will you be putting up any temporary construction, such as a stage? \_\_\_ Yes \_\_\_ No

Will the event include the outside performance of live music/entertainment? \_\_\_ Yes \_\_\_ No

If "yes" list performance times: \_\_\_\_\_ Start time \_\_\_\_\_ End time

**Note: \*An Event Packet is required if blocking off any portion of the street.**

To the City of Delafield, Wisconsin: I hereby make application for a temporary Extension of Premise in the City of Delafield, Wisconsin, subject to the provisions and limitations of Wisconsin Statutes and Ordinance 742 of the City of Delafield Municipal Code, and hereby agree to comply with all laws, resolutions, ordinances and regulations, affecting said activity, if a license be granted to me.

**Read Carefully: Under penalty provided by law, I certify that the aforementioned information is correct to the best of my knowledge and I agree to operate this business according to law and that the rights and responsibilities conferred by the license, if granted, will not be assigned to another.**

Subscribed and Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public, State of Wisconsin  
My Commission Expires \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant  
\_\_\_\_\_  
Date

<b><u>Office Use Only!</u></b>	<b>Date Received</b>
<b>Council Date:</b> _____	
<b>Approval Date:</b> _____	
<b>License Number:</b> _____	

\*\*The licensed area is subject to inspection by police officers at any time. Officers may be equipped with stationary, mobile and personal video devices. While a Police Officers' presence may not be required it shall be at the discretion of the Chief of Police as to whether or not, and how many Delafield Police Officers will be required at or consequential to any special event.



**APPLICATION & PERMIT TO DISPLAY  
FIREWORKS FOR ENTERTAINMENT PURPOSES\***  
**FEE: \$100**

Organization: \_\_\_\_\_

Permit Holder's Name: \_\_\_\_\_

Permit Holder's Address: \_\_\_\_\_  
(City State ZIP)

Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_

Date on and after which fireworks may be purchased: \_\_\_\_\_

Type and quantity of fireworks which may be purchased: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Location of Event \_\_\_\_\_

Time of Event (beginning to end) \_\_\_\_\_

\*The fireworks display will be authorized by the Lake Country Fire & Rescue Department, Delafield Police Department and Mayor, and based on the following criteria:

1. The Lake Country Fire & Rescue Department Fire Chief or his/her designee will inspect the location/display/detonation area and grounds prior to the display of fireworks.
2. Proof of indemnity bond and/or adequate liability insurance shall be provided, \$1,000,000. A true copy of the Certificate of Insurance is attached indicating that the Municipality, Lake Country Fire & Rescue Department and applicable associations, recreations or committees formed by the municipality to organize the "Event" named as additional insured on all liability policies.
3. I, \_\_\_\_\_ agree to release, indemnify, and hold harmless the City of Delafield from and against any loss, damage of liability, including attorney's fees and expenses, incurred by the latter and their respective employees, agents, volunteers, or other representatives arising out of or in any manner relating to the manufacture, installation, firing or disassembly of any pyrotechnic equipment or device and/or the supervision and presentation thereof.

\_\_\_\_\_  
Permit Holder Signature Date

\_\_\_\_\_  
L.C.F.R Fire Chief, Kevin Keith Date

\_\_\_\_\_  
Police Chief, Erik Kehl Date

\_\_\_\_\_  
Mayor, Michele DeYoe Date