



ADDITIONAL INFORMATION FOR A CLASS A ALCOHOL LICENSE APPLICATION

APPLICANT INFORMATION

1. Trade Name of Business: _____
 This application is for a Class "A" License "Class A" License
 Which is a New Application Renewal Application Change of Licensed Premises

OPERATIONAL PLAN

All applicants shall submit a Security/Operational Plan at the time of application. This will assist staff in reviewing the application.

Are there any changes in the premises (See question 12), security, or operation at this location since last year? Yes No
Please list changes _____

2. Who will conduct the actual sale of the alcohol? This is the transaction where the patron hands the money to the cashier after reviewing the patron's identification. The purchase of alcohol is defined when the money is exchanged, not when the merchandise is scanned at the register.
 Only employees/family members over the age of 18 Only a Licensed Operator on the premises
 Only employees/family members over the age of 21 Other – please explain
 This is the transaction where the patron hands the money to the cashier after reviewing the patron's identification.

3. Describe area where alcohol beverages are to be sold:

Will alcohol sale occur at a self-checkout register? Yes No
If yes, explain how patron's age is verified. _____

4. Describe area where alcohol beverages are to be stored:

5. Describe the locations in the store where alcohol will be displayed. Specify if near any entrance/exit areas of the establishment and the type of structure that will be used for the display. i.e. temporary/permanent shelving, rolling shelf, pallet, etc

6. What is the parking lot capacity for your building? # of Regular Stalls _____ # of Handicap Stalls _____

7. Is a Fire Lane clearly marked for your parking lot? Yes No
What provisions will be in place to assure the Fire Lane remains clear of parked vehicles?

8. Are there arrangements in place to use a neighboring property's parking lot for overflow parking? Yes No
If "yes" please list that property and the contact person.

Include a scaled plan showing locations of activity areas, seating area with type of seating. Also show entrances and exits and any temporary and/or permanent structures (including amplifying devices/speakers/stage). Identify all areas that will be used for alcohol sales, storage, and display. Indicate on the plan where alcohol beverages will be stored, served and sold.

9. Does the establishment/corporation have a policy to train employees in the sale of alcohol? Yes No
Please explain the policy or attach a copy of that section of the policy.

How often is the policy reviewed by the management and employees? _____

10. Will there be persons under the age of 21 on the premises during the time of sales/operation? Yes No
If "yes", in what area of the premises will they be allowed during business hours? _____

11. Explain how the applicant will handle the following or attach a copy of that section of your Employee Manual.
 Control of the alcohol area and alcohol displays between the hours of 8am and 9pm.

Clearance of the alcohol area and alcohol displays between the hours of 9pm and 8am.

Explain what other locations in the store where alcohol will be displayed. Specify if near any entrance/exit areas of the establishment and the type of structure that will be used for the display. i.e. temporary/permanent shelving, rolling shelf, pallet, etc

Unruly patrons

Patrons who are intoxicated and want to purchase alcohol

Patrons presenting false ID's

Prevention of theft of alcohol products. What security measures are in place to prevent theft? Include description of video surveillance and loss prevention program/staff.

Control and supervision of patrons under the age of twenty-one (21) in the alcohol display and storage areas

The circumstances under which the police should be called

12. Have there been changes to the premise, areas of sale/service/storage since last year? ___ Yes ___ No
Please list changes _____

13. Is this a Temporary Change of Premises for a onetime event? ___ Yes ___ No
What is the onetime event? _____
What are the dates of the event? _____
Please provide additional information below concerning the event and changes to the premises.

Please provide any additional information that may be necessary in the review of this application.

↓ THIS AREA USED FOR CHANGE OF LICENSED PREMISES REQUESTS ONLY ↓

OFFICE USE ONLY- Application and fees accepted by MS / AL / EH / _____ Date ____/____/20____

FEES: Change of Licensed Premises \$25.00 + \$7.00 Background check if any applicants are added

Total Fees collected: \$ _____

In regards to the issuance of this license, the Sun Prairie Police Department:
____ has no objection.
____ does have an objection which is detailed, with a recommendation, in the attached report.
____ recommends further review and consideration for action by the city attorney with a report to follow due to the following: _____

Signature of Police Chief or his/her designee DATE