Operators'/Bartender's License Application

License expires June 30, 20__

Check one: □ New $85.00 or □ Renewal $70.00
□ Provisional* $15.00 **only available at time of original application**
Fees are non-refundable.
Allow 4-6 weeks for processing

□ Responsible Beverage Server Course (Attach Certificate)
OR
□ Proof of License within last two years: License #

□ Temporary $10.00
(License is limited to 2 per year, for a maximum of 14 days and only to persons employed by or donating their services for nonprofit corporations.)
Date Needed: _____
Event Name: _____

□ Driver License or State ID

Receipt Number _____

Office Use Only	License #	Provisional #

Filling out your application

INITIAL (Required)

1. An Operators' License is a privilege, not a right. _____
2. This application must be filled out accurately and completely. _____
3. Your application will not be processed until you deal with any outstanding warrants. _____

Review of your application

1. The Grand Chute Police Department will perform a background check. _____
2. If there are concerns about your background check, you may be called to appear before the Licensing Committee. _____
3. If you are asked to appear but choose not to do so, your application may be denied. _____
4. Meetings of the License Committee are open to the public. This application is a public record subject to release. _____

Last Name	First Name		M.I. (Required)
Residence: Street Address	City	State	Zip
Apt # / Birth Date	Email		
Phone Number	Establishment where employed (verify establishment is within the Town of Grand Chute)		
Other names, aliases or birthdates ever used			
Previous address in past 5 years	From	To	

PENALTY NOTICE

Under Penalty of Law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief. I certify I am familiar with the laws, ordinances and regulations pertaining to the sale of alcoholic beverages and I agree to obey all provisions of the law. I understand that falsification of this application will result in automatic denial. If denied, your provisional license must be surrendered to the Town Clerk immediately.

_____
Applicant's Signature

Office Use Only

□ Reported to TB _____ **Approved** or **Denied** □ Mailed/Received on _____

_____ _____
Authorized Signature Date

TOWN OF GRAND CHUTE – OPERATORS/BARTENDER'S LICENSE

To apply for an Operators' License, a **certificate of completion** of the Responsible Beverage Server Course within the last two years, or an **Operators' License within the last two years** from another Wisconsin municipality must be provided.

An applicant must provide their **Driver License or State ID.**

If an Operators' License is needed immediately, a Provisional License may be applied for. Only one Provisional License per person, per year will be issued. Provisional Licenses are valid for 60 days. *A Provisional License is only issued when applying for an Operators' License.*

Licenses are valid for *two years to expire June 30th. *Depending on the time of year, the license may be valid for less than the full two-year time period.

Renewal applications are accepted starting April 1st through June 30th in the year of expiration. After May 15th a Provisional License may be required as it may take up to 4 to 6 weeks to be approved by the Police Department & Town Board.

PARAMETERS FOR DENIAL OF AN OPERATORS' LICENSE (BARTENDER'S LICENSE)

If you have two or more convictions of the offenses listed or a combination of two or more convictions of the offenses listed, your application will be recommended for denial.

1. Giving false or incomplete information or misinformation on the application.
2. An arrest or conviction of underage selling during the past 2 years.
3. An arrest or conviction of underage person on premise during the past 2 years.
4. Conviction of any substance abuse during the past 2 years.
5. Conviction of driving under the influence of any alcohol or controlled substance during the past 2 years.
6. Conviction of allowing another person to use operator's license during the past 2 years.
7. Conviction of selling to an intoxicated person during the past 2 years.
8. Conviction of selling after hours in the past 2 years.
9. Conviction of selling without a license in the past 2 years.
10. Conviction of any part of Chapter 125 State Statutes, not listed above, relating to alcohol beverages during the past 2 years.
11. An arrest or conviction of charges related to the activities performed while bartending within the past 2 years.
12. **Any habitual law offender or felon** where the circumstances of the charges substantially related to the licensing activity.
13. Convictions of illegal gambling during the past 2 years.
14. A FELONY conviction substantially related to alcohol activity WILL automatically be denied.

If it is the recommendation of the Police Department to deny the license, the Licensing Committee will meet to review the recommendation to deny. The Town Board will receive the recommendation to approve or deny the license at a regular meeting of the Town Board.

If the license is denied at the Town Board Meeting, the Clerk shall provide the applicant a letter with reasons for denial of their license. Any applicant denied a license may appeal the decision by writing a letter to the Town Clerk within 14 days of receipt of the denial letter. The letter should state in detail the grounds for reversal of the denial and shall be signed by the applicant. The Clerk shall submit the letter and application to the Licensing Committee for further review. The Town Clerk shall set a date and time to meet with Licensing Committee. If the Licensing Committee upholds the denial, the applicant may request in writing a hearing before the Town Board within 14 days from the date of the Licensing Committee Meeting.

IF YOUR APPLICATION SHOULD BE DENIED BY THE TOWN BOARD, FEES ARE NON-REFUNDABLE AND YOU CANNOT RE-APPLY UNTIL ONE YEAR AFTER THE DENIAL.

I hereby acknowledge that I read and understand the Parameters for Denial of an Operators' License for the Town of Grand Chute.

Signed _____ Date _____