



TEMPORARY EXTENSION OF LICENSED PREMISES APPLICATION

Town of Grand Chute, 1900 W. Grand Chute Blvd.

Grand Chute, WI 54913 (920) 832-5644

clerklicenses@grandchutewi.gov

www.grandchutewi.gov

For Office Use Only		
Cost: \$10	Date filed:	Receipt No.
A map of the proposed premises extension must be included with the application. Application must be submitted no later than 25 days prior to the event.		

Section 1: License Information

Licensee (Name of Sole Proprietor, Partner, or Agent of Corporation or LLC):	Contact Phone No.
Corporation or LLC Name: (if applicable)	Business/Trade Name:

Business Address:

Section 2: Event Information

Name of Event:

List Dates & Times (include a.m. or p.m.): *Dates **MUST** be consecutive. If not, separate applications must be filed.*

Section 3: Extension of Premises

Check all areas you wish to extend and indicate the relationship of each area to the licensed premises.
 Example: Parking lot at north side of the premise. The area **MUST** be contiguous to the current licensed premise.

Sidewalk at the _____ of premises Parking lot at the _____ of premises.
 Street of the _____ of premises Parking lot at the _____ of premises.
 Other: _____

Check all that apply for the area(s) on the premise where the event will take place.

I own I will obtain a special event permit.
 I lease I have permission from a special event organization.

Section 4: Description and Map

Describe proposed change(s): **Include a map.**

Section 5: Acknowledgement and Signature

APPLICANTS FILING AFTER THE DEADLINE:
 I am filing this application after the filing deadline established for the date(s) of the event for which the permit is being sought, and therefore:

I affirm my understanding that any decision made by the Town Board is final and not subject to appeal; and
 I understand that there is a possibility that my permit may not be approved due to the untimely filing of my application.

ALL APPLICANTS:

I understand that the temporary extension must be surrounded by a fence at all times that intoxicating beverages are sold and/or consumed in the temporary extension.

 I understand that a licensed operator shall be present in the temporary extension of premises at all times that it is operational.

 I understand that the filing of an application does not constitute authorization to hold any event, the event for which the permit is sought cannot be held unless a valid Temporary Extension of Licensed Premise Permit has been issued, and that the permit cannot be issued unless the fee has been paid and the application approved.

 I understand the permit must be posted in a conspicuous place next to the retail license for the duration of the event.

_____ _____
Signature of Applicant **Date**

For Office Use Only: Licensing Committee: ___/___/___ Approval Denial Town Board: ___/___/___ Approval Denial