



## TEMPORARY EXTENSION OF LICENSED PREMISES APPLICATION

Office of the City Clerk, 211 Walnut Street, Neenah, WI 54956

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[www.ci.neenah.wi.us](http://www.ci.neenah.wi.us)

For Office Use Only		Code: LL	
Cost: \$10/day up to 3 days	Receipt No:		
Paid:	Date filed:	Deadline:	
Map included:	25 days prior to event		

### Section 1: License Information

Licensee (Name of Sole Proprietor, All Partners or Agent of Corporation or LLC):	Contact Phone #
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. Cannot exceed (3) days.*

### Section 3: Extension of Premise

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

Sidewalk at the \_\_\_\_\_ of premise
  Parking lot at the \_\_\_\_\_ of premise.  
 Street of the \_\_\_\_\_ of premise
  Parking lot at the \_\_\_\_\_ of premise.  
 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 (see information sheet for details)  
 I lease
  I have permission from a special event organization

### Section 4: Other:

Describe proposed change(s): ***Include a map on the reverse side of this application***

### 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 Council 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 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 and until the fee has been paid and the application approved.  
 I understand the permit must be posted in a conspicuous place next to your retail license for the duration of the event.

\_\_\_\_\_  
 Signature of Sole Proprietor, Partner or Agent