



## TEMPORARY EXTENSION OF LICENSED PREMISES INFORMATION

Office of the City Clerk, 211 Walnut Street, Neenah, WI 54956  
(920)886-6110 [clerk@neenahwi.gov](mailto:clerk@neenahwi.gov) [www.ci.neenah.wi.us](http://www.ci.neenah.wi.us)

You can apply for this permit if you want to temporarily operate your business in a location different from that which is currently described as your Premise for your Retail Liquor/Beer License.

- **EXTENSION OF PREMISE**

- You **MUST** have control over all area(s) included in the extension. You **MUST** own or lease, have a special event permit or have permission from a special permit event organization to use the area(s). The area **MUST** be adjacent to the licensed premise.
- If you will be putting up any tents or any other temporary constructions such as stage, a Special Events Permit must be obtained from the Public Works Department at (920) 886-6240 or 211 Walnut Street, 3<sup>rd</sup> Floor.
- If your extension area encroaches upon public property, you must obtain a Special Events Permit from the Public Works Department at (920) 886-6240 or 211 Walnut Street, 3<sup>rd</sup> Floor.

- **APPROVAL**

- The application must be approved by the Council after review and recommendation by the Public Services & Safety Committee.

- **APPLICATION & FEE**

- Applications must be filed at least 25 days prior to the event in order to allow time for the application to go through the approval process.
- In the event that an application is filed less than 25 days prior to the date of the temporary extension due to unforeseen or extenuating circumstances, and there is insufficient time to obtain Common Council Approval, the Mayor may order the issuance of the temporary extension provided the applicant otherwise qualified for the extension and the adjacent licensed premises has operated without complaint or incident, verified by the Neenah Police Department, for the prior 24 months. Notwithstanding the foregoing, complaints or incidents not involving the owner, manager or employee of the adjacent licensed premises and called in to the Neenah Police Department shall not be considered a complaint under this section. In the event the Mayor exercises his powers under this section, (s)he must inform the Council within 48 hours or before the event, whichever is earlier.
- The signature of the individual applicant, a partner, or the agent of a Corporation, LLC or Nonprofit Organization is required on the application.
- Applications **MUST** include a map of the extended area in relationship to the licensed premise.
- The \$10/day fee must accompany the application. Cash, check or debit card payments are acceptable. Check should be made out to the City of Neenah.
- The dates of the event **MUST** be consecutive and may not exceed (3) days. If they are not consecutive, separate applications must be filed.
- A licensed premise is limited to (3) events in one calendar year.

- **REQUIREMENTS**

- The Temporary Extension shall be surrounded by a fence at all times that intoxicating beverages are sold and/or consumed in the Temporary Extension. Entrance and exit from the Temporary Extension of premises shall be allowed only through the licensed premises adjacent to the Temporary Extension, or through a gate which when not being operated is part of the fence. A *fence* shall mean a barrier at least 3 feet high which does not allow a person to access the enclosed area other than through designated locations. The *fence* must be sufficiently solid as to not allow a person to go under the *fence* to access the area.
- A licensed bartender shall be present in the Temporary Extension of premises at all times that it is operational.
- Operation of the Temporary Extension limited to the hours Sunday thru Thursday between 8 a.m. to 10 p.m. and any amplified sound (music or speech) shall only be allowed between the hours of 9 a.m. and 9 p.m. Fridays and Saturdays between 8 a.m. to 10:30 p.m. and any amplified sound (music or speech) shall only be allowed between the hours of 9 a.m. and 10 p.m.

- **ISSUANCE & POSTING OF PERMIT**

- Filing of the application does not allow you to hold the event. The permit **MUST** be approved, the fees paid and permit issued and posted in your establishment before the event can be held. The permit should be posted near your Retail License in a conspicuous place within your establishment for the entire time of the event.