



APPLICATION FOR TEMPORARY BEER GARDEN

Submission of this application does not guarantee event approval. Must submit at least 30 days in advanced of the proposed event date(s).

SUMMARY OF EVENT

BEER GARDEN EVENT INFORMATION	EVENT NAME:		EVENT DATE(S):		
	<input type="checkbox"/> New Beer Garden Event	<input type="checkbox"/> Repeat Event	<input type="checkbox"/> Repeat Event with changes (write changes in the description)		
	<input type="checkbox"/> For Profit <input type="checkbox"/> Non-Profit – Tax Exempt # _____ <input type="checkbox"/> Other (please describe):				
	Est. Number of Participants:		Est Number of Staff/Volunteers:		Est Number of Vendors:
	Detailed description of proposed Beer Garden Event: <i>(please attach additional pages if necessary and a map of the proposed layout for your event:</i>			City of Muskego Park Location: <input type="checkbox"/> Veterans Memorial Park <input type="checkbox"/> Park Arthur <input type="checkbox"/> Bluhm Farm Park <input type="checkbox"/> Moorland Park <input type="checkbox"/> Other Park	
	Event start time:		Event end time:		
	Event set-up time:		Event clean-up end time:		
CONTACT DETAILS	Name of Brewery/Organization/Business:				
	Applicant Name:				
	Address:				
	Work Phone:		Cell Phone:		
	Primary Contact: <i>(If Different From Applicant)</i>				
	Primary Contact Phone:		Cell Phone:		
	E-Mail:				
Event Day "On-Site" Contact <i>(If Different From Primary Contact):</i>		Cell Phone:			
Website (if Available):					
PROMOTING EVENT	Please include plans for posting social media promotions, signage promoting event; attach a copy of example. <i>(PLEASE NOTE: You may not promote your event until you have received final approval.)</i>				

INDEMNIFICATION CLAUSE FOR PERMITS

BY SIGNING THIS APPLICATION, THE APPLICANT AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY OF MUSKEGO AND ITS OFFICERS, OFFICIALS, EMPLOYEES, AND AGENTS HARMLESS AGAINST ALL CLAIMS, LIABILITY, LOSS, DAMAGE, OR EXPENSES INCURRED BY THE CITY (INCLUDING ATTORNEY FEES) ON ACCOUNT OF ANY INJURY TO OR DEATH OF ANY PERSON OR ANY DAMAGE TO PROPERTY CAUSED BY OR RESULTING FROM THE ACTIVITIES FOR WHICH THE PERMIT IS GRANTED. THE APPLICANT ALSO CERTIFIES THAT HE/SHE IS A DULY QUALIFIED REPRESENTATIVE OF THE ORGANIZATION/BUSINESS AND AUTHORIZED TO SIGN THIS INDEMNIFICATION CLAUSE.

APPLICANT SIGNATURE: _____ DATE: _____

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APPROVALS / PERMIT

The above named party is hereby granted permission to conduct their temporary Beer Garden event within the City of Muskego Parks location in accordance with the above specified data. This permit must be carried on the person of the Primary Contact, who will be responsible for the proper conduct and operation of the event.

Date Received _____ All Fees Paid _____ Reviewed/Approved _____ Date Approved _____

Denied _____ Reason Denied: _____

ADDITIONAL INFORMATION

TRAFFIC CONTROL PLAN	Reimbursing the City of Muskego, as required, to deploy and remove the traffic cones, barricades, and signage. If it is determined that the City does have available the resources and personnel necessary to deploy the appropriate traffic control devices for the proposed street function, the applicant agrees to provide to the City of Muskego payment to cover the cost.	
	<ul style="list-style-type: none"> • Effects on neighbors • Off-site parking shuttle • Pedestrian flow • Traffic flow and parking 	
AMPLIFICATION OF SOUND	Permission for amplification does not exempt a group from Muskego Ordinance noise restrictions. Please be considerate of neighboring residents and businesses. Be sure to notify residents and businesses (if necessary) giving them detailed information about any plans you have for amplified sound.	
	Hours of Amplification: Date: _____ Time: _____ to _____	Type of Amplified Sound: <input type="checkbox"/> Band <input type="checkbox"/> Sound System <input type="checkbox"/> DJ <input type="checkbox"/> Speeches/Announcements <input type="checkbox"/> Karaoke <input type="checkbox"/> Other -

BEER/WINE SALES

- **Event Organizer must** complete the Temporary Class "B" / "Class B" Retailers License Application through the Office of the City Clerk **upon approval and no less than 7 business days of your event date(s)**. (Temporary Class "B" license – allows the sale of fermented malt beverages at picnics or similar gatherings; Temporary "Class B" license – allows the sale of wine at picnics or similar gatherings.
- **Temporary Class "B" / "Class B" Retailers License May be Granted and Issued only to:**
 - Bona fide clubs that have been in existence for at least 6 months prior to the date of application.
 - State, county, or local fair associations or agricultural societies.
 - Church, lodge, or society that has been in existence for not less than 6 month prior to the date of application.
 - Posts of veterans organizations.
 - Chambers of commerce or similar civic or trade organizations organized under Ch. 181, Wis. Stats.
- Security is suggested during the event to prevent entry of minors or intoxicated people into the area and to prevent alcohol from being carried or passed out of the area. The Muskego Police Department is authorized to require additional security or special duty officers based on past experience or special concerns about the event.
- Each organization shall provide a reasonable number of staff and signs indicating that drinking alcoholic beverages is prohibited outside of designated areas on city streets and public ways, and that City Ordinances prohibit carrying out open containers containing alcohol from these designated areas.
- No person under the age of 18 shall participate in serving or delivering alcohol to patrons. At least one licensed bartender shall be present at each outdoor area during all times of operation.

Name of the Licensed Bartender: _____

Have you applied for the Temporary Class "B" Retailers License (from the City Clerk's Office)? Yes No

Indicate Application Date: _____

If you are selling beer or wine in a City Park or public land, you would need to obtain a Beer Permit from the Recreation Department.

Have you submitted the Certificate of Insurance with a liquor liability naming the City of Muskego as Additional Insured?

Yes No Indicate Application Date: _____

Describe area(s) where beer/wine will be dispensed and consumed: _____

Describe what precautions will be taken to prevent service and/or consumption of beer/wine to underage persons: _____

NO GLASS CONTAINERS ALLOWED ON CITY STREETS OR IN CITY PARKS.

EVENT INSURANCE

Submit applications no later than 30 days prior to the event date

In order to protect against potential liability arising out of the activities performed hereunder, Business/Organization shall obtain and maintain, in full force and effect, comprehensive general liability, bodily injury and property damage insurance coverage with minimum limits of \$1,000,000 per occurrence and \$1,000,000 aggregate. Said insurance may not be cancelled, reduced or changed in any way without at least thirty (30) day written notice to the City of Muskego. Failure to provide proper notice, in and of itself, shall be grounds for termination of agreement. Business/Organization shall obtain Certificates of Insurance as well as separate written Endorsements to its insurance policies as follows:

- 30 day notice of cancellation.
- BREWER’s primary insurance and non-contributory insurance.
- Waiver of subrogation.
- Naming the City of Muskego as an additional insured.

This Certificate and required written endorsements should be submitted to the Muskego Parks & Recreation Office at least 30 days prior to the event date via email or regular mail.

City of Muskego Parks & Recreation
W182 S8200 Racine Avenue
Muskego, WI 53150
Email: ezcreg@cityofmuskego.org

EMERGENCY ACTION PLAN

It is recommended that the event organizer formulate an Emergency Action Plan. Please consider the following and attach additional sheet, if necessary.

- | | | |
|---|--|--|
| <ul style="list-style-type: none"> • Communication plan with staff and volunteers • Crowd control • Designated “Lost Child” area | <ul style="list-style-type: none"> • Emergency response procedures and contact information • Evacuation • First Aid | <ul style="list-style-type: none"> • Protecting event participants and volunteers • Securing valuables • Weather conditions |
|---|--|--|

SPECIAL EVENT FEES

Please indicate # of items/Services Requested <i>Fees are subject to change</i>	# of Days/ Items	Amount Due
Temporary Beer Garden Permit Fee (*Required) – Non-refundable	\$400 per day of event	
Alcohol – Temporary 1 day Class B License (if applicable)	\$10	

VENDING LICENSE

If a vendor is selling food, the County of Waukesha has [Temporary Food Service Guidelines](#) that must be followed. Waukesha County Environmental Health Division (262-896-8300) can provide more information on their requirements for the safe handling of food.

Vendor Name (use additional sheet, if necessary)	WI State Seller’s Permit #	Vendor Name (use additional sheet, if necessary)	WI State Seller’s Permit #

Guidelines and Requirements for Outdoor Temporary Beer Gardens at City of Muskego Parks

An outdoor beer garden is defined as an open air, roofed or unroofed area in appropriately licensed premises, where beer is served or consumed.

Applicants seeking to operate a temporary beer garden in a City of Muskego Park apply via this application form. The application will be reviewed by the City of Muskego Parks & Recreation Department and, when applicable, the City Clerk and any pertinent City department for approval.

By submission of this application, the applicant agrees and understands that any approval of this application is subject to obtaining any necessary licensure, including a permit or temporary license, and entry into a contractual agreement of understanding with the City of Muskego related to each specific event. The applicant understands that the City of Muskego is in no way involved in the process of gaining any appropriate alcohol licensure and that is the independent responsibility of the applicant. The applicant agrees to abide by the regulations set forth in this application as well as all federal, state, and local laws, resolutions, and ordinances governing beer gardens and alcoholic beverages. Any such approval will be contingent upon the applicant obtaining any necessary licensure or permit approval from the State of Wisconsin.

Additional Application and Approval Requirements:

1. Only one event may occur in a park at any given time. Thus, an application will be denied if there is a previously approved application for the same or overlapping dates/times. Each approved application will constitute an exclusive use reservation of the whole relevant park;
2. Must attach a detailed diagram of the proposed beer garden area that specifically describes the proposed location within a specific city park;
3. Must obtain Temporary Class "B"/ "Class B" retailer's license from the City of Muskego and follow associated guidelines and restrictions or provide authorization of a state permit;
4. License holder is responsible to show a plan of responsible service that will prevent service to intoxicated persons as prohibited by Wis. Stat. Section 125.07(2);
5. Licensed operators must be present at all times to oversee the entire beer garden area;
6. Other reasonable standards may be required by municipal officials based on specific situations;
7. Other permits may be required, and approval of this application is contingent upon obtaining any such necessary permits;
8. Applicant will be responsible for any event related clean-up and must provide sufficient information as to clean-up and removal plan;
9. Business/Organization must include, obtain and maintain, in full force and effect, comprehensive general liability, bodily injury and property damage insurance coverage with minimum limits of \$1,000,000 per occurrence and \$1,000,000 aggregate. Said insurance may not be cancelled, reduced or changed in any way without at least thirty (30) day written notice to the City of Muskego. Failure to provide proper notice, in and of itself, shall be grounds for termination of this agreement. Business/organization shall obtain Certificates of Insurance as well as separate written endorsements to its insurance policies as follows:
 - a. 30 day notice of cancellation
 - b. Business/Organization's primary insurance and non-contributory insurance
 - c. Waiver of Subrogation
 - d. Naming the City of Muskego as an additional insured
10. If approved, must pay beer garden permit fee, and all other applicable fees as set forth in the Parks Fee Schedule.