

City of River Falls
Supplemental Form For Temporary Class "B" Retailers License
 (To sell fermented malt beverage and wine at picnics or gatherings.)

The City of River Falls retains the right to revoke this permit any time prior to or during the scheduled event for any misrepresentation of information or changes in circumstances pertaining to this event.

This application must be completed in FULL. Incomplete applications will be held until information is available.

ORGANIZATION NAME AND ADDRESS		
CONTACT NAME(S)	CONTACT PHONE NUMBER(S)	CONTACT EMAIL ADDRESS(ES)
HAS APPLICANT ORGANIZATION BEEN CONVICTED OF ANY VIOLATION OF CHAPTER 125 STATE STATUTES OR SECTION 5.08 OF THE MUNICIPAL CODE RELATED TO ALCOHOLIC BEVERAGES?		
NAME AND DATE OF EVENT:		
LOCATION REQUESTED:		
ESTIMATED ATTENDANCE:		
ARE YOU SERVING FOOD?	ARE YOU USING THE STREET?	ARE YOU USING A TENT?
DESCRIBE YOUR PLANNED METHOD OF CROWD CONTROL:		
HOW MANY SECURITY PERSON(S) WILL YOU HAVE ON THE LICENSED PREMISE?		WILL THERE BE LIVE, AMPLIFIED OR RECORDED MUSIC?
INSURANCE COMPANY PROVIDING LIABILITY INSURANCE FOR EVENT (ATTACH COPY OF INSURANCE):		
NAME OF VENDOR WHO WILL SUPPLY FERMENTED MALT BEVERAGE:		QUANTITIES ORDERED:
LICENSED OPERATOR(S) IN CHARGE (MUST BE ON PREMISE AT ALL TIMES DURING EVENT)		PHONE NUMBER
WE REQUEST THE FOLLOWING CONDITION NUMBER(S) BE WAIVED:		
<p>The preceding information is correct to the best of my knowledge and I have read and understand the conditions stated on the reverse side of this application and will comply with them unless waived by the River Falls Police Department. It is the responsibility of the applicant to meet with a representative of the River Falls Police Department, 2815 Prairie Drive, phone (715)425-0909, if you are requesting any of the conditions be waived.</p>		
SIGNATURE OF ORGANIZATION OFFICER _____		DATED _____
APPROVED BY _____		DATED _____
RIVER FALLS POLICE DEPARTMENT		
The River Falls Police Department recommends that:		
Condition Number(s) _____ be waived.		
Approved By _____		Dated _____
RIVER FALLS POLICE DEPARTMENT		

CITY OF RIVER FALLS

CONDITIONS FOR OBTAINING TEMPORARY CLASS “B” RETAILERS LICENSE TO SELL FERMENTED MALT BEVERAGE AND WINE AT PICNICS OR GATHERINGS.

1. Each sponsoring organization shall have its beer/wine area specifically delineated by a fence for the selling, serving and consumption of beer or wine. The fence shall completely enclose the area except for space for ingress and egress; and shall provide an adult member of the sponsoring organization or security guard for checking identification cards.
2. Security person(s) shall be on duty at all times during the operation of the area and shall prevent entry of minors or intoxicated people into the area and shall prevent beer/wine from being carried or passed out of the area. The Police Department is authorized to require additional security based on patron experience or concerns about the event.
3. If event is going to be on a public street or highway, then signs shall be posted by sponsoring organization informing patrons of City Ordinance 9.24.040 making it unlawful to possess an open container which contains alcohol or consume alcohol beverage outside of licensed tavern or off the premises of an established picnic area.
4. The organization shall prevent patrons from obstructing sidewalks and roadways adjacent to its area.
5. Toilet Facilities: Adequate restrooms/portable restroom facilities (as may be required by state or local ordinance) provided for each gender and must be accessible to persons using wheelchairs and others with disabilities.
6. Litter control: Each organization has the responsibility to leave the area free from litter so that the area is in acceptable condition. Any group which leaves the area in a condition that requires special cleanup by the City of River Falls, shall be assessed the cost of such cleanup.
7. No person under the age of eighteen (18) shall participate in the serving or delivery of beer to patrons.
8. Any live, amplified, or recorded music shall comply with City Ordinance 8.28.010 prohibiting loud and unnecessary noise, or receive an exception from the City council (8.28.030).
9. Must comply with all city park ordinances.
10. At least one City of River Falls licensed bartender shall be present at each out-door area during entire time of operation.
11. Additional conditions as imposed by the Police Department due to the specifics of the event.



Event Plan

Name of Event: _____

Please make note of the conditions for obtaining a temporary license on the reverse side of the Supplemental Form and give an explanation for desired exceptions. It is the responsibility of the applicant to meet with a representative of the River Falls Police Department if you are requesting any of the conditions be waived.

Describe in detail the plan for your event: _____

Signature of Organization Officer

Date