

THINGS YOU MUST KNOW & DO IF SELLING OR SERVING ALCOHOL BEVERAGES AT YOUR PARISH EVENT:

If serving alcohol beverages at your event is part of a fund raising activity, an adult from your group may be required to obtain a temporary liquor license from the City of Muskego.

That adult from the requesting group must oversee the event to make sure that people are not being overserved, and that people under 21 are not being served. Good, responsible judgement must be used selling and serving alcoholic beverages.

Rules on selling and/or serving alcoholic beverages apply throughout the entire St. Leonard facility, including the Parish Center, School Building, Youth Center and all grounds throughout the campus.

For events where there is a fee for the alcoholic beverages:

- A temporary liquor license is required. This could be a 'per serving' fee or a ticket fee, such as a \$50 dinner ticket that includes two drink tickets, etc. This temporary Class "B" license (fermented malt beverages) or "Class B" license (wine) is applied for through the City of Muskego's Clerk's Office. See the attached application forms – fill out and submit to City as needed. Keep in mind that once the application is received by the City, a background check on the applicant will first be done by Police Department, and then presented at the next Common Council monthly meeting. Those meetings are held on the 2nd and 4th Tuesdays each month. So, you must make your application well in advance of your event. A copy of the license and bartender information must be sent to the Parish Office as soon as issued.
- Under that license, someone must be named as a bartender. This does not need to be a staff member but rather an adult from the requesting group. This person is taking the responsibility that comes with severing alcohol beverages: not to over-serve any individual, and not to serve those under 21. An ID must be checked when necessary.

For events where there is no fee for the alcoholic beverages:

- A temporary liquor license is not required. However, someone from the requesting group must be "in charge" to ensure that no one is being overserved or that minors under the age 21 are not being served.

Questions? Contact the Parish Office at 262.679.1773

ALCOHOL ACKNOWLEDGEMENT

(Please check box that you agree)

I have obtained and read the St. Leonard alcohol policy and agree to its terms

IF A LICENSE IS NOT REQUIRED:

I understand that as the person in charge of my event, it is my responsibility that no one is over served or served under age 21

IF A LICENSE IS REQUIRED:

I understand that as the person in charge of my event, I am responsible for obtaining all necessary licenses from the City of Muskego

I will give a copy of the issued license and bartender information to the parish office after you receive it.

Event _____

NAME (please print) _____

Signature _____

Date _____ Phone _____

Email _____