OPERATOR'S (BARTENDER'S) LICENSES APPLICATION

OFFICE OF THE CITY CLERK
23 N 2nd Street, Tomahawk WI 54487
(715) 453-4040 Email: abartz@tomahawkwi.gov
www.cityoftomahawk.com

☐ One Year - $30.00 (Exp 06/30/2027) ☐ Two Year - $40.00 (Expires 06/30/2028)
☐ Provisional - $15.00 ☐ Temporary - $5.00 From _____ to _____ (14 days)

SECTION 1 – APPLICANT INFORMATION

First Name	Middle Initial	Last Name	Suffix (Jr., Sr., etc.)
List any other names by which you have been known on official records			
Address			Apt #
City, State, Zip			
Mailing address, if different from above			

Telephone Contact Number	Email address
Wisconsin Driver's License or Identification Number:	Date of Birth
Name and Address where you will be selling alcohol	
Have you completed a Responsible Beverage Server Training Course in the state of Wisconsin? YES ☐ NO ☐	

SECTION 2 – CONVICTION RECORD – You are required to list each violation and/or offense for which you have been convicted. **Please be aware that the Police Department conducts a thorough background check.** Failure to provide complete answers may result in denial of your application.

1. Held an operator's license in the state of Wisconsin?..... YES ☐ NO ☐
   If yes, where: _____
2. Have you ever been convicted of a felony?..... YES ☐ NO ☐
   If yes, when, where, and what type of violation? (Please be specific) _____
   _____
3. Have you ever been convicted of a misdemeanor or ordinance violation? ..... YES ☐ NO ☐
   If yes, when, where, and what type of violation (i.e. speeding, OWI) _____
   _____

SECTION 3 – PENALTY NOTICE

I, the undersigned, hereby apply to serve fermented malt beverages and intoxicating liquors, subject to the limitations imposed by 125.17, 125.04(5) and 125.68(2) of the Wisconsin Statutes and all acts amendatory thereof and supplementary thereto, and hereby agree to comply with all laws, ordinances, resolutions, and regulations, Federal, State or Local, affecting the sale of such beverages and liquors if a license is granted to me.

I understand that any willful misrepresentation, falsification, or withholding of information or incomplete statements or answers to questions on the application form will result in rejection of the application. I also understand that should these factors become known after the license has been issued, it is grounds for revocation of the license and possible prosecution for making a false statement.

Signature: _____ **Date:** _____

Back Ground Check Completed By: _____ Date: _____

Approved ☐ Denied ☐ Reason: _____

Effective Date: _____ Expiration Date: _____ License No. _____

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DEFINITION: A license is required for any person 18 or older who is serving or selling alcohol beverages in an establishment with a Class A, B, or C license unless the person is under the immediate supervision of one of the following:

- The licenses.
- Someone with the privilege of an operator's license.
- The approved agent of a corporation or limited liability company.
- A person with an operator's license.
- A person with a manager's license.

QUALIFICATIONS:

- The applicant must be at least 18 by the time of issuance.
- The applicant may not have been convicted of a felony related to licensing activity or be a "habitual law offender."
- The applicant must have completed a responsible beverage server training course. Applicants are exempt from the training course requirement if they are renewing an existing operator's license, have completed the training course within the last two years, or have held a retail license, manager's or operator's license anywhere in the state within the last two years.

APPLICATION: Complete, sign and submit to the City Clerk's Office. If the applicant has completed the Responsible Beverages Server Course, a copy of the certificate should be submitted with the application Applicants that have held a license outside of the City of Tomahawk must provide proof of such, prior to the issuance of their license.

DURATION: Operator's licenses may be issued on a one-year or two-year basis. However, all licenses expire on June 30th of the appropriate year even though this may be less than one or two calendar years as the case may be.

PROVISIONAL OPERATOR'S LICENSE: The City Clerk may issue a provisional operator's license to a person who has applied for an operator's license. A provision operator's license expires 60 days after its issuance or when an operator's license is issued to the holder, whichever is sooner.

The fee for a provisional operator's license is $15.00.

TEMPORARY OPERATOR'S LICENSE: The Common Council may issue temporary operator's license only to operators employed by or donating their services to non-profit corporations. The license shall be valid from 1 to 14 days and the period shall be stated on the license. A person is limited to only one such license in a year.

FEES:

- Operator's license application:
  - One-year: $30.00
  - Two-year: $40.00
- Provisional operator's license: $15.00
- Temporary operator's license: $5.00

GRANTING: The Common Council, at regularly scheduled meetings, which are usually the first Tuesday of the month, grants licenses. It generally takes 5 to 6 weeks to process an application, provided you follow the above instructions in a timely manner.