

## **BEVERAGE OPERATOR'S LICENSE ("BARTENDERS LICENSE")**

### **Town of Waterford**

A Beverage Operator's License is required of persons who wish to work unsupervised at an establishment that sells beer or any alcohol product, whether sold in packaged form or by the glass. Wisconsin Statutes require that a licensed bartender, at least 18 years of age, must be on the premises at all times. No person shall serve alcoholic beverages in any place operated under a retail class "A" or class "B" alcoholic beverage license unless he or she possesses a beverage operator's license, or unless he or she is under the immediate supervision of the licensee or a person holding an operator's license who is at the time of such service upon the premises.

Town of Waterford Bartender's licenses can be obtained by:

1. Completing the Application in full. (Applicant's signature must be notarized - Notary Service is available in the Administrative offices of Town Hall).
2. Submitting the Application and license fee to the Office of the Town Clerk.
3. Providing proof of enrollment in, or completion of a Responsible Beverage Server Training Course as approved by the State of Wisconsin.

Once an application is received by the Town Clerk, the Police Department runs a Record Check on the applicant. Upon Police Department approval, the license is issued and mailed to the applicant's place of employment, unless the applicant has requested that it be mailed elsewhere.

In the event the Police Department recommends denial of a Beverage Operator's License, the applicant will receive a letter from the Town Clerk. The letter will include a listing of the citations on the applicant's record. If denied, the Town will retain \$5 of the applicant's license fee to cover the cost of the Police Record check. Appeal information will also be sent to the applicant.

**PLEASE NOTE: LICENSES ARE NOT IN EFFECT UNTIL RECEIVED BY  
APPLICANT.  
LICENSE FEES**

**NOTE: All licenses expire on June 30<sup>th</sup> of the appropriate year**

Renewal license: \$30.00

New license: \$40.00

**PLEASE MAKE CHECKS PAYABLE TO THE TOWN OF WATERFORD**

PLEASE DIRECT QUESTIONS TO: TOWN CLERK at (262) 534-2350 or [townwtfrd@tds.net](mailto:townwtfrd@tds.net)

TOWN OF WATERFORD APPLICATION FOR BEVERAGE OPERATOR'S LICENSE

**NOTICE: All of the requests for information *must* be answered. Application may be denied upon discovery of untrue or omitted information.**

FULL NAME \_\_\_\_\_  
Last First Full Middle Former Name(s)

CURRENT ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_ COUNTY \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

IF CURRENT ADDRESS IS NOT YOUR PERMANENT ADDRESS, PLEASE LIST PERMANENT ADDRESS, COUNTY, STATE AND TELEPHONE NO. BELOW:

DATE OF BIRTH \_\_\_\_\_ PLACE OF BIRTH \_\_\_\_\_  
City & State

HEIGHT \_\_\_\_\_ WEIGHT \_\_\_\_\_ HAIR COLOR \_\_\_\_\_ EYE COLOR \_\_\_\_\_ SEX \_\_\_\_\_ RACE \_\_\_\_\_

DRIVER'S LICENSE NO. AND STATE \_\_\_\_\_

Have you completed the Responsible Beverage Server Training Course? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, where did you complete it? \_\_\_\_\_

Do you currently have a Beverage Operator License in another Municipality? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, what municipality issued the License? \_\_\_\_\_

Town of Waterford Employing Establishment \_\_\_\_\_  
(Name of Bar/Tavern)

HAVE YOU EVER BEEN CONVICTED OF ANY CRIME, TRAFFIC VIOLATION, AND OR VIOLATION OF A MUNICIPAL ORDINANCE (excluding parking tickets)? \_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes, please provide the following:

Date of Arrest: _____ Offense: _____
Arresting Agency: _____

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Arresting Agency: _____

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**I CERTIFY THAT I HAVE ATTAINED THE AGE OF 18; AND I SPECIFICALLY STATE THAT I *HAVE NOT* BEEN CHARGED WITH OR CONVICTED OF ANY FELONY, MISDEMEANOR, MUNICIPAL CITATION, OR ANY OTHER OFFENSE; AND THAT I AM FAMILIAR WITH THE LAWS, ORDINANCES AND ALL PROVISIONS OF SAID LAWS, AND THAT ALL INFORMATION STATED ON THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.**

**I CERTIFY THAT I HAVE ATTAINED THE AGE OF 18; AND I SPECIFICALLY STATE THAT I *HAVE LISTED* ON THIS APPLICATION ALL FELONY, MISDEMEANOR, MUNICIPAL CITATIONS, OR ANY OTHER OFFENSES THAT I HAVE BEEN CONVICTED OF, WHICH HAS RESULTED IN CHARGES AGAINST ME AND THAT I AM FAMILIAR WITH THE LAWS, ORDINANCES AND ALL OTHER PROVISIONS OF SAID LAWS, AND THAT ALL THE INFORMATION STATED ON THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.**

\_\_\_\_\_  
Signature of Applicant

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Expiration Date

**TO BE COMPLETED BY TOWN CLERK'S OFFICE:**

Date Fee Received \_\_\_\_\_ Amount \_\_\_\_\_ Application Submitted by: \_\_\_\_\_

Checked for completeness by: \_\_\_\_\_ Tina Mayer \_\_\_\_\_ Heather Stratton

**TO BE COMPLETED BY POLICE DEPARTMENT:**

I have investigated the above named applicant, and I have informed the Town Clerk's Office of any findings that have been discovered.

\_\_\_\_\_  
Police Chief

\_\_\_\_\_  
Date