



ENTERTAINMENT FACILITY LICENSE APPLICATION INFORMATION

APPLICATION INSTRUCTIONS

What is an Entertainment Facility?

Section 6.03, Green Bay Municipal Code, defines an entertainment facility as any arcade, billiard hall, dance facility, roller rink, or youth facility. Dance facilities include any premises the principal purpose of which is providing dances, concerts, live music, and/or a dance floor in a non-alcoholic setting. Any establishment fitting the definition of an entertainment facility must be licensed.

Application Form

To apply for a license, fully complete the application form, all necessary Auxiliary Questionnaires, and provide all information required. Applicants are required to designate the age of patrons to be allowed into the facility. You must check only one box on the application form. **You must also attach a building plan of the facility to be licensed.** Incomplete applications or those lacking required supporting documents will not be accepted. If the applicant is a corporation, each officer, director, and any other person interested directly in the control of the organization must be specified and fill out an Auxiliary Questionnaire. If the applicant is a partnership, each partner must be specified and fill out an Auxiliary Questionnaire.

License Types and Fees

The fee for an annual license is \$75.00. All liquor-licensed establishments wishing to conduct one or more "dry nights" must also possess an Entertainment Facility License (the fee for an annual license for premises already holding a liquor license is \$25.00). Temporary licenses, good for no more than 24 hours, are available for \$25.00.

Inspection of Premises

All premises sought to be licensed, regardless of license type, must meet the approval of the Inspection Division. This department and / or the Common Council may place additional conditions on the license. All codes and conditions must be complied with before a license may be issued.

Licensed Operators

A licensed operator must be present on the licensed premises at all times when the facility is open to the public. Operators can apply for licenses through the City Clerk's office. The fee for each operator's license is \$10.00.

Hours of Operation

Licensed premises must abide by the following closing times, based upon the ages of patrons indicated on the license application:

- All Ages:** Premises must close between 10:00 P.M. and 8:00 A.M. daily.
- 16 and Over:** Premises must close between 10:00 P.M. and 8:00 A.M. on school nights.
Premises must close between Midnight and 8:00 A.M. on non-school nights.
- 18 and Over:** Premises must close between 2:00 A.M. and 8:00 A.M. daily.

Other Operational Regulations

The licensee must allow police entry and inspection of the licensed premises at all reasonable times.

The licensee must maintain order in and around the licensed premises.

No person may possess or consume alcoholic beverages in the licensed premises or its parking lot.

To prevent unlawful activity from occurring in parking lots, patrons may not leave and re-enter an event requiring a cover charge unless they pay the charge each time they re-enter.