

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

### Section 5.20.100 City of Whitewater Municipal Code

A Beverage Operator's License is required of persons who wish to work unsupervised at an establishment which 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. The licensee must be positioned in a place where he/she has full view of the tavern operation.

City of Whitewater Beverage Operator'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 City Hall).
2. Submitting the Application and license fee to the Office of the City 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 City Clerk, the Police Department completes a record check on the Applicant. Upon Police Department approval, the license is issued and mailed to the Applicant's place of employment.

In the event the Police Department recommends a denial of a Beverage Operator's License, the Applicant will receive a letter from the City Clerk, via certified mail. The letter will include a listing of the citations on the Applicant's record. A copy of the letter and record check will be forwarded to the Applicant's employer via regular mail. If denied, the City will retain \$7 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

1 year license: \$15.00

2 year license: \$25.00

NOTE: A one year license is issued from the effective date to the following June 30<sup>th</sup>. For example, a one year license issued in January will expire in June of that same year.

**PLEASE MAKE CHECKS PAYABLE TO THE "CITY OF WHITEWATER"**

PLEASE DIRECT QUESTIONS TO: CITY CLERK at (262) 473-0500, Extension 202 or email  
[msmith@whitewater-wi.gov](mailto:msmith@whitewater-wi.gov)

**CITY OF WHITEWATER APPLICATION FOR BEVERAGE OPERATOR'S LICENSE**

NOTICE: All of the above request 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 \_\_\_\_\_  
Street City, State Zip

PERMANENT ADDRESS, IF NOT YOUR CURRENT ADDRESS:

Street City State Zip

DRIVERS LICENSE INFO (STATE AND DL NUMBER): \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ PLACE OF BIRTH \_\_\_\_\_

Height \_\_\_\_\_ Weight \_\_\_\_\_ Hair Color \_\_\_\_\_ Eye Color \_\_\_\_\_ Sex \_\_\_\_\_ Race \_\_\_\_\_  
City & State

LIST ALL ADDRESSES YOU HAVE LIVED AT OVER THE PAST FIVE YEARS:

Dates: _____ Street Address: _____
City _____ State _____ County _____

Dates: _____ Street Address: _____
City _____ State _____ County _____

Dates: _____ Street Address: _____
City _____ State _____ County _____

Dates: _____ Street Address: _____
City _____ State _____ County _____

Dates: _____ Street Address: _____
City _____ State _____ County _____

Have you completed the Responsible Beverage Server Training Course? _____ Yes _____ No
If yes, Where did you complete it? _____ Date _____
Do you currently have a Beverage Operator License in another Municipality? _____ Yes _____ No
If yes, what municipality issued the License? _____
City of Whitewater Employing Establishment _____

