Alcohol License Premises Amendment Request Form

NOTE: Please allow approximately 4 weeks for application processing

✄ License Fee - $10.00

Date Recv'd JUN 13 2025

Total $ 10.00

Receipt #: Credit

SECTION 1 – ESTABLISHMENT INFORMATION

Establishment Name	Establishment Phone Number
Fox Cities Performing Arts Center	920-730-3760

Establishment Address
400 W College Ave, Appleton WI 54911

Agent Name	Agent Phone Number *(Required)*
Maria Van Laanen	

SECTION 2 – PREMISES AMENDMENT   *A drawing/diagram of the proposed area must be submitted with this application*

Is this Premises Amendment permanent or temporary?   ☐ PERMANENT   ☒ TEMPORARY

Please describe the change in premises: We are hosting a cookout event in our staff parking lot.

If temporary, please specify the event or reason for the amendment: Our Annual Partner Cookout event

If temporary, please list the date(s) and time(s) that this premises amendment will be utilized: Wednesday, August 20, 2025 - 4pm - 10pm

SECTION 3 – PENALTY NOTICE

I certify that I am familiar with Section 9-52 of the Municipal Code of the City of Appleton and agree that any license granted under this application may be suspended for cause at any time by the Common Council.

Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

Signature of Applicant: *Andrea Kuhlow*   Date: 6 /12/ 2025

FOR OFFICE USE ONLY

Department	Approve	Deny	Staff Member	Reason
Police				
Fire				
Health				
Community Development				
Inspections				
Finance				
Public Works				

Safety and Licensing Date:		Recommendation:	Common Council Date:		Recommendation:

Date sent for Review	Date Approved	Date Issued	Expiration Date	License Number
___/___/___	___/___/___	___/___/___	___/___/___	

Return completed form to the Office of the City Clerk: 100 N Appleton St Appleton, WI 54911

North Parking Lot

Welcome Sign & Golf Cart Pick-up Area

Annual Partner Cookout
Staff Parking Lot / Loading Dock
8-20-25

Additional gift table/chair for check-in/H&S at top of stairs

Dumpster

PAC Tent Centered on top of stage

8x12 stage under tent

Stage Door

Stairs to Stage Door →

PAC Tents

BAR AREA

Standing Height

Round of 8

Tall

Ramp to Stage Door →

Ramp to Stage Door →

Table at standing height

Check-in

Table under tent

ADA TENT

Buffet

Dumpster