



Alcohol License Premises Amendment Request Form

NOTE: Please allow approximately 4 weeks for application processing

FEES ARE NON-REFUNDABLE

CASH OR CHECK ONLY!

Date Recvd: JUN 13 2025

☒ License Fee - \$10.00

Total \$ 10.00

Receipt #: Credit

SECTION 1 - ESTABLISHMENT INFORMATION

Establishment Name: Fox Cities Performing Arts Center Establishment Phone Number: 920-730-3760
Establishment Address: 400 W College Ave, Appleton WI 54911
Agent Name: Maria Van Laanen Agent Phone Number (Required): _____

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: Andrew Wuklow 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:
Date sent for Review	Date Approved	Date Issued	Expiration Date	License Number
____/____/____	____/____/____	____/____/____	____/____/____	

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North Parking Lot

Welcome Sign & Golf Cart Pick-up Area

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

Check-in
Table at standing height
AD TENT

BAR AREA
PAC Tents
Standing Height

8x12 stage under tent
PAC Tent Centered on top of stage

Dumpster

Ramp to Stage Door →

Ramp to Stage Door →

Additional 6ft table/ball for check-in/H&S at top of stairs

Stage Door

Dumpster

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The diagram illustrates the layout for the Annual Partner Cookout. Key features include:

- North Parking Lot**: Located at the top left.
- Welcome Sign & Golf Cart Pick-up Area**: A designated zone near the parking lot.
- Annual Partner Cookout**: A large yellow rectangular area on the right side.
- Stage Area**: Features an 8x12 stage under a tent, with a PA/Tent centered on top. A Stage Door is located nearby.
- Bar Area**: Labeled "BAR AREA" and "Standing Height".
- Buffet Area**: Labeled "BUFFET" and "Seating Area".
- Seating Area**: Contains numerous round tables, some labeled "Round of 8" and others "Round of 6".
- Dumpster**: Two locations are marked.
- Ramp to Stage Door**: Indicated by arrows pointing towards the stage area.
- Additional 6ft table/ball for check-in/H&S at top of stairs**: A note pointing to a specific location.

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Dumpster

Stage Door

Check-in

Table at circulating height

Table under tent

AD TENT

BAR AREA

PAC Tents

Standing Height

Ramp to Stage Door →

Ramp to Stage Door →

Dumpster

Check-in

Table at circulating height

Table under tent

AD TENT

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Table under tent

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