Alcohol License Premises Amendment Request Form

NOTE: Please allow approximately 4 weeks for application processing

FEES ARE NON-REFUNDABLE	CASH OR CHECK ONLY!
	Date Recv'd 06/30/26
X License Fee - $10.00	Total $ 10.00
	Receipt #: 10556-4

SECTION 1 – ESTABLISHMENT INFORMATION

Establishment Name	Establishment Phone Number
Fox Cities Performing Arts Center	920-730-3782

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 holding an outdoor cookout event in our staff parking lot as an engagement opportunity for donors and hope to serve wine, beer, and cocktails.

If temporary, please specify the event or reason for the amendment: "Annual Partner Cookout" event held on Wednesday, August 19, 2026

If temporary, please list the date(s) and time(s) that this premises amendment will be utilized: Wednesday, August 19, 2026 from 2:00pm - 9:00pm

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 Muhlow Date: 6/29/2026

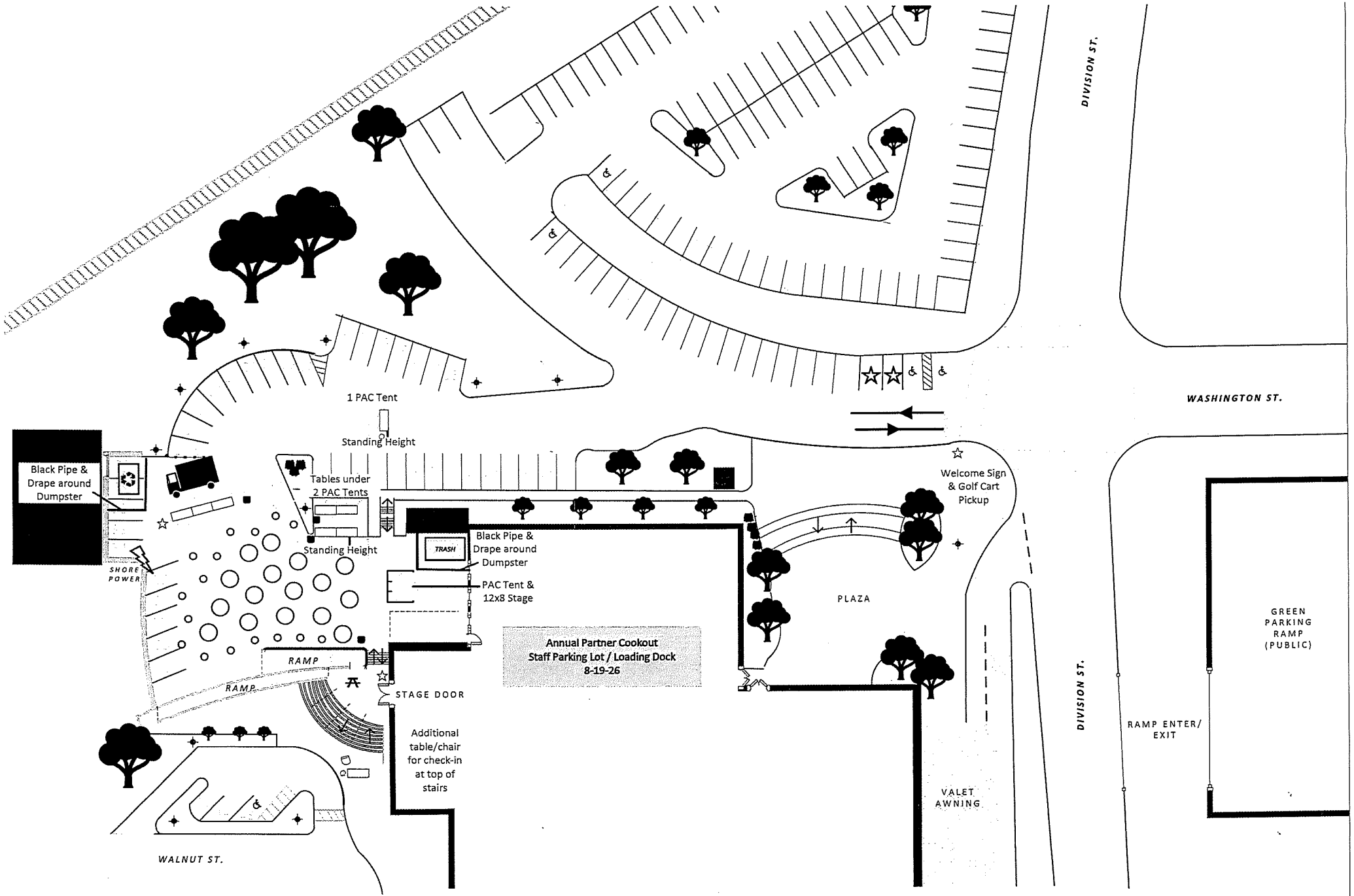
FOR OFFICE USE ONLY

Department	Approve	Deny	Staff Member	Reason
Police	07/01		Goodin	
Fire				
Health				
Community Development	07/01		Harp	
Inspections	07/02		Meissner	
Finance	07/02		Huss	
Public Works	07/01		Neubarger	

Safety and Licensing Date:	Recommendation:	Common Council Date:	Recommendation:
07/22/26			

Date sent for Review	Date Approved	Date Issued	Expiration Date	License Number
07/01/26	___/___/___	___/___/___	___/___/___	

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


DIVISION ST.
WASHINGTON ST.
1 PAC Tent
Standing Height
Black Pipe & Drape around Dumpster
Tables under 2 PAC Tents
Standing Height
Welcome Sign & Golf Cart Pickup
TRASH
Black Pipe & Drape around Dumpster
PAC Tent & 12x8 Stage
SHORE POWER
PLAZA
GREEN PARKING RAMP (PUBLIC)
RAMP
RAMP
STAGE DOOR
Annual Partner Cookout
Staff Parking Lot / Loading Dock
8-19-26
Additional table/chair for check-in at top of stairs
DIVISION ST.
RAMP ENTER/ EXIT
VALET AWNING
WALNUT ST.