

Elsen, Nikki

From: Elsen, Nikki
Sent: Friday, November 10, 2023 10:20 AM
To: rebeccaheian@marcuscorp.com
Cc: Craig, Sondra; Smithburg, Alicia
Subject: Alcohol license for Marcus Cinema 2032 Ward Ave

Hi Rebecca.

The Request allowing permission for Marcus Cinemas of Wisconsin LLC to apply for a Combination "Class B" alcohol license at 2032 Ward Ave was approved by the Common Council on November 9, 2023. Be advised that applications must be submitted within 60 days (by January 8th) or the permission becomes null and void for the remainder of the license year.

Please read the [Alcohol Beverage Submittal Requirements and Information](#) sheet - **IMPORTANT** information for both pre- and post-application filing.

1. Applicant (Marcus Cinemas of Wisconsin LLC) completes the Original [Application for Alcohol Beverage](#). List all members/agent and answer all questions completely and legibly. Only one member needs to sign (notary not required).
2. Each member of the LLC and the agent must complete an [Auxiliary Form](#).
3. Complete [Schedule of Agent](#). There are residency requirements for the agent: must live in the State of Wisconsin for 90 days and within 25 miles of the City limits. The agent will need to complete the Responsible Beverage Server Course or have done so within the last two years and we need a copy of the completion certificate. Here is a link to the approved beverage server courses through Department of Revenue: <https://www.revenue.wi.gov/Pages/Training/alcSellerServer.aspx>
4. With the application and all other documents, we need the following:
 - Corporate paperwork – Articles of Incorporation of Marcus Cinemas LLC (photocopy)
 - Wisconsin Seller Permit Number (photocopy)
 - Federal Employer Identification Number (photocopy)
 - Photocopy of Lease with property owner, if applicable
 - Fee: will depend on when you apply – fees are prorated
 - If by the November deadline (November 29) for December Council - \$350.07
 - If by the December deadline (December 27) for January Council - \$300.06

*Keep in mind that when the license is granted, alcohol must be stocked, served and being sold within 90 days of the date of the Council meeting (license must be actively used within 90 days of granting).

To file, you can do so in person during public service hours which are Monday – Thursday 8:00 a.m. to 4:00 p.m. in the lobby of City Hall – City Clerk is window 5.

If you have questions, you can contact the City Clerk's Office at 608-789-7510 or email licenses@cityoflacrosse.org.

NIKKI M. ELSÉN, WCMC
CITY CLERK

CITY OF LA CROSSE (POPULATION 52,160)
400 LA CROSSE ST, LA CROSSE WI 54601
DIRECT: 608.789.7555 | OFFICE: 608.789.7510

City Clerk's Office hours: 8:00 a.m. to 4:30 p.m., Monday through Friday
Public Service hours 8:00 a.m. to 4:00 p.m. Monday through Thursday in the City Hall Lobby



*Elected Officials and Members of Official Committees:
In order to comply with open meeting requirements, please limit any reply to only the sender of this electronic communication.*