

Renewal Alcohol Beverage License Application

(Submit to municipal clerk. Read instructions on page 3.)

For the license period beginning: 07 01 2020 ending: 06 30 2021
(mm dd yyyy) (mm dd yyyy)

To the Governing Body of the: Town of } Cottage Grove
 Village of }
 City of }

County of Dane Aldermanic Dist. No. _____
 (if required by ordinance)

Check one: Individual Limited Liability Company
 Partnership Corporation/Nonprofit Organization

Complete A or B. All must complete C.

Applicant's Wisconsin Seller's Permit Number 45601027033935-03	
FEIN Number 26-4376723	
TYPE OF LICENSE REQUESTED	FEE
<input type="checkbox"/> Class A beer	\$
<input checked="" type="checkbox"/> Class B beer	\$ <u>100.00</u>
<input checked="" type="checkbox"/> Class C wine	\$ <u>100.00</u>
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$
TOTAL FEE	\$

A. Individual or Partnership:

Full Name (Last)	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Morrow	David	A	4667 Meadowlark St Cottage Grove 53527
Full Name (Last)	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Cantley	Steve		2819 Mason St Madison 53705
Full Name (Last)	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

B. LLC or Corporation (and Agent):

Full Legal Name of Corporation / Nonprofit Organization / Limited Liability Company <u>Gaston School Gallery</u>	Address of Corporation / Limited Liability Company (if different from licensed premises) <u>4691 County Road N Cottage Grove 53527</u>
---	---

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent.

Agent Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Morrow	David	A	4667 Meadowlark St Cottage Grove 53527

All Officer(s) Director(s) of Corporation and Members / Managers of Limited Liability Company:

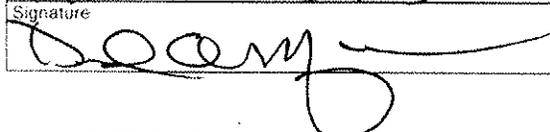
President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Morrow	David	A	4667 Meadowlark St Cottage Grove 53527
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Cantley	Steve		2819 Mason St Madison 53705
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

C. Business Information

- Trade Name SchoolGrounds Coffee House Business Phone Number 6082289488
- Address of Premises 4691 County Road N Post Office & Zip Code Cottage Grove 53527
- Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? Yes No
- Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) _____

5. Legal description (omit if street address is given on previous page): _____
6. a. Since filing of the last application, has the named licensee, any member of a partnership licensee, or any member, officer, director, manager or agent for either a limited liability company licensee, or nonprofit organization licensee been **convicted of any offenses** (excluding traffic offenses not related to alcohol) for violation of any federal laws, any Wisconsin laws, any laws of other states, or ordinances of any county or municipality? **If yes, complete page 3** Yes No
- b. Are **charges for any offenses** presently **pending** (excluding traffic offenses not related to alcohol) against the named licensee or any other persons affiliated with this license? **If yes, explain fully on page 3.** Yes No
7. Except for questions 6a and 6b, have there been any changes in the answers to the questions as submitted by you on your last application for this license? **If yes, explain** Yes No
- _____
- _____
- _____
8. Was the profit or loss from the sale of alcohol beverages for the previous year reported on the Wisconsin Income or Franchise Tax return of the licensee? **If not, explain** Yes No
- _____
- _____
- _____
9. Does the applicant understand they must hold a Wisconsin Seller's Permit? Yes No
[phone (608) 266-2776]
10. Does the applicant understand that alcohol beverage invoices must be kept at the licensed premises for 2 years from the date of invoice and made available for inspection by law enforcement? Yes No
11. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor? Yes No
12. Does the applicant owe municipal property taxes, assessments, or other fees? Yes No
(Note: Renewal of licenses may be denied pursuant to a local ordinance, if the licensee owes municipal taxes, assessments or other fees).

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

Contact Person's Name (Last, First, M.I.) Morrow DAVID A	Title / Member OWNER	Date 01 July 2020
Signature 	Phone Number 608 220 3434	Email Address dmorrow@mistyriverwood.com

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk 7/2/2020	Date reported to council / board	Date license granted
License number issued	Date license issued	Signature of Clerk / Deputy Clerk

Auxiliary Questionnaire Alcohol Beverage License Application

Submit to municipal clerk.

Individual's Full Name (please print)		(last name)	(first name)	(middle name)	
		Cantley	Steven	Craig	
Home Address (street/route)		Post Office	City	State	Zip Code
2814 Mason St			Madison	WI	53705
Home Phone Number		Age	Date of Birth	Place of Birth	
608-274-2193		55	Oct 24, 1964	Flat, WI	

The above named individual provides the following information as a person who is (check one):

Applying for an alcohol beverage license as an individual

A member of a partnership which is making application for an alcohol beverage license.

Officer of **Schoolgrounds Coffee Shop**
(Officer / Director / Member / Manager / Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)
 which is making application for an alcohol beverage license.

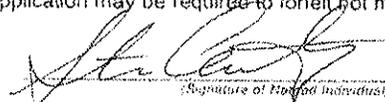
The above named individual provides the following information to the licensing authority:

1. How long have you continuously resided in Wisconsin prior to this date? 11 years
2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? Yes No
 If yes, give law or ordinance violated, trial court, trial date and penalty imposed and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? Yes No
 If yes, describe status of charges pending.
4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes No
 If yes, identify.
(Name, Location and Type of License/Permit)
5. Do you hold and/or are you an officer, director, stockholder, agent or employee of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? Yes No
 If yes, identify.
(Name of Wholesale Licensee or Permittee) (Address By City and County)

6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employer's City	Employer's State	Employer's Zip	Employed From	Employed To
bb7 LLC	5407 Fen Oak Dr	Madison	WI	53718	10/2009	Present
BIT7	5407 Fen Oak Dr	Madison	WI	53718	3/2005	3/2007

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application, that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.


(Signature of Named Individual)

Apr. 23, 2020

**Auxiliary Questionnaire
Alcohol Beverage License Application**

Submit to municipal clerk.

Individual's Full Name (please print) (last name) Munaw		(first name) DAVID		(middle name) A.	
Home Address (street/route) 4667 Meadowlark St		Post Office	City Collings Grove	State WI	Zip Code 53527
Home Phone Number 608.220.3434		Age 55	Date of Birth 5/21/1944	Place of Birth Moline, IL	

The above named individual provides the following information as a person who is (check one):

- Applying for an alcohol beverage license as an individual.
- A member of a partnership which is making application for an alcohol beverage license.

of _____
(Officer / Director / Member / Manager / Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

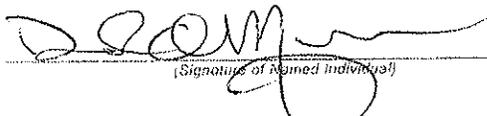
The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? **41 years**
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? Yes No
If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? Yes No
If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes No
If yes, identify.
(Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? Yes No
If yes, identify.
(Name of Wholesale Licensee or Permittee) (Address By City and County)

6. Named individual must list in chronological order last two employers.

Employer's Name Self	Employer's Address 4667 Meadowlark St Collings Grove	Employed From 1993	To Present
Employer's Name	Employer's Address	Employed From	To

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.


(Signature of Signed Individual)

Alcohol Storage and Serving areas for Gaston School Gallery/Schoolgrounds Café

Long term/General alcohol storage at Schoolgrounds is located in the basement of the facility in the office area behind locked doors and/or in the sandwich station cooler on the main level of building.

For reference, there are two ways one can access the basement of the building: the first is the stairway inside the building on the main level on the east side of the building. The second is the back stairwell on the northwest side of the building. This is our direct, outside access and delivery stairwell. Description will be given for both access points and titled "Main Floor" and "Back Stairs" henceforth.

- ❖ Main floor: When one descends the stairs from the main level of the building, one turns around the corner to the left, past the bathroom on the left hand side and through the door between the storage area and the bakery/baking area. Once one passes through the door and into the bakery/baking area, one turns to the left and within 2-3 steps is our small office area with rack shelving that houses our alcohol. The long term storage alcohol is found on the first and second (lower) shelves of the racks on the left and right.
- ❖ Back stairs: As one descends the back stairwell and is entering the basement storage area, one would walk one of two ways, slight left past a row of refrigerator/freezers and then turn right or slight right past 2 freezers and shelving then past the sanitation area on the right. Either way, one faces the door to the bakery/baking area and can then follow the direction listed in the main floor access description.
- ❖ Main level: Once chilled, longer term alcohol storage will be in the sandwich station and related refrigeration units on the main level of the building behind the counter/register. The sandwich station cooler is located on the west wall/furthest access point from the entrance of the counter/register area. It is stainless steel and has a reach in area/flip top and doors below. Long term cooled storage of alcohol is located in the storage area below the reach in/flip top. Adjacent refrigeration units behind the main counter will also be used for temporary overflow and event capacity on an occasional basis as need arises.

Short term storage alcohol (wine and beer that we would serve for an event) is housed in several refrigerators or coolers as needed. These are located in the basement, main floor behind the register, the deck, future beer garden and the patio in front.

- ❖ Basement location: In the main storage area of the basement, there is a long row of refrigerators and freezers. Alcohol that is used during open hours, special events and private parties will be found in the following places: It will be located in the refrigerators on the left in that same row. One refrigerator is stainless steel and the other refrigerator has a glass front. Alcohol will go from locked area in bakery to refrigerators for open hours or event and returned to locked area when completed.
- ❖ Main floor: Alcohol served during business hours, for special events and private parties will be located behind the counter area in the cooler/sandwich station on the west wall of the building. It will either be in the reach in area on top or the refrigerated area below during open hours/events and long term storage of chilled items is in the coolers below the reach in area. Alcohol will go from locked area in bakery to refrigerators for open hours or event and returned to locked area when completed. Adjacent refrigeration units behind the main counter will also be used for temporary overflow and event capacity on an occasional basis as need arises.

- ❖ When the deck is open, there may be coolers/buckets of ice to keep alcohol cold for serving during open hours and events. These would be located on the west side of the deck near the access door from the building along the building's exterior wall north or south of the door. Alcohol will go from locked area in bakery to refrigerators for open hours or event and returned to locked area when completed. This storage will only be for the length of open hours/events that located there and then returned to our long term storage areas.
- ❖ Alcohol may also be stored during events in coolers in the beer garden on the south end of the building between the building and parking lot. Alcohol will go from locked area in bakery to refrigerators for open hours or event and returned to locked area when completed. This storage will only be for the length of open hours/events that located there and then returned to our long term storage areas.
- ❖ Alcohol may also be stored on the patio area located on the west side of the building just to the west side of the entrance ramp. Alcohol will go from locked area in bakery to refrigerators for open hours or event and returned to locked area when completed. This storage will only be for the length of open hours/events that located there and then returned to our long term storage areas.

Alcohol Serving Areas:

Alcohol will be served in the following areas of Schoolgrounds Café: For any area of alcohol service, the alcohol will be taken from the locked area in the bakery, transported to one of the designated listed below and returned to the locked area in bakery at end of day/event.

- ❖ Main level: During open hours and special events/private parties, alcohol will be served on the main level of the building. The main level includes the area between the west/ramp access door, the southeast door and the deck door on the east side.
- ❖ Mezzanine/2nd floor: During open hours and special events/private parties, alcohol will be served on the mezzanine/2nd floor level of the building which is located up the spiral staircase on the southeast side of the main floor
- ❖ Deck: During open hours and special events/private parties, alcohol will be served on the deck of the building which is located on the east side. Access point to the deck include a doorway from the main level of the building and a staircase from ground level on the north side of the deck.
- ❖ Beer Garden: A beer garden is planned for the front lawn area on the south side of the building under the maple tree between the parking lot and building. This area will be enclosed with a fence and alcohol will be served in this area during open hours, special events and private parties.
- ❖ Patio: The small patio that is built off the ramp access on the west side of the building will also be a place alcohol is served during open hours, special events and private parties.
- ❖ Alcohol may be transported or consumed between serving areas, i.e.) on sidewalk between deck and beer garden, on ramp between patio and main building or lawn in front of patio in the event of large crowds.