



Entertainment License (21+)
Visual & Performing Arts License (18+)

45818 P 406
A. Y. Verwee
LICENT-2017-00051
(Number)

- TEMPORARY LICENSE \_\_\_/5
PERMANENT LICENSE

(scanned)

City of Madison Clerk
210 MLK Jr Blvd, Room 103
Madison, WI 53703

(Leg file number)

(initials)

licensing@cityofmadison.com
608-266-4601

(Processing step)

This application modifies existing alcohol license number: LICLIB - 2016 - 01296
(Class B license only)

Corporate Information

Licensed Premise Information

Business Legal Name: Tango Bravo Inc

Business dba Name: The Roman Candle

Business Address: PO Box 259539 Madison, WI 53725

Licensed Address: 100 North Hamilton, Madison, WI 53703

Business Contact Name, Position & Phone:

Business Contact Name, Position & Phone:

Brewer Stouffer, President 608.358.1559

Caitlin Chitwood, Catering & Events Manager 608.669.3529

Email: brewer@theromancandle.com

Email: caitlin@theromancandle.com

Premise Capacity: 600 Standing / 350 Seated Liquor/Beer Agent Name: James Ember

30% Alcohol, 20% Food Alder, District #: Alder Michael Verveer, District 4 Police Sector: Central 406

Type of live entertainment to be offered: DJs, Live Bands, Theatrical Performers (Please see attached security plan)

Corporate Officers, Partners, or Sole Proprietor's information:

Table with 3 columns: Name, Address, Corporate Title or Partners' verification. Rows include Brewer Stouffer (President) and Thomas Cranley (Member).

- Orange sign issued
License Renewals & Changes brochure with next steps issued
Security Plan attached (see below)

I certify that this information is true and correct to the best of my knowledge,

X [Signature]

1/17/17 [Date]

## Security Plan requirements

1. All entertainment license applicants shall submit a security plan at the time of application. The plan shall indicate what type of live entertainment the establishment will offer. The plan shall indicate the number of security personnel the applicant will employ and/or hire through a private security company and how they will be utilized.
2. The security plan shall set forth how the applicant will handle issues regarding: control and clearance of any parking lot during hours of operation and at closing time; how any entrance line will be managed and controlled; unruly patrons; intoxicated patrons; patrons presenting false IDs; control and supervision of patrons under the age of twenty-one (21); circumstances under which police should be called and how physical disturbances, including fights, will be handled and how applicant will maintain the orderly appearance and operation of the premises with respect to litter and noise.
3. The security plan shall identify by name and date of birth, individuals who are employed by the establishment in a management capacity.
4. The security plan shall detail the clothing that security and door personnel will wear that readily identifies them as security/door personnel.
5. The security plan for a Visual and Performing Arts License applicant shall detail how the applicant will comply with the time requirement for patrons under the age of twenty one (21) and how those patrons will be prevented from roaming the licensed premise during live entertainment events.

## Restrictions Applicable Only to Center for Visual and Performing Arts Licenses:

1. Patrons must be at least eighteen (18) years of age to enter and remain on the premise.
2. Patrons under the age of twenty-one (21) may be allowed on the premise only for the purpose of live entertainment. Such shows must be designated as eighteen (18) and up shows and the entertainment must begin and end at a specified time. Patrons under the age of twenty-one (21) shall not be on the premise more than thirty (30) minutes before the scheduled live entertainment and must be off the premise within thirty (30) minutes of the live entertainment concluding.
3. **Licensee must provide written notification to the Captain of the police district in which their establishment is located at least five (5) days prior to a live entertainment performance. The notification shall include a detailed description of the performance including start and end times.**
4. Patrons under the age of twenty-one (21) may only be on the portion of the licensed premise where the live entertainment is occurring with the exception of incidental use of the restroom facilities and procuring a non-alcoholic beverage from the barroom. Under no circumstances will underage patrons be allowed to linger in a barroom that is separate from the live entertainment portion of the premise.
5. The security plan must set forth how the applicant will comply with the time restrictions for patrons under the age of twenty-one (21) and how those patrons will be prevented from roaming the licensed premise during the live entertainment.
6. Licensee may not sell more than one alcoholic beverage to an eligible patron in a single transaction during eighteen (18) and up live entertainment events and shall prohibit a patron from carrying more than one alcoholic beverage from a bar or drink dispensing location during eighteen (18) and up live entertainment events.
7. Licensee may not have more than one eighteen (18) and up live entertainment event per week.
8. Licensee must comply with the identification requirements in Sec. 38.04(6), MGO, relating to conspicuously identifying patrons who are twenty-one (21) years of age and older.



## Types of Live Entertainment

**Facility Rental:** Live entertainment for facility rentals conducted at Madison Children's Museum (MCM) where The Roman Candle (TRC) will be operating with a Class B license may include live bands, DJs, theatrical performers, karaoke, and animal handling. Facility Rentals may occur at any time of day, though the vast majority are in the evening. Bar service is limited to the hours between 5:30 pm and midnight.

All performers and entertainment are contracted by the mutual client of The Roman Candle and Madison Children's Museum. No advertising for the entertainment is done by The Roman Candle or Madison Children's Museum on behalf of the client or their contracted live entertainment.

**Adult Swim Events:** Live entertainment for Adult Swim events conducted at Madison Children's Museum where the The Roman Candle will be operating with a Class B license may include live bands, DJs, performance artists, theatrical performers, karaoke, and animal handling. Adult Swim Events only occur between the hours of 5:00pm and Midnight with bar service only between 5:30pm and midnight. All Adult Swim events are 21+ only events.

All performers and entertainment are contracted or arranged by the Madison Children's Museum Education Department. While the presence of entertainment is advertised during promotion of these events, it is used as a supplement to event advertising and is not the main focus of the event or its advertising.

**Internal Fundraising Events:** Live entertainment for internal fundraising events conducted at Madison Children's Museum where The Roman Candle will be operating with a Class B license may include live bands, DJs, theatrical performers, karaoke, and animal handling. Internal fundraisers only occur between 5pm and midnight, with bar service only between 5:30 pm and midnight. All fundraising events with bar service are 21 + only events.

All performers and entertainment are contracted or arranged by the Madison Children's Museum Development Department in conjunction with MCM's Board of Directors and subsequent committees. While the presence of entertainment is advertised during promotion of these events, it is used as a supplement to event advertising and is not the main focus of the event or its advertising.

**Education Programming:** Live entertainment for educational programming conducted at Madison Children's Museum may include live bands, DJs, performance artists, theatrical performers, karaoke, and animal handling. Per the restrictions of its Class B liquor license,

The Roman Candle will not be operating bar services during the times the museum is open for normal operation and may have live entertainment for educational programming.

## Security Personnel

All security personnel are currently contracted through the private security company Endres and Endl (E&E). (212 South Holiday Drive Waunakee, WI 53597). All E&E security officers posted at MCM are uniformed visibly:



MCM has no plans to change security firms, but should that happen, the replacement firm would be of equal training and licensing.

**Facility Rentals:** All facility rentals at Madison Children's Museum, regardless of the presence of bar service, include the contracting of at least 1 security guard from Endres and Endl. Additional security guards are contracted based on 1) estimated attendance, 2) presence of bar service, 3) amount of facility rented, and 4) type of event. The determination for additional security is made by the Roman Candle and the MCM Facility Rental Coordinator, with professional guidance from E&E.

**Adult Swim Events:** All Adult Swim events include the contracting of at least 2 security guards from Endres and Endl. Additional security guards are contracted based on estimated attendance or MCM staffing. The determination for additional security is made by the Roman Candle and the MCM Facility Rental Coordinator, with professional guidance from E&E.

**Internal Fundraising Event:** All Internal fundraising events at MMC occur between the hours of 5pm and midnight include a minimum of 2 security officers. The determination for additional security is made by the Roman Candle and the MCM Facility Rental Coordinator, with professional guidance from E&E.



## Security Officer Utilization

For all events at Madison Children's Museum, the following are the ways that security personnel are utilized:

- Assist MCM staff and vendor staff with unruly visitors by standards and procedures set by Endres and Endl.
- Assist MCM staff from preventing entry/attendance of uninvited or unauthorized individuals.
- Assist MCM staff in asking visitors to depart at the end of event
- Patrol MCM floors that are rented for the following situations
  - Spills and other safety hazard messes, and informing MCM front desk staff.
  - Alcohol not sold or distributed by official Roman Candle bars. Liquor or beer brought into the premises from outside is to be confiscated and brought to the MCM front desk to be safely discarded or locked up.
  - Smokers or vapers. Smoking and vaping is not allowed anywhere on the premises.
  - Intoxicated Patrons
    - In the case of a functioning but intoxicated patron, the security officer is to inform The Roman Candle Bar staff and the event supervisor if an individual needs to be cut off. The TRC and MCM staff will also inform the security officer of any individual who has already been denied service.
    - In the case of a belligerent or violent intoxicated individual, the security officer will escort them from MCM property using the policies and procedures set by E&E and inform the event supervisor.
    - In the case of a non-responsive intoxicated individual, security is to immediately inform the event supervisor so they may contact emergency services.
  - Weapons. Weapons are not allowed in the Museum with the exception of those carried by our security staff. Those with weapons will be asked to leave the premises, preferably by security staff.
- Remove guests from any areas not included with the facility rental or event
- Prevent guests from leaving the premises with alcohol in open containers
- Secure ground-level entrance. Ground-level entrance should always be closed unless monitored by an MCM staff member or security company employee.
- When instructed to by the MCM event supervisor, E&E will ID **ALL incoming visitors** to ensure that they are at least 21 years of age and distribute wristbands when appropriate (an MCM staff member or additional contracted security officer will



assist in this process). In a situation where wristbands are being used, all guests under 21 should be marked with a sharpie "X," or other suitable semi-permanent mark, on their hand. When alcohol is being served at an event, no patron under the age of 21 will be permitted on the premises unless accompanied by a parent, guardian, or spouse aged 21 or older, except as provided by M.G.O. § 38.04(3)(a).

## Managing Physical Disturbances

Any physical disturbance will be managed by having E&E security personnel escort the parties involved from MCM property and informing the event supervisor

## Control and Clearance of Parking Lot

Madison Children's Museum has no onsite parking. Parking for all visitors and guests is accommodated via local parking garages and metered parking on the streets.

## Entrance Lines and ID Checkpoint Station

Entrance to Madison Children's Museum is located at the northwest corner of the capital square and is the only public entrance (see attached floor plan). During events, security personnel in conjunction with MCM associates, monitor the entrance throughout. During Adult Swim events and some other events determined by the MCM facility rental coordinator, security personnel are posted at the entrance for the duration of the event to check IDs from visitors upon entry. Security personnel will then, ID **ALL incoming visitors** to ensure that they are at least 21 years of age and distribute wristbands when appropriate (an MCM staff member or additional rented security officer will assist in this process). In a situation where wristbands are being used, all guests under 21 should be marked with a sharpie "X," or other suitable semi-permanent mark, on their hand. In these situations, all visitors will be asked to show identification. When alcohol is being served at an event, no patron under the age of 21 will be permitted on the premises unless accompanied by a parent, guardian, or spouse aged 21 or older, except as provided by M.G.O. § 38.04(3)(a). At all events, patrons presenting false identification will be turned away and barred from premises.

## Control and Supervision of Underage Patrons

**Facility Rentals:** The presence of underage patrons at facility rentals is variable based on the nature of the event (e.g., wedding, bar mitzvah, corporate networking event, etc.). Any



event that would include bar service that would also have unaccompanied underage patrons are required to have additional security personnel to enforce the above-mentioned identification/wrist band policies. When alcohol is being served at an event, no patron under the age of 21 will be permitted on the premises unless accompanied by a parent, guardian, or spouse aged 21 or older, except as provided by M.G.O. § 38.04(3)(a). Determination of the necessity of the additional personnel / identification checkpoint is made by MCM's facility rental coordinator.

**Adult Swim Events:** All Adult Swim events are 21+ events and would have an ID checkpoint station as mentioned above.

**Internal Fundraising Events:** The presence of underage patrons at internal fundraising events is variable based on the nature of the event. Any event that would include bar service that would also have unaccompanied underage patrons are required to have additional security personnel to enforce the above-mentioned identification/wrist band policies. When alcohol is being served at an event, no patron under the age of 21 will be permitted on the premises unless accompanied by a parent, guardian, or spouse aged 21 or older, except as provided by M.G.O. § 38.04(3)(a). Determination of the necessity of the additional ID checkpoint station is made by the MCM Facility Rental Coordinator, with professional guidance from E&E.

**Educational Programming:** No bar service is present during educational programming and does not require supervision of underage patrons.

## Circumstances under which Police will be Called

E&E staff will summon the Madison Police when they feel it is necessary in order to secure the safety and security of the museum and its guests. This would generally be due to a suspected criminal violation, such as battery, disorderly conduct, trespassing, etc.

~~Summoning police will be the last resort for resolving an issue at hand.~~ When time and circumstances allow, E&E will consult the MCM supervisor on duty before summoning police.

## Orderly Appearance, Litter, and Noise

All events at Madison Children's Museum with or without bar service from the Roman Candle adhere to all Madison City noise and litter ordinances. All live entertainment on our rooftop ceases at 10 pm regardless of event end time, and all other live entertainment within the building ceases at midnight.





J. H. Finopart & Son, Inc.  
 1215 W. 15th St.  
 Milwaukee, WI 53233  
 Tel: 414-224-1234  
 Fax: 414-224-1235

C E N T R A L I T Y  
 1215 W. 15th St.  
 Milwaukee, WI 53233  
 Tel: 414-224-1234  
 Fax: 414-224-1235

R.A. Smith National  
 1215 W. 15th St.  
 Milwaukee, WI 53233  
 Tel: 414-224-1234  
 Fax: 414-224-1235

ARKOLD & O'SHERIDAN  
 1215 W. 15th St.  
 Milwaukee, WI 53233  
 Tel: 414-224-1234  
 Fax: 414-224-1235

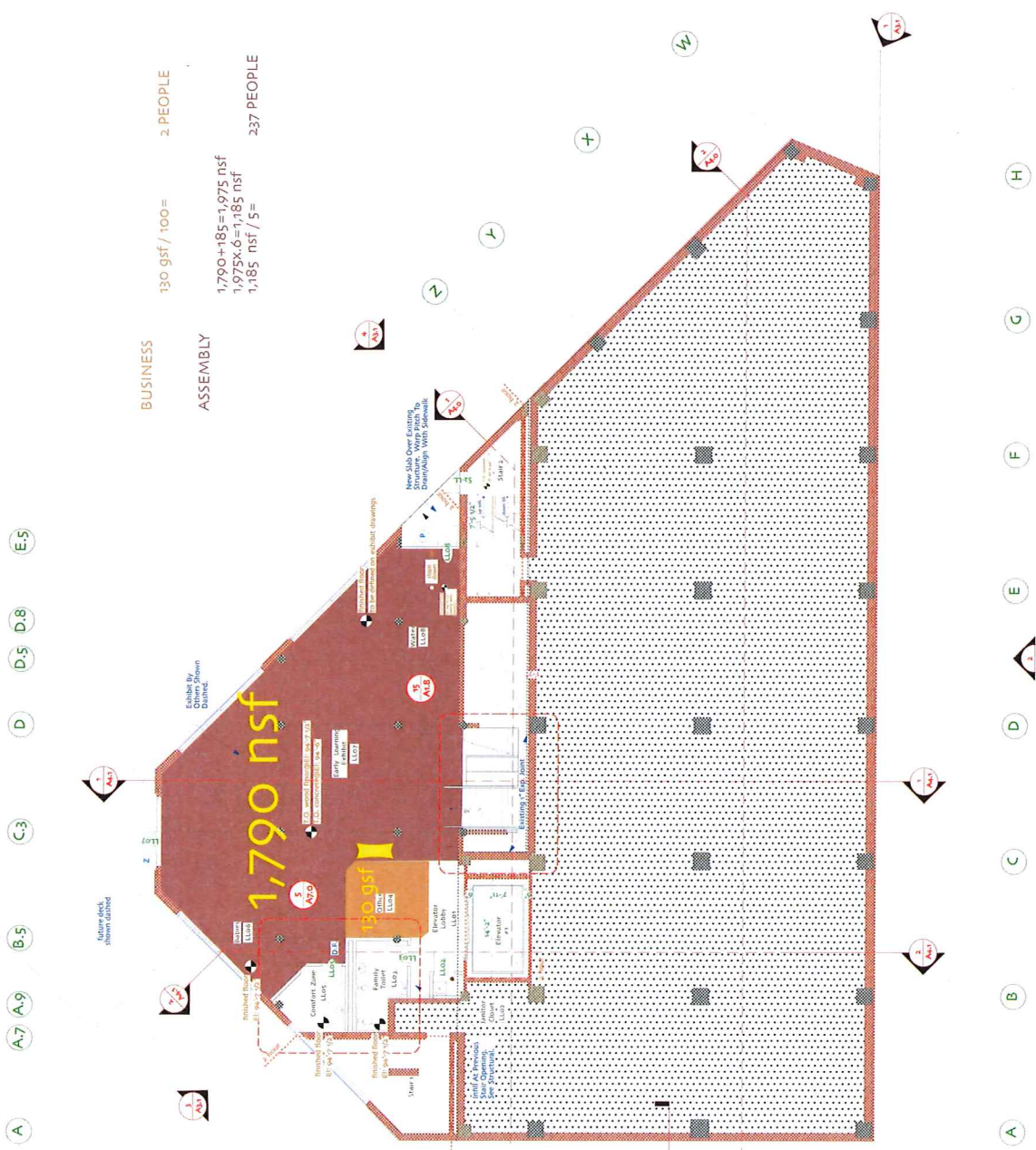
Applied Engineers, Inc.  
 1215 W. 15th St.  
 Milwaukee, WI 53233  
 Tel: 414-224-1234  
 Fax: 414-224-1235

Assessors  
 RICHARDSON, INC.  
 1215 W. 15th St.  
 Milwaukee, WI 53233  
 Tel: 414-224-1234  
 Fax: 414-224-1235

# Lower Level LL Part of 1st Floor Rental

BUSINESS  
 130 gsf / 100 = 2 PEOPLE

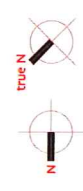
ASSEMBLY  
 $1,790 + 185 = 1,975$  nsf  
 $1,975 \times .6 = 1,185$  nsf  
 $1,185$  nsf / 5 = 237 PEOPLE



First Floor Capacity:  
 200 Standing  
 150 Seated

Potential Bar Location

1 Lower Level Plan (el:94'-6")  
 A:LL Scale: 7/8"=1'-0"



DATE  
 December 09, 2008

PROJECT NUMBER  
 162805

SHEET TITLE  
 LOWER LEVEL

Lower Level Plan  
 SHEET NUMBER

**A1.LL**  
 SHEET NUMBER

