

From: [Sonia Tan](#)
To: [Verbick, Jim](#)
Subject: Re: License Issuance Extension Deadline Approaching - The Guild Esports
Date: Tuesday, May 20, 2025 10:07:59 AM

Hi Jim,

Would we be able to start the process on seeking an extension for a grandfathered license on July 1? I am working on getting the funds for the \$10000 reserve fee. If I can get it before 6/10 I would go ahead and get the license released earlier.
We are getting our final occupancy inspection today.

Thank you,
Sonia



On Thu, May 15, 2025 at 4:02 PM Verbick, Jim <JVerbick@cityofmadison.com> wrote:

Good afternoon,

You would need to request another extension.

Sincerely,

Jim Verbick, WCMC

(pronouns: he/him/his)

Deputy Clerk

City of Madison City Clerk's Office

City-County Building-Room 105,
[210 Martin Luther King Jr. Blvd. 53703](#)
TEL: (608) 266-4601 | FAX: (608) 266-4666

jverbick@cityofmadison.com | Follow us on Twitter [@MadisonWIClerk](https://twitter.com/MadisonWIClerk)

"We exist to assist"

From: Sonia Tan <sonia@theguild.gg>

Sent: Thursday, May 15, 2025 3:21 PM

To: Verbick, Jim <JVerbick@cityofmadison.com>

Subject: Re: License Issuance Extension Deadline Approaching - The Guild Esports

Good afternoon,

If we would like to wait for the non 10000 license on July 1st, what should be our next step? Construction is completed and we will be able to get building inspection and zoning cleared.

Thank you,

Sonia



On Thu, May 15, 2025 at 3:18 PM Verbick, Jim <JVerbick@cityofmadison.com> wrote:

Good afternoon,

There is not one available, but one should be available on July 1.

Sincerely,

Jim Verbick, WCMC

(pronouns: he/him/his)

Deputy Clerk

City of Madison City Clerk's Office

City-County Building-Room 105,
[210 Martin Luther King Jr. Blvd. 53703](#)

TEL: (608) 266-4601 | FAX: (608) 266-4666

jverbick@cityofmadison.com | Follow us on Twitter [@MadisonWIClerk](#)

"We exist to assist"

From: Sonia Tan <sonia@theguild.gg>

Sent: Thursday, May 15, 2025 3:08 PM

To: Verbick, Jim <JVerbick@cityofmadison.com>

Subject: Re: License Issuance Extension Deadline Approaching - The Guild Esports

Caution: This email was sent from an external source. Avoid unknown links and attachments.

Hi Jim,

Is a grandfathered regular license currently available?

Thank you,

Sonia



On Thu, May 15, 2025 at 3:04 PM Verbick, Jim <JVerbick@cityofmadison.com> wrote:

Good afternoon,

As you know, on 11/7/2023, the Common Council granted an alcohol license to you for 668 State St for The Guild Esports LLC. Per Madison General Ordinance 38.05, a license must be issued 180 days after the Common Council has granted it or it shall be considered surrendered. Extensions were granted on 6/4/2024 and 12/10/2024. This license must be issued by 6/10/2025 or it will face cancelation. The following items must be completed and/or submitted to the City Clerk's Office before we can issue your license:

- **Building Inspection**—It is your responsibility to schedule this inspection by calling Building Inspection at (608) 266-4551.
- You will need to call **Zoning** at (608) 266-4551 to discuss the zoning regulations that would affect your establishment.
- **Licensing Fees** must be submitted to the City Clerk's Office. The liquor license fees will be prorated for the remainder of the licensing year, and "Class B" Combination Liquor and Beer licenses issued may incur a ***\$10,000 reserve fee***. *Checks should be made payable to City Treasurer.*

If your license is not issued by 6/10/2025, it will be considered cancelled and you must reapply for an alcohol license if you still wish to pursue one. You may also request an extension of this deadline from the Common Council. The last opportunity to request an extension of this deadline will be to submit a request for an extension by noon on Tuesday, 5/20/2025. This extension would go before the Alcohol License Review Committee on 5/21/2025 for a recommendation to the Common Council's June meeting. If you have any questions, do not hesitate to ask.

Sincerely,

Jim Verbick, Deputy Clerk

City of Madison City Clerk's Office

City-County Building-Room 105,
[210 Martin Luther King Jr. Blvd. 53703](#)
TEL: (608) 266-4601
FAX: (608) 266-4666

jverbick@cityofmadison.com

Follow us on Twitter [@MadisonWIClerk](#)

"We exist to assist"