



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

LICENT-2014-00308

(Number)

SCANNED

(scanned)

34046 jhp

(Leg file number)

TEMPORARY LICENSE ___/5

PERMANENT LICENSE

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

licensing@cityofmadison.com
608-266-4601

(Processing step)

(initials)

This application modifies existing alcohol license number: LICLIB201300736 (Class B license only)

Corporate Information

Business Legal Name: Underground Catering LLC

Business Address: 931 East Main St

Business Contact Name, Position & Phone:

Melinda Trudeau, managing member
Underground catering 608 2395474
Email: mel@undergroundfoodcollective.org

Licensed Premise Information

Business dba Name: Underground Catering

Licensed Address: 201 W. Mifflin St

Business Contact Name, Position & Phone:

Mark Benno, administrative services
Manager, Madison Public Library 608 266 9632
Email: MBenno@cityofmadison.com

Premise Capacity: 600

Liquor/Beer Agent Name: Melinda Trudeau 405

25% Alcohol, 75% Food Alder, District #: Verveer, district 4 Police Sector: Central

Type of live entertainment to be offered: band or DJ

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

Table with 3 columns: Name, Address, Corporate Title or Partners' verification. Rows include Melinda Trudeau, Jonathan Hunter, and Ben Hunter.

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] Date 4/30/14

SECURITY PLAN FOR UNDERGROUND CATERING AT MADISON PUBLIC LIBRARY

Realistically, there are two different scenarios that we anticipate hosting live entertainment. The first is a private reception (like a wedding) in which the people who've rented the library's licensed area would contract with a band or DJ to provide entertainment for their guests. The second would be a reception that's sanctioned by the Library or Library foundation (like a Wisconsin Book Festival reception). In both scenarios, live entertainment is a complement to another event. The majority of the events where alcohol will be served are weddings and similar formal receptions - which are held in the Auditorium and surrounding Art Gallery spaces on the third floor.

Underground Catering will hire security based on the type of event and number of people in attendance. Most often one person will be stationed at the main entrance on Fairchild Street and our banquet staff will oversee the Auditorium & Art Gallery. For events other than banquet receptions we will employ a minimum of 2 security staff - one stationed at the entrance, the second to patrol the Auditorium, Art Gallery and stairwell. We will hire additional security staff if event attendance is expected to exceed 150 guests. During events, Madison Public Library secures the non-licensed areas of the building with the exception of stairwells & exits.

This venue does not have a parking lot.

Private events at Madison Public Library end at 1 AM.

Due to the capacity of the licensed area, we do not anticipate guests forming a line. If a line does form we will instruct guests to line up single file from the Fairchild entrance to West Mifflin Street so that no other properties are affected.

Underground Catering will comply with the identification requirements in Sec. 38.04(6) of Madison General Ordinance. Unruly patrons (including those who engage in aggressive behavior), intoxicated patrons & those patrons presenting false identification will be asked to leave & escorted off the premises. Our staff is trained to immediately call the Madison Police Department when any sort of physical altercation is started.

If the event is not a wedding or dinner banquet, but includes amplified music we will move to a wristbanding system that entails an ID checking station where patrons show identification to staff who will put a wristband on them clearly identifying the patron as eligible to consume alcohol. Underground Catering will not serve more than one beverage to an eligible patron in a transaction during 18+ live entertainment events and will prohibit a patron from carrying more than one alcoholic beverage from a bar/drink dispensing location during 18+ live entertainment events. Underground catering will use different style cups that are readily differentiated for alcoholic/non-alcoholic beverages for 18+ live entertainment events.

Underground Catering Management

Melinda Trudeau 6/13/71

Jonathan Hunter 3/24/79

Wendy Plutchak 9/6/76

Zog Begolli 12/12/87

All Underground Catering employees wear black uniforms with white aprons. Underground employees assigned to security/door functions will wear lanyards identifying these roles.

During events, Madison Public Library secures the non-licensed areas of the building with the exception of stairwells & exits. This license is designed for events that take place after the posted library hours, and will conclude by 1AM.



WISCONSIN DEPARTMENT OF REVENUE
 PO BOX 8902
 MADISON, WI 53708-8902

State of Wisconsin • DEPARTMENT OF REVENUE

REGISTRATION UNIT
 2135 RIMROCK RD PO BOX 8902 MADISON, WI 53708-8902
 PHONE: 608-266-2776 FAX: 608-264-6884
 EMAIL: dorbusinessstax@revenue.wi.gov WEBSITE: www.revenue.wi.gov

Letter ID: L0163744800

UNDERGROUND CATERING LLC
 931 E MAIN ST
 MADISON WI 53703-2954



State of Wisconsin • DEPARTMENT OF REVENUE

Personal Wallet Copy

Seller's Permit: 456-1026510062-02
 Expiration Date: July 31, 2014
 Legal/Real Name: UNDERGROUND CATERING LLC

Signature _____

Wisconsin Business Tax Registration Certificate

Expiration date: July 31, 2014
 Legal/real name: UNDERGROUND CATERING LLC

- This certificate confirms that you are registered with the Wisconsin Department of Revenue and authorized to engage in business activities for the tax types shown below.
- You may not transfer this certificate to any other individual or business.
- If your business is not operated from a fixed location, you must bring the wallet copy to all events.

Tax Type	Account Type	Number
Sales & Use Tax	Seller's Permit	456-1026510062-02
Withholding Tax	Withholding Tax	036-1026510062-04