

From: [Sonia Tan](#)
To: [Verbick, Jim](#)
Subject: Re: Alcohol License Issuance Deadline Approaching - The Guild Esports LLC (668 State St)
Date: Thursday, May 9, 2024 9:25:36 AM

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

Hi Jim,

Due to a delay in construction, we would like to apply for an extension. What forms would we need to fill out?

Thank you,
Sonia



On Thu, May 9, 2024 at 8:35 AM Verbick, Jim <JVerbick@cityofmadison.com> wrote:

Good morning,

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. This license must be issued by 6/7/2024 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.
- **Fire Inspection** —It is your responsibility to schedule this inspection by calling the Fire Department at (608) 266-4484.
- 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 6/7/2024, 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 Monday, 5/13/2024. This extension would go before the Alcohol License Review Committee 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"