



## Office of the Madison City Clerk

210 Martin Luther King, Jr. Boulevard, Room 103, Madison, WI 53703-3342  
PH: 608 266 4601 • TDD: 608 266 6573 • FAX: 608 266 4666

February 10, 2011

JOSEPH VALE  
AGENT FOR TIKI SHACK  
3901 DENNETT DRIVE  
MADISON WI 53714

Dear License Applicant:

Your appearance is requested before the Alcohol License Review Committee regarding your application for Transfer of Location.

**Date: Wednesday, February 16, 2011**

**Time: 5:30 p.m.**

**Location: Room 201 of the City-County Building  
210 Martin Luther King Jr. Boulevard**

**Please be prepared to give a 5-10 minute presentation containing the following information:**

- General business plan (ownership, venue size, design, hours, accessibility, parking, etc.)
- Security/operational plan (number of staff, roles of staff, age verification, crowd management, exiting management, specific policies on contacting police, fire, etc.)
- Proposed capacity and process through which this number was selected
- Relevant experience of principals, agents, and managers
- Explanation of food/alcohol percentages (how flexible or "loose" are these percentages?)
- Explanation of food service (types, hours, etc.)
- Plans for live entertainment, if applicable
- Proposed conditions to be placed on license, if applicable
- Response you received from Alderperson and neighbors

Please contact the City Clerk's office at 608-266-4601 with any questions you have regarding this meeting.

Sincerely,

Jean Phelps  
Municipal Clerk 1