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P601

LIC13-2018-00623



City of Madison Liquor/Beer License Application

On-Premises Consumption: Class B Beer Class B Liquor Class C Wine
Off-Premises Consumption: Class A Beer Class A Liquor Class A Cider

Section A – Applicant

- If needed, a qualified interpreter can be provided at no charge to you. Would you like an interpreter?
 Yes (language: _____)
 No (If you answer no and you do require an interpreter, the ALRC will refer your application to a subsequent meeting and this may delay your application process)

Si usted requiere o necesita un/a intérprete, nosotros podemos proveer un/a intérprete sin costo alguno. ¿Le gustaría tener un/a intérprete?

- Sí, lenguaje _____
 No. Si usted escoge "no" en la solicitud/aplicación, y usted sí requiere un/a intérprete, el comité remitirá su solicitud para una nueva junta y esto puede atrasar el proceso de su solicitud.

- This application is for the license period ending June 30, 20_18_.
- List the name of your Sole Proprietor, Partnership, Corporation/Nonprofit Organization or Limited Liability Company exactly as it appears on your State Seller's Permit.
Irwin A. & Robert D. Goodman Community Center, Inc.
- Trade Name (doing business as) Goodman Community Center
- Address to be licensed 214 Waubesa Street, Madison, WI 53704
- Mailing address 149 Waubesa Street, Madison WI 53704
- Anticipated opening date August 15, 2018
- Is the applicant an employee or agent of, or acting of behalf of anyone except the applicant named in question 3?
 No Yes (explain) _____
- Does another alcohol beverage licensee or wholesale permittee have interest in this business?
 No Yes (explain) Goodman Center has an existing license for 149 Waubesa Street.

Section B—Premises

- Describe in words the building or buildings where alcohol beverages are to be sold and stored. Include all rooms including living quarters, if used, and any outdoor seating used for the sales, service, and/or storage of alcohol beverages and records. Alcohol beverages may be sold and stored only on the premises as approved by Common Council and described on license.

214 Waubesa Street: Lower level: locked storage under stairwell & in kitchen and storage/cooler area.
First Level: Large venue, 4 small community rooms, lounge and connecting hallways, and outdoor courtyard.
Second level: Small conference room

First level has secured storage closet and two beverage stations in large venue.

11. Attach a floor plan, no larger than 8 ½ by 14, showing the space described above.
12. Applicants for on-premises consumption: list estimated capacity 700 total all venues
13. Describe existing parking and how parking lot is to be monitored.

Parking in private lots at 2 Waukesha Ct & Carry Street (St Bernard's Church), and evening & weekend parking in private lots owned by Madison Kipp Corp

14. Was this premises licensed for the sale of liquor or beer during the past license year?
- No Yes, license issued to _____ (name of licensee)

15. Attach copy of lease. Building is owned by GRC RE Holdings, a wholly owned subsidiary of Goodman Community Center

Section C—Corporate Information

This section applies to corporations, nonprofit organizations, and Limited Liability Companies only. Sole proprietorships and partnerships, skip to Section D.

16. Name of liquor license agent Rebecca Steinhoff
17. City, state in which agent resides Madison, Wisconsin
18. How long has the agent continuously resided in the State of Wisconsin? 25 years +
19. Appointment of agent form and background check form are attached.
20. Has the liquor license agent completed the responsible beverage server training course?
- No, but will complete prior to ALRC meeting Yes, date completed 1/22/2013

21. State and date of registration of corporation, nonprofit organization, or LLC.
- Wisconsin 1955 (Incorporated 10/2/97)

22. In the table below list the directors of your corporation or the members of your LLC.
- Attach background check forms for each director/member.

Title	Name	City and State of Residence
President	Souphavone Maddy	Sun Prairie, WI
Vice President	Jonathan Beck	Madison, WI
Treasurer	Adam Barnes	Mae Farland, WI
Secretary	Michelle Smith	Madison, WI

23. Registered agent for your corporation or LLC. This is your agent for service of process, notice or demand required or permitted by law to be served on the corporation. This is not necessarily the same as your liquor agent.

Same as liquor agent (Rebecca Steinhoff)

24. Is applicant a subsidiary of any other corporation or LLC?
 No Yes (explain) _____
25. Does the corporation, any officer, any director, any stockholder, liquor agent, LLC, any member, or any manager hold any interest in any other alcohol beverage license or permit in Wisconsin?
 No Yes (explain) _____

Section D—Business Plan

26. What type of establishment is contemplated?
 Tavern Nightclub Restaurant Liquor Store Grocery Store
 Convenience Store without gas pumps Convenience Store with gas pumps
 Other Catering / Event Venue rental
27. Business description Nonprofit social services organization. The catering operation is part of our nonprofit mission and provides employment training. The facility rental operation provides facilities to community member & groups
28. Hours of operation Core Bldg hours: 6 AM - 9 PM, TH @ 6 AM - 8 PM F, 8:30 AM - 6 PM Sat Sun
Open as late as 11:00 PM for special events.
Alcohol only served @ special events
29. Describe your management experience
Executive Director (Liquor Agent) has over 25 years management experience. Operations Director, Catering & Facilities Manager, and chefs are all experienced in event management. One or more will be on premises during alcohol events
30. List names of managers below, along with city and state of residence.
Derek Kruidel, Madison, WI Eric Gowins, Madison, WI
David Fischer, Madison, WI Jeff Schmidt, Madison, WI
31. Describe staffing levels and staff duties at the proposed establishment Director manages all operations and maintains/implements policies & procedures. Catering manager plans & carries out events, staffing & contract management. Kitchen manager procures food and is in charge of staff training, safe-serve certification. Licensed bartender serve alcohol, teen staff serves food, assists in food prep and cleanup, but has no contact with alcohol at any time (neither serving nor bussing).
32. Describe your employee training
Food servers are trained & supervised by manager & chefs
Bartenders are previously licensed and are trained in GCC policies & processes by catering manager

33. Utilizing your market research, describe your target market.

Community members seeking venues for weddings, bnei mitzvahs, holiday parties, etc. Community groups and corporations seeking meeting & seminar space

34. Describe how you plan to advertise and promote your business. What products will you be advertising?

Advertising in newspapers, flyers, direct mail & website. We advertise facility rental services and catering.

35. Are you operating under a lease or franchise agreement? No Yes

36. Private organizations (clubs): Do your membership policies contain any requirement of "invidious" (likely to give offense) discrimination in regard to race, creed, color, or national origin? No Yes

Section E—Consumption on Premises

This section applies to Class B and Class C applicants only. Class A license applicants (consumption off premises) may skip to Section F.

37. Do you plan to have live entertainment? No Yes—what kind? Occasionally

live bands & DJ's hired by event customer. Rarely, we may have a ticketed fundraiser with live music

38. What age range do you hope to attract to your establishment? 21+ for alcohol event

39. What type of food will you be serving, if any? see menus

Breakfast Brunch Lunch Dinner

40. Submit a sample menu if applicable. What will be included on your operational menu?

Appetizers Salads Soups Sandwiches Entrees Desserts
 Pizza Full Dinners

41. During what hours of operation do you plan to serve food? Events only (private)

42. What hours, if any, will food service not be available? catered food is available during event hours

43. Indicate any other product/service offered. GC as a whole offers many social welfare and educational services

44. Will your establishment have a kitchen manager? No Yes

45. Will you have a kitchen support staff? No Yes

46. How many wait staff do you anticipate will be employed at your establishment? 5-30 depending on event

During what hours do you anticipate they will be on duty? During events only

47. Do you plan to have hosts or hostesses seating customers? No Yes

48. Do your plans call for a full-service bar? No Yes *private events only*
 If yes, how many barstools do you anticipate having at your bar? none
 How many bartenders do you anticipate having work at one time on a busy night? 12 per event
49. Will there be a kitchen facility separate from the bar? No Yes
50. Will there be a separate and specific area for eating only?
 No Yes, capacity of that area _____
51. What type of cooking equipment will you have?
 Stove Oven Fryers Grill Microwave
52. Will you have a walk-in cooler and/or freezer dedicated solely to the storage of food products?
 No Yes
53. What percentage of payroll do you anticipate devoting to food operation salaries? 5%
54. If your business plan includes an advertising budget:
 What percentage of your advertising budget do you anticipate will be related to food? 1%
 What percentage of your advertising budget do you anticipate will be drink related? 0%
55. Are you currently, or do you plan to become, a member of the Madison—Dane County Tavern League or the Tavern League of Wisconsin? No Yes
56. Are you currently, or do you plan to become, a member of the Wisconsin Restaurant Association or the National Restaurant Association? No Yes
57. All restaurants and taverns serving alcohol must substantiate their gross receipts for food and alcohol beverage sales broken down by percentage. New establishments estimate percentages:
8 % Alcohol 49 % Food 43 % Other
(Revenue related to catering & facility rental only)
58. Do you have written records to document the percentages shown? No Yes
 You may be required to submit documentation verifying the percentages you've indicated.

Section F—Required Contacts and Filings

59. I understand that liquor/beer license renewal applications are due April 15 of every year, regardless of when license was initially granted. No Yes
60. I understand that I am required to host an information session at least one week before the ALRC meeting. No Yes
61. I agree to contact the Alderperson for this location to discuss my application and to invite the Alderperson to my information session. No Yes
62. I agree to contact the Police Department District Captain for this location prior to the ALRC meeting. No Yes
63. I agree to contact the Deputy Clerk prior to the ALRC meeting. No Yes
64. I agree to contact the neighborhood association representative prior to the ALRC meeting.
 No Yes
65. I intend to operate under the alcohol license within 90 days of the Common Council granting this license. The license shall be considered surrendered if not issued within 90 days of being granted. No Yes

66. I understand we must file a Special Occupational Tax return (TTB form 5630.5) before beginning business. [phone 1-800-937-8864] No Yes
67. I understand a Wisconsin Seller's Permit must be applied for and issued in the same name as that shown in section 2, above. [phone 608-266-2776] No Yes
68. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor?
 No Yes

Section G—Information for Clerk's Office

69. State Seller's Permit 456-0000018342-03

70. Federal Employer Identification Number 39-1919172

71. Who may we contact between 8 a.m. and 4:30 p.m. regarding this license?

Contact person Mary C Smith, CFO

E-mail address mary@goodmancenter.org

Phone 608-204-8022 Preferred language English

72. Corporate attorney, if applicable: Name none

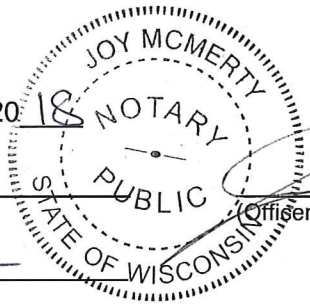
Phone _____ E-mail _____

Read carefully before signing in front of a notary: Under penalty provided by law, the applicant states that the above information has been truthfully completed to the best of the knowledge of the signer. Signer agrees to operate the business according to law, and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. Lack of access to any portion of licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

Subscribed and Sworn to before me:

this 22 day of June, 2018

Joy McMerty
 (Clerk/Notary Public)



[Signature]
 (Officer of Corporation/Member of LLC/Partner/Sole Proprietor)
Vice President of the Board

My commission expires 2/17/22

Clerk's Office checklist for complete applications		
<input type="checkbox"/> Orange sign <input type="checkbox"/> WI Seller's Permit Certificate (matching articles of incorporation) <input checked="" type="checkbox"/> FEIN <input checked="" type="checkbox"/> Notarized application <input checked="" type="checkbox"/> Written description of premises	<input checked="" type="checkbox"/> Background investigation form(s) <input checked="" type="checkbox"/> Form for surrender of previous license <input type="checkbox"/> *Articles of Incorporation <input checked="" type="checkbox"/> *Notarized Appointment of Agent * Corporation/LLC only	<input checked="" type="checkbox"/> Floor Plans <input type="checkbox"/> Lease <input checked="" type="checkbox"/> Sample Menu <input checked="" type="checkbox"/> Business Plan
Date complete application filed with Clerk's Office _____		
Date of ALRC meeting _____ Date license granted by Common Council _____		
Date provisional issued _____ Date license issued _____ License number _____		