



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

BENJAMIN M DUANE
606 MEMPHIS AVENUE
MADISON, WI 53714

Re: Application for Operator (Bartender) License

Dear Applicant:

This letter is to inform you that the Madison Police Department has separated out your application for a bartender's license because of your arrest and/or conviction record.

Under the City of Madison Policy Guidelines for Operator Licenses, it appears that the Alcohol License Review Committee (ALRC) will likely deny your application. *A copy of the guidelines is enclosed for your reference.*

If you would like to make a statement to the ALRC concerning your application, please appear on:

Date: February 16, 2011
Time: 5:30 p.m.
Location: 210 Martin Luther King Jr. Blvd.
Room 201

Please be advised that ALRC committee members may ask you questions about your arrest and/or conviction record. In addition, please be advised that ALRC meetings are open to the public and may be televised.

You are not required to appear before the ALRC and you may withdraw your application if you so wish.

Sincerely,

Jean Phelps
Municipal Clerk I

Encl: City of Madison Policy Guidelines for Operator Licenses