



Liquor/Beer Agent

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

Class A: Beer, Liquor, Cider
Class B: Beer, Liquor,
 Class C Wine

licensing@cityofmadison.com
608-266-4601

(Agenda Item Number) -if change-

(Legistar file number) -if change-

114118-2021-00136
(License number)

(Alder District # and Name)
Office Use Only

- This application is for Liquor/Beer Agents for new alcohol licenses and for a change of Liquor/Beer Agent to an existing alcohol license.
 - If you are a **new** agent for a **new** license, there is no charge.
 - If this is a **change of agent**, there is a \$10.00 charge.
- Please include a **background check form** and copy of your **picture ID** with this application.
- Please include documentation that you have taken **Beverage Server Training** or have held an **Operator's License** within the last two years.

To be completed by Corporate Officer or Member of LLC

I, Susan B. Shelton, General Counsel & Secretary, officer/member for Portillo's Hot Dogs, LLC (Corp/LLC), doing business as Portillo's Hot Dogs, LLC, authorize and appoint James Lee as the liquor/beer agent for the premise located at 7230 West Towne Way, Madison, WI 53719.

Penalty for materially false application information: Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

[Signature], 9/21/21
Signature of corporate officer/member, Date



To be completed by appointed Liquor/Beer Agent

I, James Lee, appointed liquor/beer agent for Portillo's Hot Dogs, LLC (Corp/LLC), being first duly sworn, affirm that I have full authority and control of the premise described in this license, and I am involved in the actual conduct of the business as an employee, or have a direct financial interest in the business of the licensee. The percent of the business I own is 0 %.

I have included a copy of my photo ID and Beverage Server Training certificate/Operator's license.

Penalty for materially false application information: Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

[Signature], 9/18/21
Signature of corporate Agent, Date