



Temporary Extension of Premises Application (Valid Only for a Single Event)

Application Instructions:

- A. Complete this application. (Please print legibly)
- B. The completed application, diagram AND photo must be submitted at least 30 days prior to the event. The diagram and photo must illustrate the licensed premises AND the area to be covered by the extension.
- C. The extended area must adjoin your licensed premises.
- D. The licensed business must be in compliance with the guidelines set forth in Town Ordinances § 6-3001. - EXTENSION OF LICENSED PREMISES.

Name of Contact Person: _____
First Middle Last

Permit #: _____

Trade Name: _____

Physical Address of Business: _____

Phone #: _____

Email Address: _____

Date(s) and Time of Event: _____

Reason for Extension Request: _____

DOES YOUR LEASE OF DEED COVER THE AREA REQUESTED IN THE EXTENSION:

YES ___ NO ___ If no, please provide a letter of permission from the landlord to use the area. Submit a photo and diagram outlining the licensed premises and the adjacent area to be covered by the extension.

The above describes a special event at a property licensed alcohol establishment. Sufficient law enforcement resources should be available to provide the degree of supervision you feel is needed.

___ Yes, we approve of this event and have no objections.

___ No, this event should not be allowed for the following reasons: _____

Officer's Signature Title Department Phone #