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|  | Small Private Events  | Social Organizations or Groups  |
| Who  | Private, small, invitation only events, not open to general public. Small weddings, holiday parties, birthdays, receptions etc. The advertisement of the event to gather more attendees on social media or elsewhere is not allowed.  | Only the following organizations, which have been in existence for no less than six months prior to the application for a license, qualify to obtain a temporary license under Madison ordinances and Wisconsin law: Bona Fide Clubs, Churches, Lodges /Societies, Veterans Organizations, and Fair Associations/Agricultural Societies. *Note: For Profit and nonprofit entities that do not fall into these categories would not qualify for a Class B Picnic/Beer license, so would not be able to have an event at MSC that serves beer or wine. See the* [*FAQ document on the City Clerks website*](https://www.cityofmadison.com/clerk/documents/licensing/alcohol/TemporaryLicenseApplicantLetter.pdf) *to better understand these restrictions.*  |
| Size of event  | 100 participants or less  | 1-200 participants  |
| Alcohol Service  | Table placement or open bar, cash/ticket bars prohibited. No charge for alcohol is permitted, including any type of donation. Guests must be given the alcohol at no charge.  | Table placement and cash/ticket bars are allowed. Ticketed events allowed. |
| Alcohol Type Allowed  | Beer or Wine Only. No spirits. No individual glass containers. Beer or wine can be purchased by the host from any licensed establishment (e.g. grocery or liquor store).  | Beer or wine only. No spirits. No individual glass containers, Alcohol must be purchased through a licensed wholesaler, not from a retailer. No carry ins of outside alcohol permitted.  |
| Requirements | Tickets cannot be sold for attendance at events. Completed alcohol agreement and plan form and payment submitted 10 days before event to seniorcenter@cityofmadison.com for approval.  | Tickets can be sold for attendance at events. Must apply for and obtain a Temporary Class B Picnic Beer license from the City of Madison’s Clerk’s office which authorizes sale and consumption of beer/wine. Completed alcohol agreement and plan form and payment must be submitted 30 days before event to seniorcenter@cityofmadison.com. No more than two events where wine is served are allowed per year- per organization. |
| Insurance Needed  |  | Copy of the Temporary Class B Picnic Beer License.Copy of Certificate of Liability Insurance listing the City of Madison as an additional insured with a $1,000,000 liability limit. Evidence showing a $500,000 liquor liability held by event organizer |
| Fees | $50 | $100 |

Madison Senior Center Alcohol Policy

The Madison Senior Center does not currently have an identified caterer that holds a license to serve alcohol at our location. That means under no circumstance can spirits be served at an event. Beer and wine can be provided only under the following conditions: