



# Village of Downers Grove

## LIQUOR SPECIAL EVENT APPLICATION

### 1. Applicant

Name of Liquor License Holder: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Relationship to Business: \_\_\_\_\_

### 2. Business Information

Liquor License Number (if applicable): \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

### 3. Location Information

Location of Event (Specify location upon the premises, inside/outside with sketch): \_\_\_\_\_

Name of Premises: \_\_\_\_\_

Address: \_\_\_\_\_

Owner / Landlord of Premises: \_\_\_\_\_

Number of Restrooms: \_\_\_\_\_ Number of Parking Spaces: \_\_\_\_\_

### 4. Event Information

Nature of Special Event (explain fully):

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Will there be any charitable games/raffles/door prizes?  No  Yes

If yes, explain below:

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Date(s) of Event: \_\_\_\_\_

Time(s) of Event: \_\_\_\_\_

Entertainment?  No  Yes

If yes, explain below:

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Number of People Expected: \_\_\_\_\_

*It is your responsibility to limit the event to this number of persons. Failure to do so constitutes grounds for limitation of future special events.*

## 5. Insurance Information

Liquor Liability Insurance Carrier (Required):

Policy Number: \_\_\_\_\_

Effective Dates: \_\_\_\_\_

## 6. Submittals

In addition to this application form the following are submitted as applicable:

Sketch depicting the location and layout of liquor sales at the event or in the premises. Indicate means of enclosure if event is outdoors.

- Liquor Serving Guideline and/or Carding Procedures
- Certificate of Insurance
- Menu (If Applicable)
- List of Alcoholic Beverages that will be served/sold and price list (If Applicable)
- Invitational/Promotional Flyer (If Applicable)
- Temporary Use Application (If Applicable)

Applicant understands and agrees that additional information and material may be required during the processing of this application related to applicant's qualifications, the information provided herein, including attachments, and the class of license involved. Applicant agrees to provide such additional information and material and that failure to do so may delay the processing of this application or result in its denial.

In the event Applicant is made aware that any information or document submitted as part of this application process is inaccurate or incomplete, Applicant agrees to immediately notify the Village and provide appropriate corrections. Applicant understands and agrees to provide such additional information and material, and that failure to do so may delay the processing of this application or result in its denial.

The applicant certifies that he/she has never been convicted of a felony, misdemeanor or licensing ordinance violation.

Applicant Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

\*NOTE: The Firearm Concealed Carry Act prohibits carrying concealed firearms in any location that has been issued a Special Event Retailer's License. Signs stating that the carrying of firearms is prohibited must clearly posted.

\*Please Note that once a local Special Event Liquor License is issued, you are required to contact the Illinois Liquor Control Commission to obtain a state license for the event.

**A copy of the State Liquor License must be provided to the Village two (2) business days prior to the event.**

Illinois Liquor Control Commission

100 W. Randolph, Suite 5-300

Chicago, IL 60601

(312) 814-2206