



## Special One-Day (Class F) Liquor License Applicant Guidelines

Attached is the *City of Evanston Special One-Day Liquor License Application*. Please complete, sign, and submit the application to the City Manager's Office, including all necessary attachments at least 30 days prior to the date of the event. The following items must be attached to your completed application when it is submitted; missing information can delay the process:

1. A *Certificate of Liquor Liability Insurance*, naming the City of Evanston as an additional insured in the amount of one million dollars (\$1,000,000.00) for the period during which liquor will be served/sold.
2. Proof of BASSET Certification for responsible representative of event.
3. A written statement of consent from the owner of the premises where liquor will be sold (if the applicant is not the property owner).
4. A check made payable to the City of Evanston in the amount of \$100.00.

### SPECIAL ONE-DAY LIQUOR LICENSES ARE SUBJECT TO THE FOLLOWING CONDITIONS:

- The license shall authorize the consumption of beer and wine only;
- Only Evanston entities may receive the special one-day liquor license. Evanston entities are defined to include individuals residing within the City, businesses with a permanent address in the City, educational, fraternal, political, civic, religious and not-for-profit organizations located within the City;
- The sale of beer and wine shall only take place from 10:00 A.M. to 10:30 P.M. (Sunday through Thursday), and from 10:00 A.M to 1:00 A.M. (Friday and Saturday);
- Food must be available during the hours of sale/service of beer and wine;
- The license shall be issued to and valid only for the "sales premises" described on the application;
- No more than 12 special one-day liquor licenses shall be issued to any sales address or applicant in any one calendar year;
- Applicants may purchase up to \$500 worth of alcoholic liquor from retail licensees. Alcoholic liquor purchases over \$500 by applicants from retail liquor licensees are illegal;
- Liquor sales must be reported to the City of Evanston. A 6% sales tax is to be imposed on the privilege of purchasing liquor. Sales tax must be filed and paid within (30) days of liquor sales;
- No person under (21) years of age may purchase or consume alcoholic liquor at licensed event.

All applications for special one-day liquor licenses shall be submitted to the Liquor Control Commissioner, who shall have the authority to grant or refuse to grant all special, one-day liquor licenses.



**CITY OF EVANSTON  
SPECIAL ONE-DAY (Class F)  
LIQUOR LICENSE APPLICATION**

**1. APPLICANT INFORMATION:**

\_\_\_\_\_  
Name of Resident or Organization

\_\_\_\_\_  
Address of Resident or Organization

**EVANSTON, IL**  
City State Zip

\_\_\_\_\_  
Telephone No.

Evanston Applicant is: **Resident** **Educational** **Religious** **Civic**  
(circle one) **Political** **Fraternal** **Not-for-Profit**

**2. SPECIAL EVENT INFORMATION:**

\_\_\_\_\_  
Address Sale/Service of Liquor Will Take Place

**EVANSTON, IL**  
City State Zip

Beer & Wine at the event will be:  **Served**  **Sold**  **Served & Sold**

Is the premise:  Indoor  Outdoor      Is the premise:  Private  Public      \_\_\_\_\_  
Approximate Area of Sales/Service (sq. ft.)

\_\_\_\_\_  
Name Event One-Day Liquor License Is Requested For

\_\_\_\_\_  
Event/Sale Date      \_\_\_\_\_  
Event Hours

Will a CATERER provide Beer & Wine?  Yes  No      **If Yes, attach catering contract.**

\_\_\_\_\_  
Name of Premise Owner

Is Written Consent From Owner Attached?  
(if applicable)  
 Yes  No

**3. RESPONSIBLE PERSON INFORMATION:**

(This person must be present on premises at all times during event)

\_\_\_\_\_  
Name of Person Responsible for Event      \_\_\_\_\_  
Title/Position      \_\_\_\_\_  
Birth Date

**BASSET Certified?**  
(attach certificate)  
 **Yes**  **No**

\_\_\_\_\_  
Address, City, State, Zip      \_\_\_\_\_  
Telephone No.      \_\_\_\_\_  
E-mail Address

*IF I (WE) AM (ARE) GRANTED THIS SPECIAL LIQUOR LICENSE, I (WE) SPECIFICALLY RECOGNIZE AND AGREE THAT THE MAYOR OR THE CITY COUNCIL MAY REVOKE THIS LICENSE AT ANY TIME AT THE ABSOLUTE DISCRETION OF THE MAYOR AND CITY COUNCIL; AND UPON ACCEPTANCE OF THIS SPECIAL LIQUOR LICENSE, THE HOLDER SPECIFICALLY ACKNOWLEDGES THE SPECIAL PRIVILEGE OF OBTAINING THIS TYPE OF LICENSE AND CONSENTS TO ALL REQUIREMENTS, INCLUDING THE REQUIREMENT OF IMMEDIATE FORFEITURE WITHOUT REASON; AND UPON ACCEPTANCE OF THIS SPECIAL ONE-DAY LIQUOR LICENSE, THE HOLDER SPECIFICALLY ACKNOWLEDGES THIS SPECIAL PRIVILEGE OF OBTAINING THIS TYPE OF LICENSE, AND CONSENTS TO ALL REQUIREMENTS OF ORDINANCE 64-O-80 AND OTHER APPLICABLE LAWS OF THE CITY OF EVANSTON, INCLUDING THE REQUIREMENT OF IMMEDIATE FORFEITURE WITHOUT REASON. NO PERSON UNDER TWENTY-ONE (21) YEARS OF AGE WILL BE ALLOWED TO PURCHASE OR SELL PACKAGED ALCHOLIC LIQUOR AT LICENSED EVENT. THE EVANSTON POLICE DEPARTMENT IS HEREBY AUTHORIZED TO OBTAIN ANY AND ALL RECORDS OR OTHER INFORMATION NECESSARY FOR A BACKGROUND INVESTIGATION OF THE APPLICANT(S).*

\_\_\_\_\_  
Signature of Applicant, Agent, Responsible Person

\_\_\_\_\_  
Date