



Lorraine H. Morton Civic Center

2100 Ridge Avenue  
Evanston, Illinois  
60201-2798  
847/ 448.8266  
TDD 847/ 448.8052

## **Special One-Day (Class X1) Alcoholic Liquor 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 Recreation Center, including all necessary attachments at least 21 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. A written statement of consent from the Director of Parks/Forestry and Recreation department.
3. A signed catering contract describing liquor service, if provided by cater.
4. A check made payable to the City of Evanston:

**\$75 – Residents      \$225 – Non Residents**

**Class X1 SPECIAL ONE-DAY LIQUOR LICENSES ARE SUBJECT TO THE FOLLOWING CONDITIONS:**

- The license shall authorize the consumption of alcoholic liquor;
- The sale/service 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 12:00 A.M. (Friday and Saturday);
- Food must be available during the hours of sale/service of alcoholic liquor;
- The license shall be issued to and valid only for the “sales premises” described on the application;
- Applicants may purchase up to \$500 worth of alcoholic liquor from retail licensees. Alcoholic liquor purchases over \$500 by applicant 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 thirty (30) days of liquor sales;
- No person under (21) twenty-one 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 X1)**  
**LIQUOR LICENSE APPLICATION**  
**(Alcoholic Liquor)**

**1. APPLICANT INFORMATION:**

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

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Address of Resident or Organization \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

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:

<b>Chandler-Newberger Center</b>	<b>Ecology Center</b>	<b>Evanston Arts Center</b>
<b>Evanston Public Library</b>	<b>Fleetwood-Jourdain Community Center</b>	<b>Levy Senior Center</b>
<b>Noyes Cultural Arts Center</b>	<b>Robert Crown Community Center</b>	

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Describe Area of Sales/Service \_\_\_\_\_

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Name Event One-Day Liquor License Is Requested For \_\_\_\_\_ Event/Sale Date \_\_\_\_\_ Event Hours \_\_\_\_\_

Alcoholic Liquor at the event will be: \_\_\_\_\_ **Served** \_\_\_\_\_ **Sold** \_\_\_\_\_ **Served & Sold**

Will a CATERER provide Alcoholic Liquor? \_\_\_\_\_ **Yes** \_\_\_\_\_ **No** **If Yes, attach catering contract.**

Will Security be provided at event? \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

**3. RESPONSIBLE PERSON INFORMATION:** (This person must be present on premises at all times during event)

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Name of Person Responsible for Event _____	Title/Position _____	Birth Date _____
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Address, City, State, Zip _____	Telephone No. _____	E-mail Address _____
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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).

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