



## **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 sale. The following items must be attached to your completed application when it is submitted; missing information can delay the process.

- A certificate of liquor liability insurance, naming the City of Evanston as an additional insured and certificate holder for the period during which liquor will be sold;
- A written statement of consent from the owner of the premises where liquor will be sold (if the applicant is not the property owner);
- A check in the amount of \$100.00 made payable to the City of Evanston.

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

1. Special one-day liquor licenses may only be issued to Evanston residents, educational, fraternal, political, civic, religious, and not-for-profit organizations;
2. No more than four special one-day liquor licenses shall be issued to any sales address in any one calendar year;
3. No applicant shall receive more than two special one-day liquor licenses within any calendar year;
4. Only Evanston entities may receive the special one-day liquor license. Evanston entities are hereby defined to include individuals residing within the City; businesses with a permanent address in the City, and not-for-profit organizations located within the City;
5. The license shall authorize the consumption of beer and wine only;
6. 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 12:00 A.M. (Friday and Saturday), provided also that food is available during the indicated hours;
7. The license shall be issued to and valid only for the "sales premises" described on the application;
8. No person under (21) twenty-one years of age may purchase or sell 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

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

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 Soc. Sec. #

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