

10 N. Water Street
South Elgin, IL 60177
847-742-5780
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Village of South Elgin
Department of Administration

Hours of Operation
Monday - Friday
8:30 am - 5:00 pm

www.southelgin.com

CLASS E - SPECIAL EVENT LIQUOR LICENSE APPLICATION

Application must be received by the Village not fewer than 10 business days prior to the event

SECTION A: EVENT DETAILS

Event Name: _____

Type of Event: _____

Event Location: _____

Date(s) and Time(s) of Event: _____

Principal Contact (Event Manager): _____ Phone: _____

SECTION B: EVENT ORGANIZER

Name of Organization holding the Event: _____

Name and Title of Individual Organizing the Event: _____

Address of Organization: _____

Phone: _____ Email: _____

Name of entity working in conjunction with the event organizer holding a valid South Elgin Liquor License: _____

Prior to the issuance of a Class "E" Special Event License, the following documents must be provided:

- Proof of dram shop (liquor liability) insurance in the amount of \$500,000 – if the event is held on Village property or a public right-of-way \$1,000,000.
- Copy of the articles of organization or other proof indicating the not-for-profit status of the organization.
- Copy of a government issued photo identification of the individual listed in Section A of this application.

If the sale of alcoholic liquor is to be conducted outside of an enclosed building, the following requirements must be met:

- Adequate light must be maintained during the event allowing law enforcement personnel to visually identify patrons.
- Only non-glass containers may be used.
- Minors will be allowed on the premises, however, no minor may be allowed in any "bar" area.

- Sound amplification and/or live entertainment are permitted if the event is more than 500 feet from any residential zone. Sound may not cause alarm or disturb the public peace and quiet as set forth in the Live Entertainment Permit Section 111.21 of the Village Code of Ordinances.
- Should the Village Administrator or designee deem it necessary, security shall be provided by the South Elgin Police Department and paid for the licensee.

Total Fee included with Application: \$50

AFFIDAVIT

I, first being duly sworn (or affirm), under oath deposes and say that I am an applicant for the license requested in the foregoing Application; that I am of good repute, character and standing and that answers to the questions asked in the foregoing Application are true and correct in every detail. I further state that I have read and understand the Code of Ordinances of the Village of South Elgin as it pertains to alcoholic liquor sales. I further agree not to violate any of the laws of the State of Illinois, the United States of America or any of the ordinances of the Village of South Elgin in the conduct of my place of business. I also understand that an untrue, incorrect or misleading answer given in this application is sufficient cause for the refusal to grant or the revocation of any license granted pursuant to this application.

Signature of Applicant

Printed Name of Applicant

Title/Position

Date

State of _____

County of _____

Signed (or subscribed or attested) before me on _____ (date)

by _____ name(s) of person(s)

(Signature of Notary Public)

(Seal)

Upon approval and issuance of a Class E Special Event License, the applicant must obtain a State of Illinois Liquor License prior to the event