



TONI PRECKWINKLE

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COOK COUNTY LIQUOR CONTROL COMMISSION

Kenneth Harris

DEPUTY LIQUOR CONTROL COMMISSIONER

118 N. CLARK STREET, ROOM 1160 • Chicago, Illinois 60602 • (312) 603-3727

Dear Special Event Liquor Permit Applicant:

Please find enclosed a Special Event Permit Application. A special event license is issued to an educational, fraternal, political, civic, religious or non-profit organization only for authorization to sale beer or wine, or both, only for consumption at the location and on the dates designated on the approved special event license. This application must be completed in its entirety and returned to the Cook County Liquor Control Commission.

Prior to filing the Special Event Permit Application, applicants must first report to the Building and Zoning Department. They are located at 69 W. Washington, 28th Floor, and their email address is info.bnz@cookcountyl.gov. Building and Zoning will conduct an inspection of the premises and review any additional requirements prior to approving your application. Also, if the special event is on Cook County Forest Preserve property please contacts them at 1-800-870-3666.

When submitting your application to the Cook County Liquor Control Commission, you must include a copy of your dram shop liquor liability insurance policy in an amount of at least \$1,000,000 that will be in effect for the duration of your special event. Please note, the license is valid for the sale of beer and wine only during the hours 10:00 am to 10:30 pm Monday through Thursday, from 10:00 am to 2:00 am Friday and Saturday, and from 12:00 pm to 10:30 pm on Sunday. Please note, these hours may vary with the Forest Preserve property. Additionally, an applicant is only permitted 12 Special Event Licenses per calendar year.

If your application is approved, you will receive a Cook County Special Event Liquor Permit. You must then obtain a special event license from the Illinois State Liquor Control Commission. The State Liquor Commission is located at 100 West Randolph Street, 7th floor, Chicago, Illinois. Their phone number is (312) 814-2206.

Please do not hesitate to call Valyncia Jones (312) 603-3727 or Kenneth Harris at (312)-603-4401 if you have any additional questions, Thank You.

Sincerely,

Kenneth Harris

Deputy Liquor Control Commissioner



COOK COUNTY LIQUOR CONTROL COMMISSION

118 N. CLARK STREET, ROOM 1160
CHICAGO, ILLINOIS 60602
(312)603-3727
(312)603-5771 (FAX)

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COOK COUNTY BOARD OF
COMMISSIONERS

KENNETH HARRIS

DEPUTY LIQUOR CONTROL
COMMISSIONER

SPECIAL EVENT LIQUOR PERMIT APPLICATION

EVENT NAME:

Date(s) of the event? _____ Event Start Time(s): _____ Event End Time(s): _____

Applicant: Organization Establishment Educational Non-profit

(Please circle one)

 Fraternal Political Civic Religious

*According to Section 6-13 Special Event Licenses - A special event license may be issued to an educational, fraternal, political, civic, religious, or non-for-profit organization.

Applicant Name:

Society or Organization Name:

Society or Organization Address:

City, State Zip:

Telephone : (Home):

(Alternate):

Please provide the following information for the individual person filing this application:

Full Name:

Current Address:

Date of Birth:

ADDITIONAL INFORMATION:

Is license obtained for a Cook County Forest Preserve location? YES NO

If yes, Pavilion Name and/or Grove #: _____

If yes, please attach current/pending Forest Preserve Special Event Permit and conditional letter approval

Name of premise for which license is sought:

Location Address:

Telephone:

Please provide the names and telephone numbers of two authorized contact persons on the date(s) of the Special Event:

Person 1: _____

Person 2: _____

Phone: _____

Phone: _____

How many people are expected to attend the event? _____

Describe the nature and theme of the event:

Will the event have on-site security?

YES

NO

If so, please list the name of the security service: _____

Is this security service bonded?

YES

NO

In addition to alcohol, will you be providing food at this event?

YES

NO

Has the applicant ever been convicted of a felony or violation of any prohibition, alcoholic liquor or gambling laws?

YES

NO

If yes, Please explain:

Has the applicant had any previous license issued him/her relating to the alcoholic liquor revoked or suspended?

YES

NO

If yes, Please explain: _____

The applicant hereby affirms the matters in the above Special Event Permit Application are true and correct. The facts stated are made from my personal knowledge and information and that the applicant is qualified and eligible to obtain the approval required for the function. I further affirm that the applicant meets all statutory requirements to apply for and hold an Illinois Liquor License and will not violate the laws of the United States, the State of Illinois, nor the County of Cook and all agencies thereof. Lastly, I agree that the Liquor Control Commissioner may revoke this license at any time at the absolute discretion of the Liquor Control Commissioner and consent to all requirements, including the requirement of immediate forfeiture without reason.

Signature of Applicant

Position with Organization

Date