



**City of Evanston Special One-Day (Class Z¹)
Liquor License Application
(Beer & Wine / Non-City Premises)**

Attached is the *City of Evanston Special One-Day (Class Z¹) Liquor License Application*. Please complete, sign, and submit the application to the City Liquor Licensing Department, 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. Any missing information may delay the process.

1. A Certificate of Liquor Liability Insurance (Dram Shop), naming the “City of Evanston” as an Certificate Holder in the amount of one million dollars (\$1,000,000.00) for the period of time during which liquor will be served and sold.
2. A written Statement of Consent from the owner of the premises where liquor will be sold (should the applicant not be the property owner).
3. If alcoholic liquor service is provided by a caterer, a copy of the executed catering contract.
4. A check made payable to the “City of Evanston” in the amount of one hundred fifty dollars (\$150.00).
5. Proof of BASSET training by either the **owner/manager/staff** of the establishment where the event will occur or **representative of the entity sponsoring the event**. Training must have occurred within the past three (3) years and the person must be on site for the duration of the event.

Special One-Day (Class Z¹) Liquor Licenses are subject to the following conditions:

- ◆ The class Z¹ license shall authorize the consumption of beer and wine only.
- ◆ Only Evanston entities may receive a Special One-Day Liquor License. Evanston entities are defined to include individuals residing within the City; businesses with a permanent address located within the City; and educational, fraternal, political, civic, religious or 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 2:00 a.m. Friday and Saturday.
- ◆ This license is for the **sale of liquor**. Fundraisers, tickets sales and donations all qualify as “sale” of alcohol if said transactions are expected in return for alcohol service. Gratuitous (free) service of liquor to invited guests on your private property is not regulated by the city and does not require a license.
- ◆ It is highly recommended that food be provided and made available during the hours of sales and service of liquor.
- ◆ The license shall be issued to and valid only for the “sales premises” described on the application.
- ◆ No more than twelve (12) Special One-Day Liquor Licenses shall be issued to any one sales address or applicant in any one calendar year.
- ◆ No person under twenty-one (21) years of age may purchase or consume any form of alcoholic liquor at a licensed event.

All applications for Special One-Day (Class Z¹) Liquor Licenses shall be submitted to the Liquor Control Commissioner, who shall have the authority to grant or refuse all Special One-Day Liquor Licenses.



Lorraine H. Morton Civic Center
 City of Evanston Liquor Licensing
 2100 Ridge Avenue, Evanston, Illinois
 60201-2798
 (847) 448.8160
 Facsimile (847)448.8164

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 Liquor License Application
 (Beer & Wine / Non-City Premises)**

1. APPLICANT INFORMATION:

Name of resident or organization

Address of resident or organization

EVANSTON,
City

IL
State

Zip code

Applicant is:

- Resident
 Educational
 Religious
 Civic
 Political
 Fraternal
 Not-for-Profit

Telephone number

2. SPECIAL EVENT INFORMATION:

Address where the sales and/or service of liquor will take place:

EVANSTON, IL

Zip Code

Approximate area of sale/service (square feet):

Is the location: Indoor Outdoor Private Public

Is this a fundraiser? Yes No

Is there an entrance fee? Yes No

Alcohol at the event will be: Sold (cash/tickets) Served only (free of charge)

Name of the event for which the One-Day Liquor License is requested.

Event Date

 to

Event Hours

Will a caterer provide alcohol? Yes No **If "Yes," please attach a copy of the executed catering contract.**

Is the **written consent** of the owner of the premises attached (if applicable)? Yes N/A

Name of premise owner

3. RESPONSIBLE PERSON INFORMATION:

This person must be present on the premises at all times during the event. Attach documentation for BASSET certification

Name of person responsible for the event

Title or position

Birth date

Address, City, State, Zip code

Telephone number

E-mail address

*IF I (WE) AM (ARE) GRANTED THIS SPECIAL ONE-DAY 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 ONE-DAY LIQUOR LICENSE, THE HOLDER SPECIFICALLY ACKNOWLEDGES THE 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 ALCOHOLIC LIQUOR AT ANY 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, or responsible person

Date