



City of Evanston Special One-Day (Class Z³) Liquor License Application (Beer/Wine on City property)

Attached is the *City of Evanston Special One-Day (Class Z³) Liquor License Application*. Please complete, sign, and **submit the application, including all necessary attachments, to the relevant Parks, Recreation and Community Services Department at least twenty-one (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 certificate holder **AND** 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, Recreation and Community Services. The facility coordinator will obtain this on your behalf.
3. If liquor service is provided by a caterer, a copy of the executed catering contract.
4. ***Payment*** to the “City of Evanston” in the amount of seventy five dollars (\$75.00) for residents, or two hundred sixty five dollars (\$265.00) for non-residents.

Special One-Day (Class Z³) Liquor Licenses are subject to the following conditions:

- ◆ The Class Z³ liquor license shall authorize the consumption of Beer & 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/service of alcoholic liquor 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 food is made available during those hours .
- ◆ It is highly recommended that food be provided and made available during the hours of sale/service of alcoholic liquor.
- ◆ The license shall be issued to and valid only for the “event premises” described on the application.
- ◆ No person under (21) twenty-one years of age may purchase or consume any form of alcoholic liquor at a licensed event.
- ◆ Submit this application and relevant fees and documentation to the ***Facility Coordinator*** of City of Evanston building at which you event is to take place.
- ◆ The Liquor Control Commissioner shall have the final 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

**City of Evanston Special One-Day (Class Z³)
 Liquor License Application
 (Beer/Wine on City property)**

1. APPLICANT INFORMATION:

Name of resident or organization

Address of resident or organization

City

State

Zip code

Telephone number

Applicant is:
 (please check one)

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

2. SPECIAL EVENT INFORMATION:

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

- Chandler-Newberger Center Ecology Center Evanston Public Library
 Fleetwood-Jourdain Community Center Gibbs-Morrison Cultural Center Levy Senior Center
 Noyes Cultural Arts Center Robert Crown Community Center

Describe the area or room of the sales/service (square feet):

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

Date of the event/sale

Event hours

to

Beer and wine at the event will be: Served Sold (includes fundraising)

Will a caterer provide beer and wine? Yes No If "Yes," please attach a copy of the executed catering contract.

Will security be provided at the event? Yes No If "Yes," please describe:

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

Name of person responsible for the event

Title or position

Birth date

Address, City, State, Zip code

E-mail address

Telephone number

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. 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