



**City of Evanston Special One-Day (Class Z<sup>4</sup>)  
Liquor License Application  
(Alcoholic Liquor on City property)**

Attached is the *City of Evanston Special One-Day (Class Z<sup>4</sup>) 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 one hundred fifteen dollars (\$115.00) for residents, or three hundred forty dollars (\$340.00) for non-residents.

***Special One-Day (Class Z<sup>4</sup>) Liquor Licenses are subject to the following conditions:***

- ◆ The Class Z<sup>4</sup> liquor license shall authorize the consumption of Alcoholic Liquor.
- ◆ 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



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**1. APPLICANT INFORMATION:**

[Text box for Name of resident or organization]

Name of resident or organization

[Text box for Address of resident or organization]

Address of resident or organization

[Text box for City]

City

[Text box for State]

State

[Text box for Zip code]

Zip code

[Text box for Telephone number]

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):

[Text box for area description]

[Text box for Name of the event]

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

[Text box for Date of the event/sale]

Date of the event/sale

[Text box for Event hours]

Event hours

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:

[Text box for security description]

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

[Text box for Name of person responsible for the event]

Name of person responsible for the event

[Text box for Title or position]

Title or position

[Text box for Birth date]

Birth date

[Text box for Address, City, State, Zip code]

Address, City, State, Zip code

[Text box for E-mail address]

E-mail address

[Text box for Telephone number]

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