



CITY OF EVANSTON
FUNDRAISER NOTIFICATION APPLICATION
(Class C1)

Please complete, sign, and submit the *Fundraiser Notification Form* including all necessary attachments to the City of Evanston Liquor Licensing Department, attention Theresa Whittington, at least two (2) weeks prior to the date of the event.

All Class C1 Liquor Licenses are subject to the following conditions:

1. Applicant must give written notice of said event to the City at least two (2) weeks in advance.
2. All Northwestern University "Off-Campus Events" sponsored by student organizations must be approved by the Northwestern University Vice President for Student Affairs.
3. The Northwestern University Registration Form for Off-Campus Events with Alcohol must also be submitted with the Fundraiser Notification form. Missing information can delay the approval process.
4. The "fundraiser" shall be defined as an event held wherein the cover charge/entrance fee is donated to a local charity or nationally recognized charity, a 501(C)(3) organization.
5. All attendees must present positive photo identification in the form of a vehicle operator's license; state photo identification; visa or passport; or military identification card.
6. Applicant/Establishment must provide visible identification, in the form of wristbands or hand stamps, for attendees under twenty-one (21) years of age who remain on the premises after twelve o'clock (12:00) midnight.
7. The establishment must provide a fully enclosed area for these events such that entry and exit from the area can be controlled, and that no alcoholic beverages leave the designated area. An enclosed area may be designated by a partition, roped-off area, or a separate room.
8. The area must not be open to access by the general public, or to access by persons other than those properly participating in the event.
9. There shall be permitted no more than forty (40) "fundraisers," as defined in this Subsection, in the C1 liquor establishment per calendar year.
10. If a licensed establishment has been found three (3) times to have committed the offense of selling liquor to an underage person, said establishment shall not be permitted to hold fundraisers for twelve (12) months from the date of the last finding.
11. The Local Liquor Control Commissioner may revoke the liquor dealer's license for any violation of Subsection 3-4-11 of the City Code.
12. All fundraiser notifications for Class C1 liquor licenses shall be submitted to the City of Evanston Liquor Licensing Department, which shall have the authority to grant or refuse all fundraiser events.
13. Please mail, email or fax Completed forms to: Theresa Whittington, City of Evanston, 2100 Ridge Ave., Evanston, IL 60201, 847-448-8160 (Direct), 847-448-8164 (Fax), twhittington@cityofevanston.org



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1. HOST INFORMATION:

Establishment name _____

Address of fundraiser event _____ **EVANSTON, ILLINOIS**
 City State Zip code

Fundraiser date _____ Fundraiser hours _____ Event will take place: Indoors Outdoors

The designated area will be enclosed by:

Partition Roped-off area Separate room Other (explain): _____

Guests under twenty-one (21) years of age remaining on the premises after 12:00 a.m. will be identified by:

Wrist bands Hand stamps

2. SPONSOR INFORMATION:

Sponsoring organization's name _____

Organization type is: Educational Religious Civic Political Fraternal Not-for-profit
 (check one)

Name of fundraiser event _____ Charity for which funds are raised _____

Is the Northwestern University Registration Form attached (If applicable)? Yes No

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

Name of the 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 PERMISSION TO HOST EVENT, 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 FUNDRAISER EVENT, THE LICENSEE SPECIFICALLY ACKNOWLEDGES THE SPECIAL PRIVILEGE OF OBTAINING PERMISSION AND CONSENTS TO ALL REQUIREMENTS, INCLUDING THE REQUIREMENT OF IMMEDIATE FORFEITURE WITHOUT REASON; AND UPON ACCEPTANCE OF THIS FUNDRAISER, THE LICENSEE CONSENTS TO ALL REQUIREMENTS OF ORDINANCE 64-O-80 AND OTHER APPLICABLE LAWS OF THE CITY OF EVANSTON. **NO PERSON UNDER TWENTY-ONE (21) YEARS OF AGE WILL BE ALLOWED TO PURCHASE OR SELL ALCOHOLIC LIQUOR AT THIS 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 Class C1 Liquor License holder, agent, or employee _____ Position _____ Date _____