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**CITY OF ST. CHARLES**

TWO EAST MAIN STREET **NON-REFUNDABLE**  
ST. CHARLES, ILLINOIS 60174-1984



**CITY LIQUOR DEALER LICENSE APPLICATION  
CLASS E2 – SPECIAL EVENTS**

Pursuant to the provisions of Chapter 5.08, Alcoholic Beverages, of the City of St. Charles Municipal Code regulating the sale of alcoholic liquors in the City of St. Charles, State of Illinois and all amendments thereto now in force and effect.

The undersigned hereby makes application for a Liquor Dealer License, Class E2 – Not-For-Profit License:  
Commencing \_\_\_\_\_ and ending \_\_\_\_\_  
Time Starting \_\_\_\_\_ and ending \_\_\_\_\_  
Location of Event \_\_\_\_\_

Name of Business \_\_\_\_\_  
Address of Business \_\_\_\_\_ Business Phone \_\_\_\_\_  
Has Applicant had a Class E1 License in the previous 365 days? \_\_\_\_\_. If YES, on what date:  
5.08.050A1 Circle Choice to Show: Individual Partnership Corporation Other: \_\_\_\_\_

**Requirements of a Class E2 – Special Civic Event License**

1. The Class E2 license fee is \$100.00 per day.
2. A minimum of three (3) liquor supervisors shall monitor liquor service during all times of operation. **Please provide a list of all supervisors with this application.**
3. Beer and/or Wine are the only alcoholic beverages to be sold.
4. Hours are restricted to 12 noon to 12:00 midnight.
5. Licensee must rope/fence off the licensed premises.
6. Each patron **must wear a wristband** after having identification checked for legal alcohol consumption age.
7. Are children/minors permitted in the licensed premises? **Y/N**
8. A sign limited beer and/or wine consumption to the roped off area must be conspicuously displayed at all times.
9. **Each server of alcohol must be BASSET certified – need copy of BASSET certification.**
10. A copy of site plan diagram to include roped area shall accompany this application.
11. All security/police resources needed shall be attached to this application with approval of the Chief of Police before final issuance by Liquor Commissioner.

1. Name of class B, Class C or Class I Liquor License: \_\_\_\_\_
2. Has the applicant had a Class E2 License in the previous 365 days? \_\_\_\_\_. If Yes, on what date? \_\_\_\_\_
3. Is license to be used in conjunction with a special event approved by the City Council? \_\_\_\_\_  
If yes, provide name of event: \_\_\_\_\_
4. Is license to be used in conjunction with a picnic, bazaar, fair or similar assembly with food dispensing and/or sale the predominate purpose of the event? \_\_\_\_\_
5. Location/address of event. Important: Attached drawing of location to this application. \_\_\_\_\_
6. Important: If location is out of doors, attach proof of liability insurance (photocopy) from an approved insurance agency.

**Affidavit**

State of Illinois )  
County of Kane )

I/We, being duly sworn, that information contained in this application is true to my/our own knowledge and that the statements set forth are of my/our own free will. I/We solemnly swear that I/we will not violate any of the laws of the United States, the State of Illinois or the City Ordinances of the City of St. Charles.

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Notary Public \_\_\_\_\_

**ENDORSEMENT OF THE LIQUOR CONTROL COMMISSIONER**

Approved: \_\_\_\_\_ Date: \_\_\_\_\_ Chief of Police: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_ Liquor Commissioner: \_\_\_\_\_