

For Office Use
Received:
Fee Paid: \$
Receipt #

CITY OF ST. CHARLES

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



NON-REFUNDABLE
CITY LIQUOR DEALER LICENSE APPLICATION
CLASS E8 – 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 E8
Commencing _____ and ending _____
Time starting _____ and ending _____
Location of Event _____

Name of Business _____
Address of Business _____ Business Phone _____
Has Applicant had a Class E8 License in the previous 365 days? _____. If YES, on what date: _____

Requirements of a Class E8 – Special Civic Event License

1. The Class E8 license fee is \$500.00 fiscal year.
2. Class E8 license shall be issued solely for the conduct of not more than twenty (20) days of events that are deemed licensable per license year at specific premise.
3. Such license shall be issued solely for specific premises that is open to the public and kept, used, maintained, advertised, and held out to the public as a place where retail business activities or operations are conducted, other than the sale of alcoholic liquor.
4. Events shall be permitted solely on such dates and during such times as set forth in any Class E-8 license issued.
5. Beer, Wine or alcoholic liquors are allowed for consumption on the premises only at the discretion of the Liquor Commissioner.
6. **Each server of alcohol must be BASSET certified – need copy of BASSET certification.**
7. In the event any Class E license (E8) is for an out-of-doors special event or catered function, the following shall apply:
 - a. Licensee must rope/fence off the licensed premises.
 - b. Each patron **must wear a wristband** after having identification checked for legal alcohol consumption age.
 - c. Are children/minors permitted in the licensed premises? **Y/N**
 - d. A sign limiting beer and/or wine consumption to the roped off area must be prominently displayed at all times.
 - e. A copy of site plan diagram to include roped area shall accompany this application.
 - f. All security/police resources needed shall be attached to this application with approval of the Chief of Police before final issuance by Liquor Commissioner.
 - g. Important: If location is out of doors, attach proof of liability insurance (photocopy) from an approved insurance agency.

1. Has the applicant had a Class E8 event license in the previous 365 days? _____. If Yes, on what date? _____
2. Is license to be used in conjunction with a special event approved by the City Council? _____
If yes, provide name of event: _____
3. 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? _____

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: _____