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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 E5 – 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 E5**  
Commencing \_\_\_\_\_ and ending \_\_\_\_\_  
Time Starting \_\_\_\_\_ and ending \_\_\_\_\_  
Location of Event \_\_\_\_\_

Name of Business \_\_\_\_\_  
Address of Business \_\_\_\_\_ Business Phone \_\_\_\_\_  
Has Applicant had a Class E5 License in the previous 365 days? \_\_\_\_\_. If YES, on what date: \_\_\_\_\_

### Requirements of a Class E5 – Special Civic Event License

1. The Class E5 license fee is \$500.00 fiscal year.
2. Class E5 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-5 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 (E5) 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 E5 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: \_\_\_\_\_