



OFFICE OF THE MAYOR

1420 Miner Street
Des Plaines, IL 60016
P: 847.391.5301
W: desplainesil.gov

CHECKLIST FOR A SPECIAL OCCASION LIQUOR LICENSE

ALL APPLICANTS MUST REMIT THE FOLLOWING

- Completed application for a Special Occasion Liquor License (may be supplemental to the Event License)
- Copy of alcohol awareness / BASSET certification for each person pouring/serving alcohol
- Payment of \$28.00 per day

Please note an Event License may be required in order to issue the Special Occasion Liquor License. To inquire, contact the licensing division at the information below.

DEPARTMENT PHONE NUMBERS FOR FURTHER QUESTIONS OR CONCERNS

- Zoning Department / 847-391-5306
For information on permitted uses, the zoning of a property and available sites
- Building Department / 847-391-5380
For information on building renovations, alterations and requirements for building permits
- Fire Prevention Bureau / 847-391-5340
For information pertaining to fire safety requirements
- Health & Sanitation Department / 847-391-5366
For information pertaining to food related, environmental, state and health/safety requirements
- Licensing Division / 847-391-5366
For information on registration requirements, licensing requirements and status of an application



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APPLICATION FOR A SPECIAL OCCASION LIQUOR LICENSE

EVENT INFORMATION

Name of Event: _____

Location: _____

Detailed Description of the Event/Activities: _____

Dates to be held: 1st day: _____ 2nd day: _____ 3rd day: _____ 4th day: _____

Times to be held: 1st day: _____ 2nd day: _____ 3rd day: _____ 4th day: _____

of Attendees _____ # of tables/chairs _____ # of Seating Capacity _____

ORGANIZATION / COMPANY INFORMATION

Name: _____

Address: _____ Phone #: _____

City: _____ St: _____ Zip: _____

Representative: _____ Email: _____

Home Address: _____ Driver's License #: _____

City: _____ St: _____ Zip: _____

ATTESTATION

I attest that I nor any on site supervisor, manager or bartender have been convicted, pled guilty to or been found guilty of pandering or a crime/misdemeanor to indecency, immorality, prostitution, solicitation or house of ill fame.

I consent to the inspection of the registered place of the event by city officers and employees to verify compliance with all municipal ordinances, codes and regulations.

I understand that no temporary event holding a Special Occasion Liquor License may operate in a manner that constitutes a nuisance in fact; is in violation of any zoning, building, fire or health ordinances, codes and regulations; or is in as unsanitary or unsafe manner.

I agree to be in full compliance of all governmental laws, IL State statutes and municipal ordinances while the Special Occasion Liquor License is in force.

I understand it is my responsibility to insure that persons under the age of 21 or intoxicated patrons of the event will not be served alcohol.

Representative Signature: _____ Date: _____

FOR OFFICE USE

ID Number: _____ Distribution Date: _____