



## CHICAGO DEPARTMENT OF Business Affairs and Consumer Protection

**SPECIAL EVENT PERMIT APPLICATION****LIQUOR LICENSE APPLICATION >> *For Profit Only (liquor licensee)***

PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

THIS FORM MUST BE SUBMITTED 20 CALENDAR DAYS PRIOR TO THE EVENT

**FEE: \$150 PER 15 DAY LIQUOR LICENSE. (upon approval you will be sent a link to pay for the license online.)**

PLEASE CHECK ALL THAT WILL BE SERVED:

☐ Beer & Wine Only☐ Spirits Only☐ Beer/Wine & Spirits

ALDERMAN \_\_\_\_\_ WARD \_\_\_\_\_

**EVENT INFORMATION**

Name of Event	Address of Event		
Department of Business Affairs & Consumer Protection Account Number  <i>If you do not know your account number please phone (312) 74-GOBIZ</i>	Date(s) of Event		
	Hours of Event		
Liquor License Holder Legal Entity Name/DBA Name	Contact Person (Liquor License Holder)		
Business Address where City of Chicago Liquor License is held	City	State	Zip Code
	Phone Number		

Check the type of liquor license already held by the establishment:

☐ TAVERN☐ CONSUMPTION ON PREMISES-INCIDENTAL ACTIVITY

Exact time liquor will be sold from \_\_\_\_\_AM/PM to \_\_\_\_\_AM/PM

**Note: Liquor may not be sold or consumed after 10pm. Liquor sales cannot begin before 11AM on Sundays. If serving/selling spirits, please submit in detail the types of drinks sold and the alcohol ratio per batch and per serving.**

The certificate of liquor liability insurance must include the City of Chicago additional insured.

The certificate of liquor liability insurance must specify that the insurance covers the special event area on the dates that have been selected for the permit.

\_\_\_\_\_  
Signature of Owner or Officer\_\_\_\_\_  
Print Name\_\_\_\_\_  
Date of Application