



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 LIQUOR LICENSEE. MAKE CHECKS PAYABLE TO THE CITY OF CHICAGO.**

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       RESTAURANT       Caterer

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

**Liquor-only establishments**, please indicate food partner(s) (required): \_\_\_\_\_

**Note: Liquor may not be sold or consumed after 11:00pm. 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 and the State of Illinois as additional insured.

The certificate of liquor liability insurance must specify that the insurance covers the expanded outdoor dining area on the dates that have been selected for the permit. This needs to be as specific as possible.

- Example of Language for the Certificate of Insurance: "Additional insured include the City of Chicago and the State of Illinois. The location includes the licensed premises at 121 Elm Street, as well as the adjacent parking lot at 123 Elm Street [or the street in front of the licensed premises from 100 Elm Street to 200 Elm Street] from June 1, 2020 through December 1, 2020."

\_\_\_\_\_  
Signature of Owner or Officer

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Commissioner