



City Clerk's Office

44 E. Downer Place | Aurora, IL 60507-2067

Phone: (630) 256-3070 | Fax: (630) 256-3079 | Web: www.aurora-il.org

TEMPORARY LIQUOR PERMIT APPLICATION

Temporary liquor permit applications must be received by the Mayor's Office at least **30 days prior to the event (90 days prior to the event if it will be held on public property)** and must be accompanied by the **\$25 per day permit fee**, and a **certificate of insurance (for the dram shop policy)**. If your application is not approved, the fee will be returned to you. *Please note: Approval from the State of Illinois is also required for all temporary liquor permits issued by the City. Application forms are available on the State of Illinois Liquor Commission's website at www.state.il.us/lcc/docs/appspec.pdf. You will need the approved city permit to apply for the State permit. Please account for the time that it may take for you to get both permits approved prior to your event.*

Name of Organization: _____

Address: _____

Representative's Name: _____

Representative's Address: _____

Representative's Telephone Number: _____

Email Address: _____

Date(s) of Event: _____ Hours of Event: _____

Event Location: _____ Ward # _____

Will the event be held on Public Property? _____ Have you already applied for the Special Events Permit? _____

Hours Requested for Temporary Liquor Permit – Serving/Selling From: _____ To: _____

Name & Type of Event: _____ & _____

Event will be held: Inside _____ Outside _____ Number of anticipated attendees at this event: _____

Is entertainment part of the event: Yes _____ No _____ Hours the entertainment will take place: _____

Type of Entertainment (i.e.: Live Band, DJ, etc.) *: _____

Will off-duty Police Officers be hired for this event? Yes _____ No _____

Date of Last Temporary Liquor Permit _____

Name of supervisor(s) for this event: _____

*Copy of State-certified beverage alcohol sellers/servers training (BASSET) certificate(s) for Supervisor(s) must be attached to application.

OFFICE USE ONLY

Permit fee enclosed (\$25.00 per day) _____ BASSET Certificates(s) enclosed? _____

Copy of dram shop insurance enclosed _____ Ward: _____

Special Events Permit required? Yes _____ No _____

APPROVED / DENIED

Date _____ By _____