



## 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](http://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](http://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: \_\_\_\_\_

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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.

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#### 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 \_\_\_\_\_

Updated 1/2024