

**THE CITY OF LAKE FOREST
SPECIAL EVENT LIQUOR LICENSE APPLICATION**

Choose Class	Class	Fee	Check One
Beer, Wine and Spirits	Class F-2	\$ 100.00	<input type="checkbox"/>
Beer and Wine only	Class F-3	\$ 75.00	<input type="checkbox"/>
	Class F-4	\$ 500.00	<input type="checkbox"/>
Not-for-Profits *	Class F-2 & F3	\$ 50.00	Circle Class

A certificate of insurance naming The City of Lake Forest additionally insured is required for all liquor licenses (please see attached for detailed information).

** see last page for additional Not-for-Profit requirements*

1. Applicant Information:

Name _____

Address _____

Phone Number _____

Contact Name: _____ Title: _____

E-Mail Address: _____ Fax: _____

2. Name and Address of All Officers of Organization:

Name: _____

Address: _____

Title: _____

Name: _____

Address: _____

Title: _____

Name: _____

Address: _____

Title: _____

3. Event Information:

Alcohol will be **sold** / **given for consumption** . (Check one)
 (The selling of alcohol includes if an admission fee is being charged). The event will be
open to the public **for members of the licensed organization** . (Check one)

Location of Event: _____

Day, Date, _____ Time of Event (to-from) _____

Estimated attendance upon premises during license period: _____

- 4. Additional Information:
 - a. For all applicants, please submit proof that you have the right to use the licensed premises (e.g. lease, use agreement, license, permit).
 - b. For all applicants, please submit proof of insurance meeting the attached requirements.
 - c. For events on City-owned property, please submit a proposal for the special event identifying the type of event, proposed hours, and proposed security plan.

THE UNDERSIGNED agrees not to violate any of the laws of the State of Illinois or of the United States or any ordinances of The City of Lake Forest in connection with this license.

Applicant's Signature

Date

THIS APPLICATION MUST BE NOTARIZED.

STATE OF ILLINOIS)
) SS
COUNTY OF LAKE)

I, _____ (Applicant's Name), being first duly sworn, on oath, state that I am _____ (Applicant's Title if applicable) aforesaid; that I have read and knowingly made the foregoing statements and representations, and that each and all such statements and representations are true.

Applicant's Signature

SUBSCRIBED AND SWORN TO BEFORE ME,

This _____ day of _____, _____

Notary Public (Seal)

RETURN THIS APPLICATION TO: **JOYCE MC ANDREWS**
LAKE FOREST DEPUTY CITY CLERK
220 E. DEERPATH
LAKE FOREST, IL 60045
EMAIL:
MCANDREWSJ@CITYOFLAKEFOREST.COM
(847)810-3676

The following are definitions of the Classes of Alcoholic Beverage license available in The City of Lake Forest for special events/temporary use:

CLASS F-2 LICENSES, which shall authorize the retail sale of alcoholic liquor in any of the following circumstances:

- (a) by the drink by religious, charitable, fraternal, or other not-for-profit organizations, for periods not in excess of 48 hours;
- (b) on City-owned property or on school grounds, by members and guests of religious, charitable, fraternal or other not-for-profit organizations and groups, for a period not in excess of 48 hours
- (c) by the drink by a person whose premises are located in either the B-1, B-2, B-3, or B-4 zoning districts in the City, for periods not in excess of 48 hours, and on no more than two occasions per licensee in any calendar year;
- (d) at events sponsored by religious, charitable, fraternal or other not-for-profit organizations and groups, for a period not in excess of 48 hours at which beer and wine may be consumed (but not given away or sold at retail) on public property not owned by the City; or
- (e) on City-owned property or on school grounds, by holders of any Class A-1, A-2, B-1, C-1, C-2, or E-1 liquor license for outdoor events open to the public for a period not in excess of 72 hours.

All applications for a Class F-2 license shall state the names and addresses of the individual or, if the person is a business entity or organization, all officers of such entity, the address of the premises upon which the sale of alcoholic liquor will be made, the estimated attendance upon the premises during the period of the license and whether such sales will be made to the public or only to bona fide members of the organization for which the license is requested. Satisfactory evidence from the owner of the premises shall be furnished showing the authorization to the applicant for the use of said premises, including the sale of alcoholic liquor for the period for which the license is requested.

CLASS F-3 LICENSES, which shall authorize the retail sale of beer and wine in any of the circumstances set forth in Section 4-9(10)(a-e).

All applications for a Class F-3 license shall state the names and addresses of the individual or, if the person is a business entity or organization, all officers of such entity, the address of the premises upon which the sale of beer and wine will be made, the estimated attendance upon the premises during the period of the license and whether such sales will be made to the public or only to bona fide members of the organization for which the license is requested. Satisfactory evidence from the owner of the premises shall be furnished showing the authorization to the applicant for the use of said premises, including the sale of alcoholic liquor for the period for which the license is requested.

For all events taking place on City-owned property, the applicant must also submit a proposal for the special event identifying the type of event, proposed hours, proposed security plan, evidence that the licensed premises is covered by insurance as provided by in the City Code so as to hold harmless the City, its elected or appointed officials, officers, employees, agents, representatives, and attorneys from all financial loss, damage or harm, and any other information regarding the event or applicant requested by City Staff. The event must be approved by the City in writing pursuant to its applicable policies for such events prior to the issuance of any Class F-2 and F-3 License.

CLASS F-4 LICENSE, which shall authorize the retail sale of alcoholic liquor on private property, by for-profit organizations and individuals in connection with sporting events for which the public is able to purchase tickets to attend. A separate Class F-4 license shall be required for each vendor of alcoholic liquor associated with the event. All applications for a Class F-4 license shall state the names and addresses of the individual applicant or all officers of the organization, the address of the premises upon which the sale or give-away of alcoholic liquor will be made, the estimated attendance upon the premises. The applicant must also submit a proposal for the special event identifying the type of event, proposed hours, proposed security plan, and any other information regarding the event or applicant requested by City Staff.



INSURANCE REQUIREMENTS

The City of Lake Forest will also require a Certificate of Insurance before issuing a special event liquor license to a person or entity, adding The City of Lake Forest, its officials and employees as additional insured on an applicant's insurance policy according to the City Code, as follows:

Insurance Required: Before any special liquor license may be issued, the applicant shall furnish the Commissioner with a certificate from an insurance company authorized to do business in the State certifying that the applicant has the following insurance policies in force and in good standing for the full period for which the special event liquor license is to be issued:

- For F-2 and F-3 special event licenses, general liability insurance in the amounts of at least one million dollars (\$1,000,000.00) for injury or death to any person and one million dollars (\$1,000,000.00) for damage to property. While the City does not require submission of dram shop insurance certificates for F-2 and F-3 licenses, nothing excuses a F-2 or F-3 licensee from complying with State Dram Shop Insurance requirements; or
- For F-4 special event licenses, general liability insurance in the amounts of at least two million dollars (\$2,000,000.00) for injury or death to any person and two million dollars (\$2,000,000.00) for damage to property. The City also requires the submission of evidence that the licensee has procured dram shop liability insurance at least to the maximum amount recoverable under applicable state statutes.

* ADDITIONAL REQUIREMENTS OF NOT-FOR-PROFIT ORGANIZATIONS

The City of Lake Forest requires proof of the organization's not-for-profit status when applying for a special use liquor license.

What you will need to provide to the City is available online. Navigate to the [CyberDrivellinois](#) site, enter the Organization's name in the search box, and submit the request.

The screen that follows should be the "Corporation File Detail Report."

Please print the Report and submit it with this completed application.

Please allow a minimum of two weeks for City Manager approval.

