



# VILLAGE OF GLENCOE

## FORMS & APPLICATIONS

675 Village Court, Glencoe, Illinois 60022  
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[www.villageofglencoe.org](http://www.villageofglencoe.org)

### Temporary Liquor License Application

*This is a fillable PDF form. You may complete the form electronically and e-mail a saved copy to [info@villageofglencoe.org](mailto:info@villageofglencoe.org) or print and mail, fax or deliver the form to the department listed at the end of this form.*

The Village requires a Temporary Liquor License for any temporary service of alcohol beverages limited to eight hours in connection with a fair, carnival, special event/grand opening or similar public gathering with alcoholic beverage service and/or sales. Only educational, political, civic, fraternal, religious or other non-profit organizations are authorized to apply for a temporary liquor license. **Any event organizer or vendor that is not approved a minimum of 10 business days prior to the event will not be allowed to sell alcohol at the event.** The Village recommends submitting the Temporary Liquor License Application at least 15 business days before your event. In addition to the completed application the following must also be submitted: **\$50 fee payment, proof of liquor liability insurance, and proof of responsible server training (BASSET)** for all who will be serving at the event. For assistance with the form, please contact the Village Manager's Office at (847) 835-4114 or at [info@villageofglencoe.org](mailto:info@villageofglencoe.org).

#### Section A: Event and Organization Information

Event Date(s): \_\_\_\_\_ Start Time: \_\_\_\_\_ AM/PM End Time: \_\_\_\_\_ AM/PM

Event Location: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Business/Organization for which Temporary License is Requested: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Full description of location, place or premises in which (please specify floor, room, etc.):

Purpose for temporary liquor license application: \_\_\_\_\_

#### Section C: Acknowledgement and Signature

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please e-mail, mail, fax or deliver this form with any supporting material to:**

Village Manager’s Office  
Village of Glencoe  
675 Village Court  
Glencoe, Illinois 60022

Phone: (847) 835-4114 | Fax: (847) 835-1785 | E-mail: [info@villageofglencoe.org](mailto:info@villageofglencoe.org)

**APPENDIX IV AFFIDAVIT**

STATE OF ILLINOIS )

COUNTY OF \_\_\_\_\_)

I (or we) swear (or affirm) that I (or we) will not violate any of the ordinances of the Village of Glencoe or the laws of the State of Illinois or the laws of the United States of America, in the conduct of the place of business described herein and that the statements contained in this application are true and correct to the best of my (our) knowledge and belief.

Subscribed and Sworn to before me this day of

\_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant