



VILLAGE OF GLENCOE

FORMS & APPLICATIONS

675 Village Court, Glencoe, Illinois 60022
p: (847) 835-4111 | info@villageofglencoe.org | Follow Us: @VGlencoe

Last Updated: October 19, 2017

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 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.

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

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

Notary Signature