

# CITY OF CRYSTAL LAKE



## Class 16 Temporary Liquor License

### General Information:

- A Class “16” **Temporary** Liquor License authorizes the retail sale of beer and wine for consumption upon the premises specified in the license.
- The license applicant must be a **not-for-profit** corporation qualified to do business in the State of Illinois.
- The license is valid for a period not to exceed three (3) days and may only be used for special events sponsored by the not-for-profit corporation requesting the license.
- Patrons of the premises where the beer and wine are to be sold are required to wear a non-transferrable, one use only, disposable wristband or other means of identification identifying them as patrons of the area that is subject to the license.
- Issuance of a Class “16” Temporary Liquor License must be reviewed and approved by the Mayor and City Council of the City of Crystal Lake.
- *In addition to the City of Crystal Lake Temporary Liquor License, a license is also needed from the State of Illinois. A copy of the State of Illinois License must be provided to the City as a condition of local license approval once it has been received. A license from the State of Illinois can be applied for here:*

<https://ilcc.illinois.gov/content/dam/soi/en/web/ilcc/sitecollectiondocuments/special-event-retailer-liquor-license-nfp.pdf>

*City of Crystal Lake*  
*Application for Temporary Liquor License*

**CLASS "16"**  
**Beer and Wine**

The undersigned hereby makes application for a license for the sale at retail of beer and wine under the provisions of the City of Crystal Lake Liquor Licensing Ordinance:

1. Applicant's full name \_\_\_\_\_  
(Must be not-for-profit organization)  
  
Address \_\_\_\_\_ Phone Number \_\_\_\_\_
2. Organization Contact Information:  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone Number: \_\_\_\_\_
3. Location where beer and wine will be sold:  
\_\_\_\_\_
4. Dates of the event (**not to exceed three (3) days**): \_\_\_\_\_
5. Hours of operation: \_\_\_\_\_
6. Describe the type of crowd and traffic control licensee will utilize. \_\_\_\_\_  
\_\_\_\_\_
7. Describe plan for refuse pickup. \_\_\_\_\_  
\_\_\_\_\_
8. Please list the names and addresses of the members of the organization who will be selling beer and wine at the location pursuant to the license. If additional space is needed, please use reverse side.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. **Please attach the following to your application:**
  - **License fee in the amount of \$20.00. (Make checks payable to the "City of Crystal Lake".)**
  - **Proof of liquor liability insurance**
  - **Proof of permission from owner of the premises, if different than applicant, authorizing the sale of beer and wine on the property during the time requested.**
  - **Site plan of area where beer and wine will be sold.**
  - **Letter to the Mayor and City Council requesting approval of the issuance of a Class "16" Temporary Liquor License to applicant.**
10. In addition to the City of Crystal Lake Temporary Liquor License, a license is also needed from the State of Illinois. A copy of the State of Illinois License must be provided to the City as a condition of local license approval once it has been received. A license from the State of Illinois can be applied for

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Name and title of individual submitting Application on behalf of the applicant:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

## **CERTIFICATION**

- Under penalty of perjury, the person(s) named above, hereby certify and/or affirm as follows: (1) That I (we) are authorized on behalf of the applicant to submit this application; 2) that the Applicant will not violate any of the ordinances of the City of Crystal Lake 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; (2) That the statements contained in this application are true and correct to the best of my (our) knowledge and information; 3) That the statements in this application are made for the purpose of obtaining the license applied for and are made on my (our) personal knowledge and information.