



**VILLAGE MANAGER'S OFFICE**  
 200 East Wood Street • Palatine, IL 60067-5339  
 Telephone (847) 359-9050 • Fax (847) 359-9094  
 www.palatine.il.us

**TEMPORARY EVENT  
 LIQUOR LICENSE  
 APPLICATION**

**THIS FORM MUST BE SUBMITTED 20 BUSINESS DAYS PRIOR TO THE EVENT**

**Event Information**

Name of Event: \_\_\_\_\_  
 Exact Address of Event: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Date(s) of Event: \_\_\_\_\_ Hours of Event: \_\_\_\_\_ Est. Attendance: \_\_\_\_\_

**Applicant Information**

Applicant's Name (Organization): \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_  
 Sponsoring Organization's Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

**Alcohol Service Information**

Date(s) of Alcohol Service:	Service Start Time:	Service End Time:
_____	_____	_____
_____	_____	_____
_____	_____	_____

Address (location) of Alcohol Service \_\_\_\_\_

Type of Alcoholic Beverages: (Please Check)  
 \_\_\_ Beer \_\_\_ Wine \_\_\_ Mixed Drinks \_\_\_ Other (Please Describe): \_\_\_\_\_

The following Supporting Documents Must be Submitted with the Application:

- Site Plan
- A Letter from Organization Authorizing the Temporary Liquor License Application
- Certificate of Dram Shop Insurance

Conditions of Liquor License Approval

- Applicants must provide a copy of their State Liquor License to the Village of Palatine once received.
- All persons who sell or service liquor and/or check ID's must satisfactorily complete the Village of Palatine Liquor Ordinance Compliance Training Course. To schedule a training course, please contact the Crime Prevention Unit at (847) 359-9061.

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