

CATERER EVENT NOTICE
(Springfield Liquor Commission)

Name of Permittee (as appears on license): _____

Phone number of licensee: _____

Event location (address and, if outside, brief description of the settings):

Owner of property where event will take place _____

Event Date: _____ Event Time: _____ to _____

Type of event, fundraiser, wedding reception, birthday, etc. _____

List of food to be served:

Brief explanation of how food items are to be prepared (i.e., precooked, cook on-site, etc.)

List of Beverages to be served:

This document is to be filed with the Springfield Liquor Commission **10 Days prior** to any catered event. e-mail todd.oliver@springfield.il.us