

SECTION 90.35 Temporary permits to sell or dispense alcoholic liquor.

Temporary permits may be granted on written application, and investigation by the commissioner to individuals, corporations, or civic, educational, benevolent, fraternal, political, religious or patriotic organizations for special events or catered functions. Issuance of permits within this section are further restricted by Section 90.19 of this Chapter. Proof of dram shop insurance coverage must be submitted with completed applications. No applicant may obtain a temporary permit I or II more than six (6) times in one calendar year. No temporary permit authorized by this chapter shall be issued consecutively with any other temporary permit authorized by this chapter. Applications for all permits must be made 14 days before the first date of the permit. The 14 day deadline may be waived by the commissioner if the applicant shows good cause for the late filing, however, all applicants filing late shall be assessed a \$10 late filing fee.

(a) *Temporary Permit I.* A temporary permit I shall authorize the retail sale, on the premises, for consumption on the premises, of alcoholic liquor for a period of three days or less. Notwithstanding any other section of this Code, a Temporary Permit I may be issued to allow sales and consumption of alcoholic beverages out-of-doors on the public right-of-way. This may be allowed only with specific approval of the commissioner and under guidelines specifically approved by the commissioner in advance of the date of the permit. An application shall have attached a written agreement between the permit applicant and the owner of the property within which the permitted event is taking place. The fee for such permit shall be \$50, plus, \$15 for each day for which the permit is to be used.

(b) *Temporary Permit II.* A temporary permit II shall authorize the retail sale, on the premises, for consumption on the premises, of beer and wine only for a period of three days or less. Notwithstanding any other section of this Code, a Temporary Permit II may be issued to allow sales and consumption of alcoholic beverages out-of-doors on the public right-of-way. This may be allowed only with specific approval of the commissioner and under guidelines specifically approved by the commissioner in advance of the date of the permit. The fee for such permit shall be \$30, plus, \$15 for each day for which the permit is to be used.

(c) *Special Temporary Permit.* A special temporary permit shall authorize the sale of alcoholic beverages by any recognized nonpolitical civic or not-for-profit organization on an intermittent basis under such conditions as the commissioner shall prescribe in the public interest. This permit shall not be issued in lieu of a regular license nor where a temporary permit I or II will apply. Such permits shall not authorize the sale of specified alcoholic liquors on more than 45 dates per year. The fee for such permit shall be \$10 per day for each day the permit is to be used. Notwithstanding any other section of this Code, a special temporary permit may be issued to allow sales and consumptions of alcoholic beverages out-of-doors on the public right-of-way. This may be allowed only with specific approval of the commissioner and under guidelines specifically approved by the commissioner not less than ten days in advance of the date of the permit.

Please feel free to contact our office if you have any questions.

CITY OF SPRINGFIELD, ILLINOIS
TEMPORARY LIQUOR PERMIT APPLICATION

- Please return this application to City of Springfield Liquor Commission, Municipal Center West, 300 S. 7th Street, Springfield, IL., 62701.
- Be aware that, among other requirements, the person/organization who's name this permit would be held, and/or the person in charge of the event, may be subject to submission to a background investigation; the results of the investigation may require the denial of this permit.
- If granted, permit(s) for indoor-only events may be picked up at the City Clerk's Office, Room 106, Municipal Building, 300 S. 7th Street.
CALL AHEAD - permit WILL NOT be ready without calling office: 789-2216
- If granted for event out-of-doors, Liquor Licensing official will hand-deliver day of event. To secure the required State of Illinois Liquor Commission permit for event, a photocopy of original permit shall be provided by the Department of Business Licensing.

This is an application for: [Mark one of the following]

Temporary Permit I _____
Temporary Permit II _____
Special Temporary Permit _____

APPLICANT

1. Name of Applicant (Person or Organization): _____
2. Address of Applicant (Person or Organization): _____
3. Person to Contact Regarding Application: Name: _____
Address: _____ City/St/Zip _____
Telephone: Home # _____ Work # _____ Other # _____
4. Person in charge of site on event date: Name: _____ Age: _____
5. **Attachment required: PROOF OF DRAM SHOP INSURANCE.**
6. Applicant is filing application as one of the following (mark the correct box):
NOTE: This is an exclusive list of those who may apply and receive temporary permits.
 Individual
 Not-for-profit organization >NOTE: Attach Articles of Incorporation from State.
 Corporation >NOTE: Attach Articles of Incorporation from State.
 Civic organization >NOTE: Attach supporting documentation.
 Educational organization >NOTE: Attach supporting documentation.
 Benevolent organization >NOTE: Attach supporting documentation.
 Fraternal organization >NOTE: Attach supporting documentation.
 Political organization >NOTE: Attach supporting documentation.
 Religious organization >NOTE: Attach supporting documentation.
 Patriotic organization >NOTE: Attach supporting documentation.
7. List the approximate date of any previous applications for temporary permits or events held within the last two years. (1) _____ (2) _____ (3) _____ (4) _____
8. List street address or describe location of the event: _____

9. Will all or part of this event take place out of doors? () Yes () No
10. Owner of Site: _____
(Attach written permission of owner for use of site and dispensing of liquor)

11. Date(s) of Event: (1)_____ (2)_____ (3)_____ (4)_____
12. Time of Event: Day 1 From _____ To _____
 If allowed, Day 2 From _____ To _____
 If allowed, Day 3 From _____ To _____
13. Number of people expected at each event: (1)__(2)__(3)__(4)___
14. Event will be open to the public: ()Yes ()No
 If not, who will be able to gain admittance? _____
15. Does the admission charge for the event have included within it the providing of alcoholic beverages? ()Yes ()No
16. Will alcoholic beverages for the event be available for purchase upon request? (i.e., cash bar) ()Yes ()No
17. What type of alcoholic beverages will be served?
 BEER WINE OTHER LIQUOR
18. Describe Security Arrangements: _____
19. Describe Sanitary Facilities Available or Provided: _____
20. Music will be provided: () Yes () No If yes, describe: _____

 Signature of Applicant

(Application Must Be Notarized)

SUBSCRIBED AND SWORN to before me this ___ day of _____, 19__.

(SEAL)

 Notary Public

The necessary fee is determined as follows:

Temporary Permit I (\$50 plus \$15 per day)	\$ _____
Temporary Permit II (\$30 plus \$15 per day)	\$ _____
Special Temporary Permit (\$10 per day)	\$ _____
Late Processing Fee (<i>Required \$10 if filed less than 14 days before event</i>)	\$ _____
>Total Fee=\$ _____	

SPACE BELOW TO BE FILLED OUT BY LIQUOR COMMISSION

Application RECEIVED On: Date _____ Time _____ By _____

SPACE BELOW IS FOR COMMISSION USE ONLY - Related to Indoor Only events

Application APPROVED/DENIED: Date _____ Time _____ By _____
 (If Approved, form sent to City Clerk for processing; Permit needs to be picked up in City Clerk's Office)

SPACE BELOW IS FOR OFFICE USE ONLY - Related to Out-of-door events

Application APPROVED/DENIED: Date _____ Time _____ By _____

If Approved: **Additional guidelines the applicant must adhere to are attached to this form.**

To The City Clerk: *Please process and complete permit; send back to Liquor Commission office so that we may inspect and deliver the permit to the applicant on the day of event. Thank you.*

INSPECTED AND OKAYED on Day of Event: _____ (Initials) DATE: _____

Attachment to Temporary Liquor Permit

CRITERIA THAT MUST BE ADHERED TO BY THE TEMPORARY PERMIT APPLICANT

Name of temporary permit applicant: _____

Date of Event: _____

Time of Event: _____

Type of temporary permit: _____

This Temporary Permit is approved and may be issued only if the following additional guidelines and requirements for the event are met by the applicant:

(1) A temporary fencing, not less than four (4) feet in height, made of wood or other similar material shall be erected. The fencing shall be designed and positioned so as to separate the licensee's patrons from the general public.

(2) Access into the outside area shall be from the permanent structure only and no access shall be permitted from the street, sidewalk or adjoining property. Emergency exits as required by city ordinance must be provided.

(3) No music of any kind may be played or broadcast from the outside area or within the permanent structure which is of such a volume so as to disturb the neighborhood in any manner. Music shall not be played or broadcast after 10:00 p.m.

(4) Outdoor portable sanitary facilities must be provided by the licensee as required.

(5) No sales or dispensing of alcoholic liquor may be made from the outside area or permanent structure to any person upon adjoining property, public street, sidewalk or alley, and no alcoholic liquor served in an open container may be removed from the outside area or permanent structure.

(6) Proof of dram shop insurance coverage on the outside area must be submitted with the completed application.

(7) Adequate security must be provided by the licensee.

(8) Outside area activities may not begin prior to 12:00 p.m. (Noon) and will cease at 12:00 a.m. (Midnight), unless otherwise noted on the permit.

Further Explanation of Criteria: _____

Criteria assigned by the following Liquor License Inspector on behalf of and with approval of the commissioner: _____ Date: _____