



**ONE DAY LIQUOR LICENSE APPLICATION**  
**CONTACT THE CITY CLERK FOR THE CURRENT PER DAY COST**

TO: Office of City Clerk  
City of Elmhurst  
209 North York  
Elmhurst, Illinois 60126  
(630)530-3015

DATE: \_\_\_\_\_

LICENSE FEE: \_\_\_\_\_

Application is hereby made for a one/two/three day liquor license in the City of Elmhurst.

1) NAME OF ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

2) NAME OF CONTACT PERSON: \_\_\_\_\_

DAYTIME PHONE NUMBER: \_\_\_\_\_

EVENING PHONE NUMBER: \_\_\_\_\_

3) DATE(S) AND TIME(S) FOR LIQUOR LICENSE: \_\_\_\_\_

\_\_\_\_\_

4) WHAT EVENT IS SCHEDULED FOR THIS LIQUOR LICENSE: \_\_\_\_\_

\_\_\_\_\_

5) LOCATION WHERE LIQUOR IS TO BE SOLD OR SERVED (A site plan may be required; for instance, if a tent is erected for the activity): \_\_\_\_\_

\_\_\_\_\_

6) CERTIFICATE OF INSURANCE

An original Certificate of Insurance must be supplied to the City of Elmhurst as a condition of issuance of this liquor license. The Certificate of Insurance must show limits of not less than \$1 million for liquor liability coverage, unless a reduction of such coverage is authorized by the Liquor Commissioner. In the event liquor is to be served but not sold, a Certificate of Insurance showing comprehensive general liability coverage with host liquor liability coverage shall be supplied in lieu of the evidence of insurance for liquor liability coverage. The City of Elmhurst shall be listed as the certificate holder on all Certificates of Insurance. The Certificate of Insurance must cover those dates and times during which the liquor license will be in effect.

7) ATTESTATION

"The undersigned attest(s) that the above named organization is organized as a not-for-profit under the laws of the State of Illinois. Class "D" licenses shall authorize the retail sale of alcoholic liquor, only by bona fide social, fraternal or religious organizations, only special occasions and at locations as approved by the local liquor commissioner, and only for consumption on the premises described in the license. In addition, Class "D" licenses shall authorize the retail sale of wine and beer by the not-for-profit sponsor of the City Fair, all as set forth in Section 36.35. The undersigned hereby states under penalties of perjury that all statements in the foregoing application are true and correct; that the officers, operator and workers are all of good moral character and have not been convicted of a felony, that if a license is granted hereunder, the undersigned will be responsible for the conduct of the liquor license in accordance with the provisions of the laws of the State of Illinois and ordinances of the City of Elmhurst governing the conduct of such license, and the undersigned have/has read and acknowledges receipt of a copy of Sections 36.09(h) and 36.35 of the Elmhurst Municipal Code, which sections govern the conduct of one day liquor licenses."

We have provided an original certificate of insurance with all insurance requirements.

\_\_\_\_\_  
(Name of Organization)

\_\_\_\_\_  
(Signature of Contact Person)

SUBSCRIBED AND SWORN to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Notary Public)

\*\*\*\*\*OFFICE USE ONLY\*\*\*\*\*

\_\_\_\_\_  
Steven M. Morley, Mayor

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

\_\_\_\_\_  
Patty Spencer, City Clerk

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

Date Received:  
Fee Paid:  
Application Complete:  
Insurance Complete:  
License #:  
Date Sent Out: