

**CITY OF MACOMB LIQUOR LICENSE APPLICATION**  
**SPECIAL EVENT LICENSE**

**FOR OFFICE USE ONLY**

License Fee: \$ \_\_\_\_\_

Occupancy limit: \_\_\_\_\_

Date Approved: \_\_\_\_/\_\_\_\_/\_\_\_\_

License Period: \_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_

**APPLICANT INFORMATION**

Please provide the following information:

**Organization:**

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

**Type:** \_\_\_\_\_

**Address:**

\_\_\_\_\_

\_\_\_\_\_

**Telephone number(s):**

\_\_\_\_\_

\_\_\_\_\_

**2. SPECIAL EVENT DETAIL**

Please provide the following information:

**Name of Event:**

\_\_\_\_\_

\_\_\_\_\_

**Date(s) of Event:**

\_\_\_\_\_

\_\_\_\_\_

**Address of Event:**

\_\_\_\_\_

\_\_\_\_\_

**Describe the Nature of the Event: (If a fundraiser, please indicate the recipient)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Describe the Structure(s)/Location where alcohol will be served:**

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**Hours of the Event:**

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**Hours Needed for SE License:**

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- 3. Provide a scale drawing of the proposed location showing the lay-out of any structure(s) and adjoining off-street parking areas, if any.**
- 4. Attach a plan providing specific details about litter control, crowd control, security arrangements, parking arrangements, restroom facilities and any other information requested by the Liquor Commissioner.**
- 5. Provide a copy of dram shop insurance for this event.**
- 6. Forward a copy of State of Illinois SE Liquor License for this event, after received.**
- 7. Attach a list of the names and addresses of all persons who applicant proposes to have help with the sale/service of alcohol or security control.**
- 8. If this event will be held outdoors, and will be attended by 150 or more persons, and alcohol will be consumed; you will need to apply for a Mass Gathering permit.**

**NOTE: THIS APPLICATION IS SUBJECT TO APPROVAL BY THE MACOMB CITY COUNCIL PRIOR TO ISSUANCE OF ANY LICENSE.**

**Submitted By:**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title/Relation to Organization

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contact Number(s)

**(Reference: Macomb Liquor Code §4 – 79)**

## **Sec. 4-79. Class SE license.**

A Class SE license may be issued by the commissioner if the following requirements are met:

- (1) Only persons who qualify as a special event retailer will be eligible.
- (2) The license holder may sell beer and wine by the drink or in open original containers for consumption on the licensed premises only.
- (3) Application must be made for a specific community, civic, educational, fraternal, political, or religious event.
- (4) As part of the application, each applicant must provide plans for litter control, crowd control, security, parking, restroom facilities and any other information or documentation required by the local liquor commissioner.
- (5) The individual or group sponsoring the event must comply with all state laws concerning special event licenses, including obtaining dram shop insurance and purchasing liquor from licensed distributors.
- (6) The proposed licensed location may be a temporary structure, tent, or outdoor location if entrance to, and exit from, the liquor sales area is controlled by the applicant to assure compliance with the requirements of this chapter and any applicable state laws.
- (7) No person under age 20 years will be allowed to enter or to remain upon the licensed premises, unless accompanied by his or her parent or legal guardian.
- (8) No person under age 21 is allowed to draw, pour, or mix any alcoholic beverages or to tend bar, and no person under age 21 is allowed to serve or sell any alcoholic beverages for consumption on the specially licensed premises.
- (9) The special event license may be issued for a period of no more than three days.
- (10) The special event license shall be issued by the local liquor commissioner, upon creation of the license by the city council.

(Ord. No. 05-27, § 2, 9-12-05)