



Instructions for applying for a Village of Lincolnshire One Day / Special Event Liquor License

State law requires both a local liquor license and a state license/permit to sell any alcoholic beverage in Illinois. The Village of Lincolnshire Liquor License must be obtained prior to applying for a state license/permit.

The process for applying for a One Day / Special Event License is as follows:

At least 15 Days Prior to Event Date:

- **If a business does not currently hold a Lincolnshire Liquor License**, an application must be filed for a Village of Lincolnshire Class G License
 - The following must be submitted to the Village of Lincolnshire
 - Application http://lincolnshireil.gov/sitemedia/documents/quick_links/permits-applications-policies/Liquor_License_One_Day_Application.pdf
 - Fee (\$25 per day)
 - Manager overseeing alcohol sales must be fingerprinted
 - Proof of Insurance that covers the date and location of the event
 - A list of the alcoholic beverages to be served at the event
- **If a business currently holds a Lincolnshire Liquor License**, the licensee must request a letter of Certification from the Village for the event
 - The following must be submitted to the Village of Lincolnshire
 - Written request with date, time and location of event
 - Proof of Liquor Liability Insurance that covers the date and location of the event
 - A list of the alcoholic beverages to be served at the event

At least 14 Days Prior to Event Date:

- Applicant must file for State Special Use/Special Event Permit (to avoid late fees)
 - The following must be submitted to the State of Illinois Liquor Control Commission
 - Application <https://www.illinois.gov/ilcc/Pages/Applications.aspx>
 - Fee (See State website)
 - Copy of Village Class G Liquor License or Letter of Certification
 - Proof of Liquor Liability Insurance that covers the date and location of the event

On or Before the Event Date:

- Applicant must possess both the Village Liquor License and the State Permit
- A copy of the State Permit must be submitted to the Village
- All persons who sell, serve or check ID's for the purchase of alcoholic beverages must be BASSET trained and BASSET documentation must be made available to the Village

**The time frames given above are those required by ordinance or State policy, we recommend beginning the process as soon as possible. There are many steps that are dependent on prerequisites and delays can easily lead to missed deadlines and late fees.

For questions regarding the liquor licensing process, contact Sarah Maciareillo at 847-913-2340 or by email at smaciareillo@lincolnshireil.gov