



Village of Lincolnshire Special Event Liquor License Procedures

At least 15 Days Prior to Event Date

- **If you do not currently hold a Lincolnshire Liquor License** -must have filed for Village of Lincolnshire Class G License
 - Will need to submit to the Village of Lincolnshire
 - Application http://lincolnsuireil.gov/sitemedia/documents/quick_links/permits-applications-policies/Liquor_License_One_Day_Application.pdf
 - Fee (\$25 per day)
 - Proof of Insurance the date(s) and location of the event
- **If you do currently hold a Lincolnshire Liquor License** -must request a letter of Certification from the Village for the event
 - Will need to submit to the Village of Lincolnshire
 - Written request for permission to sell alcohol at an event within the Village of Lincolnshire, indicating date and location of the event
 - Proof of Insurance covering the date(s) and location of the event
 - List of the beverages that will be sold at the event

At least 14 Days Prior to Event Date

- Must have filed for State Special Use Permit (to avoid late fees)
- Will need to submit to State of Illinois Liquor Control Commission
 - Application
<https://www2.illinois.gov/ilcc/SiteCollectionDocuments/Special%20Use%20Permit.pdf>
 - Fee (\$150 one day / \$250 2-15 days / \$25 late fee)
 - Copy of Village Class G Liquor License or Letter of Certification
 - Proof of Insurance

Event Date:

- Must have both Village License and State Permit
- A copy of the State Permit must be submitted to the Village
- Must have BASSET documentation available

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.