

Name of Organization / Establishment Name (DBA):

Type of Temporary License Applying For: (Please check one)

Temporary Licenses

<input type="checkbox"/>	Not-For-Profit Special Event Retailer’s License	Temporary sales of alcohol for use or consumption, but not for resale, by not-for-profit organizations on specific dates designated for a special event. <i>*Holders of an annual retailer’s license are not eligible for this license*</i>
<input type="checkbox"/>	Temporary Event License	The sale of alcohol by for-profit retailers for use or consumption on premises at a designated location during a special event.

Temporary Event License Modification

<input type="checkbox"/>	Extended Premises	Authorizes a license holder in good standing to temporarily sell alcohol for consumption in an expanded area adjacent to the controlled premises, as defined in section 2-1-1 of the Title, covered by the primary liquor license on a date certain. The licensee will be required to obtain a state special use license prior to holding the event.
<input type="checkbox"/>	Special Use Permit	Special use approval shall allow a licensed retailer to transfer a portion of its inventory from its retail licensed premises to the premises specified in the request, and to sell or offer for sale at retail, only in the premises specified in the request, the transferred alcoholic liquor for use or consumption, but not for resale in any form. An applicant for special use approval must also submit dramshop liability for the location where alcohol will be served.
<input type="checkbox"/>	Alcohol Free Night	The license holder shall certify that no alcohol will be possessed, sold, delivered, and/or consumed by any person upon the licensed premises during the hours of the proposed activity. Depending on the description of the event in the application, the Chair may limit the ages of attendees for an alcohol free night and for any guardians or chaperones.

* If you DO NOT currently hold an annual Carbondale liquor license please complete **page 2**.

* If you are a current City of Carbondale liquor license holder please skip to **page 3**.

Complete only if applicant does not hold an annual Carbondale liquor license

Yes No Does applicant hold an annual liquor license in another jurisdiction? If yes, list the business name and location(s)

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Type of Ownership:	<input type="checkbox"/> Corporation	<input type="checkbox"/> LLC	<input type="checkbox"/> Not for Profit	<input type="checkbox"/> Individual	<input type="checkbox"/> Partnership
Business Name:					
Business Address:					
Name of Organization / Establishment Name (DBA):					

Primary Contact / Event Manager Information	
Name	Phone
Street Address	
City, State, Zip	
Email address	

Secondary Contact Information (if applicable)	
Name	Phone
Street Address	
City, State, Zip	
Email address	

Event Details	
Will this be a PUBLIC or PRIVATE event: _____	Expected number of attendees: _____
Event Name <i>(if applicable)</i>	
Event Location / Address <i>(please attach proof of property owner's permission)</i>	
Date(s) and Time(s) of event	
Description of premises (include number and location of restroom facilities, trash cans, fencing, seating, etc.)	
Description of event activities	

FOR OFFICE USE ONLY			
Date Application Received		Fee Amount/Date	
Notes:			

The undersigned does hereby swear (or affirm) that the manager/agent in whose name this affidavit is made will not violate any of the ordinances of the City of Carbondale or the laws of the State of Illinois or the United States of America, in the conduct of the place of business described herein, and that the statements contained in the application are true and correct to the best of his/her knowledge and belief and he/she understands that violation of any ordinances or laws shall constitute grounds for suspension or revocation of the license. I also acknowledge that this completed application and information contained in the files pertaining to this application is public record, except that information considered to be private information as defined under the Illinois Freedom of Information Act, and authorize its distribution and release.

Signature & Title of Applicant

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Please Attach:

- Detailed Diagram of event set-up
- Certificate of Insurance showing dram shop liquor liability (certificate must indicate that coverage extends to the location of event)
- State issued liquor license (if licensee holds an annual license)
- Fee(s)
- Criminal background check with copy of valid State ID or Driver's License (required if the applicant does not hold an annual liquor license or if the applicant has not previously held temporary liquor licenses issued by the City)
- Evidence of Property owner's permission