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COOK COUNTY LIQUOR CONTROL COMMISSION

**Zahra Ali**

DEPUTY LIQUOR CONTROL COMMISSIONER

118 N. CLARK STREET, ROOM 1160 • Chicago, Illinois 60602 • (312) 603-3727

Dear Special Event Liquor Permit Applicant:

Please find enclosed a Special Event Permit Application. A special event license is issued to an educational, fraternal, political, civic, religious or non-profit organization only for authorization to sale beer or wine, or both, only for consumption at the location and on the dates designated on the approved special event license. This application must be completed in its entirety and returned to the Cook County Liquor Control Commission.

Prior to filing the Special Event Permit Application, applicants must first report to the Building and Zoning Department. They are located at 69 W. Washington, 28th Floor, and their email address is [info.bnz@cookcountyl.gov](mailto:info.bnz@cookcountyl.gov). Building and Zoning will conduct an inspection of the premises and review any additional requirements prior to approving your application. Also, if the special event is on Cook County Forest Preserve property please contacts them at 1-800-870-3666.

When submitting your application to the Cook County Liquor Control Commission, you must include a copy of your dram shop liquor liability insurance policy in an amount of at least \$1,000,000 that will be in effect for the duration of your special event. Please note, the license is valid for the sale of beer and wine only during the hours 10:00 am to 10:30 pm Monday through Thursday, from 10:00 am to 2:00 am Friday and Saturday, and from 12:00 pm to 10:30 pm on Sunday. Please note, these hours may vary with the Forest Preserve property. Additionally, an applicant is only permitted 12 Special Event Licenses per calendar year.

If your application is approved, you will receive a Cook County Special Event Liquor Permit. You must then obtain a special event license from the Illinois State Liquor Control Commission. The State Liquor Commission is located at 100 West Randolph Street, 7th floor, Chicago, Illinois. Their phone number is (312) 814-2206.

Please do not hesitate to call Valyncia Jones (312) 603-3727 or Zahra Ali at (312) 603-5498 if you have any additional questions, Thank You.

Sincerely,

Zahra Ali  
Deputy Liquor Control Commissioner



**Please provide the names and telephone numbers of two authorized contact persons on the date(s) of the Special Event:**

Person 1: \_\_\_\_\_

Person 2: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

How many people are expected to attend the event? \_\_\_\_\_

Describe the nature and theme of the event:

Will the event have on-site security? YES NO

If so, please list the name of the security service: \_\_\_\_\_

Is this security service bonded? YES NO

In addition to alcohol, will you be providing food at this event? YES NO

Has the applicant ever been convicted of a felony or violation of any prohibition, alcoholic liquor or gambling laws?

YES NO

If yes, Please explain:

Has the applicant had any previous license issued him/her relating to the alcoholic liquor revoked or suspended?

YES NO

If yes, Please explain: \_\_\_\_\_

The applicant hereby affirms the matters in the above Special Event Permit Application are true and correct. The facts stated are made from my personal knowledge and information and that the applicant is qualified and eligible to obtain the approval required for the function. I further affirm that the applicant meets all statutory requirements to apply for and hold an Illinois Liquor License and will not violate the laws of the United States, the State of Illinois, nor the County of Cook and all agencies thereof. Lastly, I agree that the Liquor Control Commissioner may revoke this license at any time at the absolute discretion of the Liquor Control Commissioner and consent to all requirements, including the requirement of immediate forfeiture without reason.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Position with Organization

\_\_\_\_\_  
Date