



## **SPECIAL EVENTS PERMIT APPLICATION**

(A, D, or F LICENSE HOLDERS)

**CITY OF ALTON, ILLINOIS**

**Liquor Commissioner**

101 E Third • Suite 201 • Alton, Illinois 62002

Telephone: (618) 463-3500

Fax: (618) 463-3525

E-mail: [liquor@cityofaltonil.gov](mailto:liquor@cityofaltonil.gov)

Website: [www.cityofaltonil.gov](http://www.cityofaltonil.gov)

Dear Liquor License Applicant:

Thank you for choosing the City of Alton to locate your business. The business community is a vital ingredient in the continued growth of the City.

The application process that you will begin is a procedure that under normal circumstances will take several weeks to complete. Building and/or fire code concerns may add to this time frame.

To all event holders and organizations in the City of Alton when applying to the city of Alton for a special event liquor license for your special event, please apply at least 60 days before the event in order to give enough time to go through the approval process for city and to get your application approved through the state. If this is not applied for within the time specified, it will be denied.

If your business is located within the Appearance Review District boundaries, you are required to have all signage and exterior changes approved by the Appearance Review Commission. Facade Grant funds are available for up to 25% of eligible exterior repairs and improvements. For Facade Grant information, please contact the Department of Planning and Development at (618) 463-3801. Complimentary design assistance is also available to business owners through the Alton Main Street Association; you can reach them at (618) 463-1016.

If you have any questions, please contact my office at (618) 463-3500, Extension 3.  
Once again thank you for choosing Alton.

Sincerely,  
David Goins  
Liquor Commissioner



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Name of Applicant: \_\_\_\_\_

Name of Establishment: \_\_\_\_\_

Address: \_\_\_\_\_

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

Liquor License Classification: \_\_\_\_\_

Description of activity planned: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dates applied for: \_\_\_\_\_

Attach certificate of Dram Shop Liability insurance covering sales of liquor outside of permanent structure of the licensed premises as requested by this permit application.

I, understand, do acknowledge and understand the restrictions set upon SPECIAL EVENTS LIQUOR LICENSES established by the City of Alton, Illinois.

- Sales must be made on the license premises as defined in original license application.
- No sales will be permitted or consumption be allowed on any public property.
- Notification must be given at least fourteen (14) days prior to the first day of the scheduled event.
- The area used for special events must be enclosed or designated in some manner to mark boundaries for the special event.
- No liquor of any nature may be removed from the enclosed or designated boundaries for the special events.
- Special events permit shall not exceed an aggregate of ten (10) days per calendar year for any one licensed premise.

I hereby promise to uphold these restrictions knowing that the penalty for breaking such could lead to liquor license revocation.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date