



LIQUOR CONCEPT COMMITTEE SPECIAL EVENT/TEMPORARY LICENSE FORM

Please download this application, complete, and return to the Community Services Department at NapervilleLiquorLicensing@naperville.il.us If you have any questions please email or call (630) 305-5300.

OWNERSHIP INFORMATION

Event Organizer:

Event Name:

Contact Person:

Phone:

Email:

Event Location:

Date(s) of Event and Times:

Annual Event: Yes No

Expected Attendance:

Venue Type: Indoor Outdoor

Please List Other Events the Organizer Has Previously Produced:

ORGANIZATION INFORMATION

What Type of Organization Will This Event be Conducted by?

Educational Fraternal Political Civic Religious Not-for-Profit Other

If "Other", please explain:

Organization Name:

Organization Phone:

Organization Address:

Organization Contact Person *(if different from event organizer):*

Website:

Is the Organization 501(c)(3)? Yes No

If "Yes", for how long?

Were Any Other Liquor Licenses Held by This Organization in the Last Two (2) Years? Yes No

If "Yes", please list event names and dates below:

SECTION TWO – NAPERVILLE CONCEPT
BUSINESS INFORMATION

1. What activities or attractions will occur at this event?

2. Where will liquor be sold? (*Indicate locations on site plan provided for question 8.*)

3. What type(s) of liquor will be sold?

4. How will liquor be sold and served?

5. Who will be selling and serving the liquor? (*e.g. volunteers, distributor's representative, other*)

6. Will the event issue wristbands, punch cards, or ticket systems? (*Explain the proposed liquor sales process.*)

7. What security will be provided at the event?

8. Provide a site plan for the event.
(*Attach the plan as a separate page to this application and include entrance/exits, tents, stages, food booths, liquor booths, and other activity areas.*)