LIQUOR CONCEPT COMMITTEE
SPECIAL EVENT/TEMPORARY LICENSE FORM

Complete this application and return to Miranda Barfuss, Mayor's Office. If you have questions, contact Miranda Barfuss, Mayor's Office, at (630) 548-2983, or via email at barfussm@naperville.il.us.

SECTION ONE – GENERAL INFORMATION

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.*)

Submit Form