



# SPECIAL EVENT LIQUOR LICENSE APPLICATION

## CLASS G

Application for License  
for sale of Alcoholic Liquors  
to be issued by  
The City of Galesburg

Date: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Name of Liquor License Holder: \_\_\_\_\_

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

Type of Event: \_\_\_\_\_

Date Event will be held: \_\_\_\_\_  
Month Day Year

From: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

Have you had any other events approved within this calendar year?  Yes  No

Does the applicant agree that if the license sought is granted, no law of the State of Illinois, the United States, or the City of Galesburg will be violated in conducting such business?

For Office Use Only

License No. \_\_\_\_\_

Receipt No. \_\_\_\_\_

Payment \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

Approved: \_\_\_\_\_

Liquor Commissioner

**DIAGRAM TO SCALE THE AREA TO BE OPERATED UNDER SUCH LICENSE.**

### **Sec. 3-60. Special Event License (Class G)**

(a) *Purpose.* A class G liquor license may be issued for a limited period of time for the purpose of allowing the licensee to raise funds for charitable, educational or civic purposes.

(b) *Issuance.* A class G liquor license may be issued to:

(1) A not-for-profit corporation organized and operating under the laws of the state for charitable, educational or civic purposes.

(2) Any holder of a current liquor license under this division who desires to sponsor a special event within or adjacent to the licensee's existing licensed premises. A "special event" is defined as any event of charitable, educational or civic nature, provided that such special event shall not otherwise conflict with, or violate, any provision of this or any other ordinance of the city.

(3) Application shall be made with the liquor commissioner no less than two weeks prior to the date when the class G license shall be issued.

(c) *Term.* A class G license shall be issued for a period of one (1) day from 7:00 a.m. to 1:00 a.m.

(d) *Restrictions.* A class G license holder is subject to the following restrictions:

(1) Special event sites may include an outdoor area, if such area is completely enclosed by an interior fence or wall at least four (4) feet high which is then further enclosed by a fence or wall at least four (4) feet high and providing a buffer no less than four (4) feet beyond the perimeter of the interior fence or wall.

(2) Such buffer zone shall be so designed as to prohibit the contact between persons within the special event interior fence or wall and those persons outside.

(3) No direct access from any public street, driveway, alley or sidewalk nor any unsupervised access from any other location into any special event licensed area shall be permitted.

(4) Entertainment at special event activities licensed to take place outdoors shall be terminated no later than 12:01 a.m.

(5) A class G license shall be limited to that area owned, leased or rented by such holder on which the licensed premises is located.

(e) *Application.* In addition to the requirements contained in section 3-58, the applicant shall include the following information:

(1) An executed copy of the lease, rental agreement or other written authority for the use of the premises if the applicant is not the owner of the premises.

(2) A drawing/diagram to scale of the special event premises requested.

(3) The purpose for the issuance of the license.

(4) A statement of the applicant's plans for crowd control, including the number and names of persons working access points into the event area and parking/traffic considerations.

(5) Certificate of insurance showing evidence of dram shop and liability insurance coverage.

(6) The specific times and date for the term of the special event license.

(f) *Fees.* The fee for a class G license issued to a not-for-profit corporation shall be fifty dollars (\$100.00) for each day for which the license is issued and shall be paid in full at the time the license is issued. There shall be no additional license fee for the holder of a valid annual liquor license.