



OFFICE OF THE MAYOR

**CITY OF PARK RIDGE**

505 BUTLER PLACE  
 PARK RIDGE, IL 60068  
 TEL: 847/ 318-5200  
 FAX: 847/318-5300  
 TDD:847/ 318-5252  
 URL:<http://www.parkridge.us>

**TEMPORARY LIQUOR LICENSE APPLICATION**

**7-day notice required**

*12 permissible, per year/ 5-day maximum allowance*

(See attached documents for full Class T classification descriptions)

T- 1 \_\_\_\_\_ T-2 \_\_\_\_\_

**Class T-1** Allows the sale or service of alcoholic liquor by a bona fide Park Ridge entity or business not holding a liquor license where such sale is not otherwise prohibited for a social, recreational, fund-raising or special commercial event. **Daily Fee: \$25.00**

Requirements: Insurance Certificate in the amount of \$1 million dollars naming the City of Park Ridge as an additional insured related to said event including the date(s) of the event; signed Letter of Understanding for each person selling/serving alcohol; signed Hold Harmless Agreement

**Class T-2** Allows the sale or service of alcoholic liquor by any Liquor Licensed Establishment in conjunction with a social, recreational, or fund-raising event. Basset training is required for each server. **Daily Fee: \$75.00**

Requirements: Insurance Certificate in the amount of \$1 million dollars naming the City of Park Ridge as an additional insured related to said event including the date(s) of the event; Certified alcohol servers training (i.e. Basset) for each individual serving at the event; signed Hold Harmless Agreement.

**EVENT INFORMATION**

NAME OF EVENT		
ADDRESS OF EVENT		
DATE(S)	TIME (from/to)	PUBLIC OR PRIVATE

(Your permit will be valid for the hours listed on this application)

**APPLICANT INFORMATION – PERSON APPLYING**

NAME		ADDRESS	
CITY	STATE	ZIPCODE	
TELEPHONE	CELL	EMAIL	

**ORGANIZATION INFORMATION – IF APPLICABLE**

NAME		ADDRESS	
CITY	STATE	ZIPCODE	
Not-For-Profit            YES NO If Yes, attach state NFP letter	PHONE	EXECUTIVE DIRECTOR	

Is this event being held for fund-raising purposes? YES NO

Estimated Number of attendees: \_\_\_\_\_

Is the event on private or public property? PRIVATE PUBLIC

Is food being served at this event? YES NO

If yes, is the food made on the premises or is it catered? MADE ON PREMISE CATERED

If catered, by whom? (Provide company name and telephone.)

\_\_\_\_\_

Have you completed a Special Event permit for this event? YES NO (see attached)

Describe the event for which the temporary Liquor License is needed

Describe the manner in which liquor will be served or sold (by glass, purchased by ticket, etc)

Return the completed application along with the required payment payable to the City of Park Ridge, signed Hold Harmless Agreement, and Certificate of Insurance naming the City of Park Ridge as an additional insured with \$1 million dollars Liquor Liability Insurance coverage. I understand it is my responsibility to contact the IL Liquor Control Commission to see whether a Special Event Liquor Permit is required from the ILCC.

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

\_\_\_\_\_  
Date



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### HOLD HARMLESS AGREEMENT

I, \_\_\_\_\_, indemnify and hold the City of Park Ridge harmless against any and all liability and expenses whatsoever, for bodily injury or death, including without limitation injury or death to agents, employees, servants or volunteers of the applicant(s) that may be causally related to any act of ordinary negligence, intentional, willful or wanton misconduct and any such claim, loss or injury arising out of my participation with the \_\_\_\_\_ event to be held \_\_\_\_\_.

Signed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature

## 12-6 of the Municipal Code

### Permits; Temporary Liquor Licenses

#### A. Regulations Applicable to All Temporary Permits:

1. The Commissioner may attach such conditions as are appropriate for that specific temporary permit.
2. For temporary permits, the Commissioner, in his or her sole discretion, may accept host or general liability coverage as a substitute for dramshop insurance.
3. The term of the permit shall be within the sole discretion of the Commissioner, but in no event may permits be issued for more than five (5) days.
4. No more than twelve (12) such permit days shall be available to any one organization during a license term.
5. The applicant is responsible for securing any applicable state permit. If the State Liquor Commission requires a permit and it is not obtained, then the City temporary permit shall be deemed void ab initio. It is the responsibility of the applicant to determine whether or not a state permit is needed and issuance of a City permit has no bearing on the issue of whether a state permit is required.
6. All other regulations of this chapter shall apply to the permit.

#### B. Specific Temporary Permits: Temporary permits are divided into the classifications set forth below:

1. **Class T-1 Permit.** A Class T-1 permit shall authorize the sale or service of alcoholic liquor by a bona fide Park Ridge entity or business not generally engaged in the business of selling alcoholic beverages, at a designated location where such sale is not otherwise prohibited, in conjunction with social, recreational, fund-raising or special commercial event.

a. A Class T-1 permit shall be valid only during the hours set forth on the permit. A Class T-1 license may not be renewed or extended.

b. A Class T-1 license shall authorize the sale of alcoholic beverages by the glass; it is not necessary that the sale be in connection with or complementary to the sale of food.

c. A Class T-1 license shall authorize the sale of alcoholic beverages only in an enclosed building or structure, including a tent, and not at open-air counters or stands. Consumption of alcoholic beverages may take place only within such enclosed building or structure. No person under the age of twenty-one (21) years may prepare, sell or deliver alcoholic beverages pursuant to a Class T-1 license.

d. Applications for a Class T-1 license shall be made to the Commissioner on a form provided by the Commissioner, not less than thirty (30) working days prior to the date for which the license is to be issued. The Commissioner may waive any other provisions of this chapter 6, which are determined to be inapplicable to a Class T-1 license. In addition to all information required by the Commissioner, applicants for Class T-1 license shall provide, at the time of application, a certificate of insurance, which names the City of Park Ridge as an additional insured, verifying that the applicant has obtained dram shop/liquor liability insurance in the minimum amount of one million dollars (\$1,000,000.00). The certificate of insurance shall be subject to the approval of the Commissioner. The applicant shall also provide evidence of having obtained any other permits and licenses required for the event at the designated location. No bond shall be required for a Class T license.

e. After review of the license application, the Commissioner may issue a Class T-1 license and shall advise the Police Department, the Liquor License Review Board and the City Council of such issuance.

f. Each person who prepares, sells, delivers or serves any alcoholic beverages pursuant to a Class T-1 license is required to sign a letter of understanding, on a form approved by the Commissioner, that states that the person has been advised of the rules and regulations regarding the preparation, sale, delivery and service of alcoholic beverages by the Class T-1 liquor license holder.

g. Persons who prepare, sell, deliver or serve any alcoholic liquor pursuant to a Class T-1 license are not required to complete a certified alcohol servers' training.

h. The fee for each Class T-1 license shall be twenty-five dollars (\$25.00).

2. Class T-2 Permit

A Class T-2 permit shall authorize the sale or service of alcoholic liquor by a business or other entity that has a valid liquor license in the jurisdiction where the business or other entity is located, in conjunction with social, recreational or fund-raising events.

a. Unless otherwise specified, all the requirements, restrictions and obligations for a T-1 permit shall be applicable to a T-2 permit.

b. Persons who prepare, sell, deliver or serve any alcoholic beverages pursuant to a Class T-2 permit are required to complete a certified alcohol servers' training.

3. Civic Organization Events

The following shall apply to civic organizations and the regulations of this chapter:

a. A civic organization may hold a fundraising event at a Licensed Premises without obtaining a permit under the following conditions:

i. The Commission is notified, in writing, at least seven (7) days in advance of the event.

ii. All food and alcoholic beverage service is conducted by the Licensee with the Licensee's employees and at Licensee's prices, as in the normal course of business for that license.

b. If the Licensee intends to provide food or alcoholic beverage service other than from its regular menu and at menu prices or if the cost of the service of alcoholic beverages is part of a donation or ticket price, then the civic organization must obtain a T-1 permit.

c. As to either subsection (a) or (b) of this section, the civic organization, but not the liquor Licensee, may advertise for the event in any manner permitted by law

