

Procedures for Obtaining a Temporary/Special Event Liquor Permit

Application for a Temporary/Special Event Liquor Permit shall be made to the Northfield Liquor Control Commissioner at least 14 calendar days in advance of the event on forms provided by the Village and available on this website and in the Office of the Village Manager, 361 Happ Road, Northfield, IL. Only fully completed forms may be considered. Applicants may also be required to obtain a Special Event Permit from the State of Illinois after receipt of an approved Village of Northfield Temporary Liquor Permit. Contact the State at 312-814-2206 or go to www.state.il.us/lcc.

Temporary/Special Event Liquor Permit Types:

- 1) Permits not requiring an existing Northfield Liquor License.
- 2) Permits that do require an existing Northfield Liquor License.
- 3) Ad Hoc Temporary Permits.

1. *Temporary/Special Event Permits not requiring an existing annual Northfield Liquor License:*

Class TP(1) Civic Permit

Service of alcoholic beverages by any nonprofit organization or club having bona fide address within the Village such as church, fraternal order or lodge, veteran's organization, civic organization, foundation or similar organization.

Class TP(2) Government Permit

For Village of Northfield, Winnetka/Northfield Library, Park District or other local government entity Board of Trustees for service of alcoholic beverages on premises owned or leased by government entity.

Class TP(3) Non-Northfield Caterer's Permit

For service of alcoholic beverages at an otherwise unlicensed premises by a caterer not possessing a Northfield liquor license. Event sponsor also required to obtain a Temporary Permit in order for caterer to sell/serve alcohol.

Class TP(4) Promotional Permit

Allows a retail establishment to serve alcoholic beverages at no charge of any kind at a promotional event on the premises owned or leased by applicant.

2. *Temporary/Special Event Permits that require an existing annual Northfield Liquor License:*

Class TP(5) Northfield Caterer's Permit (requires Class F License)

Service of alcoholic beverages at an otherwise unlicensed premises by a Northfield Class F (Food Service) Liquor Licensee with a caterer's permit.

Class TP(6) Daily Sampling Permit (requires Class P or S license)

Allows holder of any Class P(package) or S(specialty) annual Liquor License to serve beer or wine without charge in small and limited amounts for sampling purposes in conjunction with sales promotional efforts on licensed premises.

Class TP(7) Temporary Outdoor Entertainment Permit (requires Class F License)

Allows outdoor live music for a Class F (food service) Liquor Licensee. NOTE: Application due not less than 30 days prior to event.

3. *Ad Hoc Temporary Permits:*

If an applicant for a Temporary/Special Event Permit does not meet the precise criteria for a specific Temporary Permit classification, the Liquor Control Commissioner shall have the authority to issue an Ad Hoc Temporary Permit subject to conditions set forth by the Commissioner.

All of the above types of Temporary/Special Event Liquor Permits have additional regulations applicable to the specific type which are listed in the Municipal Code, Chapter 16, Alcoholic Liquor, and available on this website, www.northfieldil.org.

Some Requirements Applicable to Temporary/Special Event Permits include:

1. The Liquor Commissioner may attach special conditions as are appropriate.
2. The Liquor Commissioner may accept Host Liquor Liability coverage (\$1M) as a substitute for Dramshop insurance.
3. No Permits will be issued for more than three (3) consecutive days (each day of event requires a permit).
4. There shall be a daily permit fee as set forth in Appendix D, Art. V, Sec. 16-2 of the Municipal Code.
5. Up to 12 such permit days shall be available to any one organization during a license term except for temporary outdoor entertainment permits which are limited to two (2) 72-hour events per year.
6. If another party is serving the alcoholic beverages at the event, that other party must also obtain a Northfield license or permit.
7. Other regulations as noted in Chapter 16 of Municipal Code shall apply.
8. Applicants may also be required to obtain a Special Event Permit from the State of Illinois after receipt of an approved Village of Northfield Temporary Liquor Permit. Contact them at 312-814-2206 or go to www.state.il.us/lcc.

Each application shall be accompanied by:

1. Applicable Temporary/Special Event liquor permit fee paid in full for the number of days of the temporary event (see Municipal Code, Appendix D, Art. V, Sec. 16-2).
2. Certificate of Insurance with Dram Shop Insurance or Host Liquor Liability (\$1M) and General Liability Insurance not less than (\$1M).
3. If leasing space, a copy of landlord's Certificate of Insurance with Host Liquor Liability coverage is required.
4. A copy of caterer's Northfield and/or State of Illinois Liquor License.

After a Temporary/Special Event Liquor Permit application has been reviewed, all information required provided/completed, signed and returned including fingerprinting and background checks (if required) and fees paid, the applicant will be notified to pick up the license from the Office of the Village Manager.

Temporary/Special Event Liquor Permit application forms are available on this website, www.northfieldil.org and at the Office of the Village Manager and completed forms should be returned to the same location. If you have any questions or need additional information, call 847-446-9200 x2231.