



200 E. Wood Street · Palatine, IL · 60067  
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[www.palatine.il.us](http://www.palatine.il.us)

Village Manager's Office

## APPLICATION FOR PRODUCT SAMPLING LICENSE

Name and Address of Licensee Holder:

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Liquor License No. \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Physical Address of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Hours of Event: \_\_\_\_\_

Organization/Individual Sponsoring Event: \_\_\_\_\_

Contact Name and Phone Number for Licensee: \_\_\_\_\_

Contact Name and Phone Number for Event Coordinator: \_\_\_\_\_

E-mail Address of Event Coordinator \_\_\_\_\_

Description of Event: \_\_\_\_\_

Attachments Required:

- Diagram must be submitted showing exactly where the event is to be held including bar or serving area.***
- Names of all servers and copies of their BASSET application/identification cards***
- List of Products to be sampled***
- Insurance Certificate for outside event***
- Additional items requested***

I/We hereby certify that the information in this application is true and complete.

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

*Signature of Liquor License Holder*

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Reid T. Ottesen, Village Manager

**NOTE: APPLICATION MUST BE SUBMITTED NO LATER THAN**  
**14 DAYS PRIOR TO THE EVENT**