



VILLAGE MANAGER'S OFFICE
200 East Wood Street • Palatine, IL 60067-5339
Telephone (847) 359-9050 • Fax (847) 359-9094
www.palatine.il.us

**TEMPORARY EVENT
LIQUOR LICENSE
APPLICATION**

THIS FORM MUST BE SUBMITTED 20 BUSINESS DAYS PRIOR TO THE EVENT

Event Information

Name of Event: _____
Exact Address of Event: _____ City: _____ Zip: _____
Date(s) of Event: _____ Hours of Event: _____ Est. Attendance: _____

Applicant Information

Applicant's Name (Organization): _____ Phone Number: _____
Contact Person: _____ Email: _____
Sponsoring Organization's Address: _____ City: _____ Zip: _____

Alcohol Service Information

Date(s) of Alcohol Service: _____ Service Start Time: _____ Service End Time: _____

Address (location) of Alcohol Service _____

Type of Alcoholic Beverages: (Please Check)

Beer Wine Mixed Drinks Other (Please Describe): _____

The following Supporting Documents Must be Submitted with the Application:

- Site Plan
- A Letter from Organization Authorizing the Temporary Liquor License Application
- Certificate of Dram Shop Insurance

Conditions of Liquor License Approval

- Applicants must provide a copy of their State Liquor License to the Village of Palatine once received.
- All persons who sell or service liquor and/or check ID's must satisfactorily complete the Village of Palatine Liquor Ordinance Compliance Training Course. To schedule a training course, please contact the Crime Prevention Unit at (847) 359-9061.

Signature: _____ Date: _____