

**CITY OF PEORIA, ILLINOIS
TEMPORARY LIQUOR LICENSE INSTRUCTIONS**

CLASS F Authorizes the retail sale for consumption on the premises of alcoholic liquors in any nonresidential location within a structure.

1 day - \$150.00	3 days - \$250.00	5 days - \$350.00
2 days - \$200.00	4 days - \$300.00	

CLASS H Authorizes the retail sale of alcoholic liquor in an outdoor, nonresidential location as part of a public activity which has been approved by the City Council, however, in the case of an annual event which has been approved and held in each of the preceding two years, approval may be given by the local Liquor Commissioner.

1 day - \$150.00	3 days - \$250.00	5 days - \$350.00
2 days - \$200.00	4 days - \$300.00	

CLASS H-1 Authorizes the retail sale of beer and wine on the grounds of a County Fair.
\$100.00 filing fee plus \$40.00 per day of the event.

___ All applicants must be a Civic, Patriotic, Fraternal, Educational, Religious or Benevolent **not-for-profit** organization which has been in active and continuous existence for at least nine months prior to making the application. (yes ___ no ___)

___ If a Class "H", has this event been held the past two consecutive years? (yes ___ no ___)
If no, this application must go to City Council for approval.

___ Please apply for liquor license at least four weeks prior to the date(s) desired.

___ Please provide legal name, including middle initial, and date of birth on application.

___ File a City of Peoria Temporary Liquor License Application Form. (Signed & Notarized)

___ Submit Proof of Dram Shop Insurance (Certificate of Liability Insurance for the day of the event – the date must be on the certificate and the certificate must be issued to the not-for-profit organization with the City of Peoria as Certificate Holder)

___ Receipt for Liquor License Fee (Fee to be paid in the office of the City Treasurer, Room 100, City Hall Building)

___ Class "H" and Class "H-1" applicants must file a site plan.

___ Once the City liquor license is approved, you may apply for the State of Illinois Special Event (not-for-profit) retailer's liquor license. The fee is \$25.00, unless the application does not reach the Illinois Liquor Control Association two weeks prior to the event, a \$25.00 late fee will be assessed. They will need a Certificate of Liability Insurance with the State Illinois Liquor Commission listed as the Certificate Holder. The Illinois Liquor Control Commission phone # is (217) 782-2135.

___ **If your event is on a City street, sidewalk, parking lot, park or other City property? You must obtain a Public Events License. Contact the Accounts Receivable Department, City Hall, Room 111, Phone #494-8588.**

___ **Have you applied for your Health Department License? Contact the Health Department at 679-6000 to see if you need a Health Department License.**