

**INSTRUCTIONS FOR SUBCLASS 10 LIQUOR LICENSE**  
**CLASS B OR G-RESTAURANT ONLY**

1. Obtain an Application Form in the Office of the City Clerk, Room 401, or the Office of the Legal Department, Room 200. Complete and return to the City Clerk's Office.
2. The Application and Affidavit require that your signature be notarized. If you sign in front of Staff, we are able to notarize your forms. If you pre-sign your forms, please have them notarized before you file your application.
3. If your Subclass is approved, you will be notified by the Clerk's Office and asked to bring in the appropriate Subclass fee **and** your City liquor license to add the Subclass 10 to the license.
4. The Subclass 10 annual fee is \$750.00, but will be prorated.
5. Please make checks payable to the City of Peoria. The fee is paid in the Treasurer's Office, Room 100.
6. Take your Treasurer's receipt to the Office of the City Clerk, Room 401 and the Subclass will be added to your license.
7. The Licensee is required to provide notice of each Private Function to the City Clerk's office at least 10 days prior to the function. The notice can be mailed or faxed and should include the following information:
  - a. Location of Event
  - b. Estimated Number of Invited Individuals
  - c. Description of Private Event
  - d. Proof of Dram Shop Insurance for the off-site location.
  - e. Affidavit on a Quarterly Basis
8. The Licensee is required to furnish an Affidavit on a quarterly basis that the gross revenue from the sale of alcoholic liquor at any one catered event under the Subclass 10 liquor license did not exceed forty percent (40%) of the total gross revenues generated from the sale of alcohol and the sale of meals.

City Clerk's Office  
419 Fulton, Room 401  
Peoria, IL 61602  
494-8564 - Phone  
494-8574 - Fax