

City of Belleville
Special Event Liquor License Application Instructions

Special Event Liquor Licenses can be issued to:

- **Not-for-Profit Organizations, and**
- **Retail Liquor Licensees who wish to sell liquor away from their licensed location.**

Any For-Profit business that does not have a Retail Liquor License and wishes to sell alcohol, must first obtain a regular Retail Liquor License.

To obtain a Special Event Liquor License, the following steps must be taken.

1. Obtain and complete a 'Special Event Liquor License Application', available through the Mayor's Office on the second floor of City Hall.
2. To complete the application,
 - at the top of the form, provide the name of the Not-For-Profit Organization or the Business that is requesting the Special Event Liquor License, the applicant's address, and the applicant's phone number,
 - provide specific details about the event including the event name, exact location, date(s), time(s) of the event, and the hours liquor will be sold, and
 - sign the application and provide your position within the organization or business.
3. Contact your insurance provider and request a Certificate of Liquor Liability Insurance (DRAM Shop) for the event.
 - Have your insurance provider include the name, location, date and time of the event in the area on the certificate labeled 'Description of Operations.' This information must match the information you provide on the application.
 - In the area labeled 'Certificate Holder' on the bottom left side of the certificate, ask your insurance provider to include the following: City of Belleville, 101 So. Illinois St., Belleville, IL, 62220
4. Contact the Mayor's office and schedule a time to return the application, fees, and Dram Shop-Certificate of Liquor Liability Insurance. If the application is approved, the Special Event Liquor License can be issued.

In the State of Illinois, any Special Event where liquor is sold requires a State Special Event Liquor License in addition to the local license. To obtain a State application, visit <http://www.state.il.us/lcc/> and select Special Event License from the list. The State will require that you provide a copy of your local Special Event Liquor License along with a completed application.

For additional information or answers to questions, contact the Mayor's office by calling (618) 233-6518, x1207.