



DU PAGE COUNTY APPLICATION INSTRUCTIONS FOR TEMPORARY LIQUOR LICENSE

DuPage County Class “E” and “T” Temporary Liquor License Application Instructions

Event Information:

1. Enter Today’s Date.
2. Enter Business Name, Phone and Email.
3. Enter the Address of the Business.
4. Enter the Name, Date of Birth, Address, Home Phone and Home Email for the Business’ preferred contact.
5. Place a check mark next to the type of event that the license is for:
 - a. Special events allow the sale of alcoholic liquor for a 24 hour period at a specific location for consumption on the premises where sold. Special event licenses are issued for temporary stands, booths or counters like those used at picnics, celebrations, etc. (Class E1)
 - b. Tasting events allow the licensee to conduct wine, champagne and other alcoholic beverage tastings for a 24 hour period. A single fee may be charged to cover the expense of the tasting. Tasting event licenses allow the sale of sealed packages of the sample beverages for consumption off-premises (Class E2).
 - c. Catering licenses allow the licensee to sell liquor for a 24 hour period in connection with providing catering services. Alcoholic liquor shall be sold only for consumption on premises (Class I).
6. Enter the date(s) of the event, as well as the start and end times. If multiple dates and times, please note that licenses will be issued for each event.
7. If you will be providing and serving food at the event, circle yes. If not, circle no.
8. Enter the Name, Address, Phone and Email of the premises where the event will be held.
9. Enter the name of the owner of the premises where the event will be held.

Additional Information:

10. Circle whether the applicant has ever been convicted of a felony or violation of any prohibition, alcoholic liquor, or gambling laws. If yes, please explain.
11. Circle whether the applicant has ever been convicted of pandering or any other crime opposed to decency or morality. If yes, please explain.
12. Circle whether the applicant has had any previous liquor license revoked. If yes, please explain.
13. Please answer whether the applicant has a current liquor license. If yes, please attach a copy of the license.
14. Please attach the Declaration Page of your current insurance policy.

Submission Information:

- Please submit a **signed copy** of the application and your **insurance declaration page** as well as a **copy of your license if you are a current license holder** in person to the DuPage County Board Office or by mail to:
Deborah A. Conroy, DuPage County Liquor Commissioner
421 N. County Farm Road
Wheaton, Illinois 60187
- Please note that incomplete submissions may take up to 2 weeks or longer to be processed.
- The fee for each license will be due upon pickup. Fees for Special Events and Tasting Events are \$50. Fees for Catering are \$100.