

# CHECK LIST FOR TEMPORARY LIQUOR LICENSE

Name of Event/Date/Time/Place (Completed on Temporary Liquor License Application)

Application – Must be completed and signature notarized before returning application to the City Clerk’s Officer

Copy of Not-for-Profit Registration filed with the State of Illinois/IRS showing IRS deems establishment meets criteria of a not-for-profit

Certificate of Insurance for Liquor Liability – must specify name of event, date, time and location of event

Hold Harmless Agreement - If on Public Right-of-Way or Street (**MUST go to Council**)

Fee - based on number of events during the calendar year. Make check payable to the City of Decatur.

<b>1<sup>st</sup> permit/year</b>	<b>\$100.00 per day</b>
<b>2<sup>nd</sup> permit/year</b>	<b>\$150.00 per day</b>
<b>3<sup>rd</sup> permit/year</b>	<b>\$200.00 per day</b>
<b>4<sup>th</sup> permit/year</b>	<b>\$250.00 per day</b>
<b>5<sup>th</sup> permit/year</b>	<b>\$250.00 per day</b>
<b>6<sup>th</sup> permit/year</b>	<b>\$250.00 per day</b>

**Chapter 52, Section 8. Temporary Permit: The maximum number of temporary events issued to the same entity in one calendar year shall not exceed six (6) and not more than one temporary permit shall be granted to any one organization in any one period of thirty (30) days.**