

REQUEST FOR PERMISSION FOR SPECIAL EVENT UNDER CLASS F LIQUOR LICENSE

The Honorable Philip J. Sues
Liquor Commissioner
City of Wheaton
303 West Wesley Street
Wheaton, IL 60187

DATE: _____
(must be submitted at least 2 weeks prior to event)

Dear Mayor Sues,

In accordance with the requirements of Section 3-9.1 (Application for Class F License) of the City of Wheaton Liquor Control Ordinance, I hereby request permission for the following special event:

Name of Licensee: _____

Person in Charge of Event: _____ Phone: _____
(Daytime / cell)

Address: _____

Email Address: _____

Bartenders: _____

(Attach sheet listing additional names, if necessary; bartenders need retraining after 3 yrs thru Police Department)

Date and Hours of Event: _____
(Mon.-Thur., 11a.m.-11p.m. / Fri. & Sat. 11 a.m.-12 Midnight / Sun. 12 Noon to 11 p.m.)

Name of Event: _____

Location of Event: _____

Description of physical layout of Location of Event: _____

Describe Event: _____

(Attach additional page if needed)

Expected Number of People: _____

President/Head of Board of Directors

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APPROVED:

Mayor

Date

\$50/Day Fee Submitted: _____
Copy of Liquor Liability Ins. Certif. Submitted: _____