



CARBONDALE
All Ways Open

City of Carbondale
City Clerk
200 S Illinois Ave
Carbondale, IL 62901
618-457-3281
Explorecarbondale.com

TEMPORARY EXTENDED PREMISES CLASS L LIQUOR LICENSE EVENT DETAILS

Temporary Extended Premises Class L License applications must be received by the City Clerk’s office at least 15 business days prior to the event and must be accompanied by the items listed on page 2 of this application.				
Business / Applicants Name				
Event Manager				
Event Manager Address			Event Manager Phone	
There will be a	Public Event	Private Event	Anticipated Number of Attendees	
Name of the Event				
Date of Event	Beginning on(date/time)		Ending on(date/time)	
Event Location				
Event Description				
Description of Event Premises				
Is the adjacent property owned by the licensee	Yes	No	If not, attach permission from land owner	
Detail Number of Restrooms and Waste Receptacles to be Provided				
Detail what Measures will be Utilized to Control Access to the Entrances and Exits to Established Areas of Consumption				
Other activities to be included during the time the license is issued				
Have you previously held a temporary extended premises license where there were violations?	Yes	No		
If Yes, Please List				

Will there be live music (i.e. DJ or band)?	Yes	No	
Is there a need for additional security?	Yes	No	
If no, please provide detailed explanation as to how the event will be managed without the need for additional security			
Applicant agrees that glass containers will not be allowed for outside events.	Yes	No	
THE FOLLOWING ITEM MUST ACCOMPANY THIS APPLICATION			
<ul style="list-style-type: none"> • Fees (\$25 each day of event; not to exceed 15 days) • Detailed diagram of the event premises • Certificate of dram shop insurance at the maximum limit covering the specific dates of the event and the location (event dates and location must be printed on certificate) 			
SUPPLEMENTAL EVENT REQUIREMENTS			
<ul style="list-style-type: none"> • Building and Neighborhood Service approval of premises • Fire approval of premises and occupancy of _____ • Proof of a valid state liquor permit or license for special events (after City license is issued) 			
CONDITIONAL REQUIREMENTS DETERMINED BY LIQUOR CONTROL CHAIR			
<p>Depending on the nature and/or size of an event, the Local Liquor Control Commission may require the following additional information (<i>You will be contacted if additional information is requested</i>):</p> <ul style="list-style-type: none"> • Additional safety/security measures. Please attach a copy of the contract/agreement with the security service provider. • Minimum Entry Age of Nineteen • Fencing/Barricades/Tents _____ • Other _____ 			
FOR OFFICE USE ONLY			
Date Received	(must be at least 15 days prior to event)	Received By	
Fees	Date Paid	Form of Payment	
APPROVALS			
City Manager	BNS/PLN	PD	
Fire	Permitted Occupancy		
Date License Issued	Notes		