Temporary Liquor License Application Instructions
Non-Profit Applicant

As outlined in the application we will need the following documents to accompany the completed application:

- License fee of $20.00.
- Letter to Mayor and City Council requesting approval.
- Proof of liquor liability insurance.
- Proof of permission from owner of the premise (if the event is being held at a location different than the applicant).
- Plan of the area where beer and wine will be sold.

After all materials are submitted it will then be taken to be presented to the Mayor and City Council at a Council meeting. These meetings take place on the first and third Tuesday of the month.

We ask that at least one representative of your organization be present, barring any questions that the Mayor or the Council might have.

We generally ask that you submit these materials at least 2 weeks prior to the City Council meeting and at least one month before your event.

After the approval from the City you will need to complete a State of Illinois application.

The following is the link to their application:
https://www.illinois.gov/ilcc/SiteCollectionDocuments/Special%20Event%20Retailer.pdf

For further information, please contact:
Jillian Austin
Executive Assistant
City Manager's Office
815-356-3700 ext. 4084
jaustin@crystallake.org