



Instructions for applying for a Village of Lincolnshire One Day Liquor License

Applications for a One Day Liquor License can be found on the Village website and should be submitted to the Lincolnshire Police Department.

Applicants filing for a One Day Liquor License will need to complete the application and remit a \$25.00 fee per One Day Liquor License. For example, a two day event would require two One Day Licenses and therefore a \$50.00 fee. The application must be submitted at least 15 days prior to the date of license issuance.

A copy of the Liquor Liability Insurance Policy covering the period of the license must also be submitted to the Village of Lincolnshire.

After the application has been approved by the Village, the applicant must submit an application for a Special Use Permit or a Special Event Retailer Permit to the Illinois Liquor Control Commission (ILCC). More information can be found at: <http://www.illinois.gov/ilcc/Pages/Applications.aspx>

If an applicant will be serving alcoholic beverages provided by another Liquor License holder, photocopies of each Illinois Liquor License must be provided with the application, along with a list of the alcoholic beverages to be served by each license holder (e.g., beer, wine, Mai Tai's, etc.)

After receiving approval for the Special Use Permit or Special Event Retailer Permit from the ILCC, a copy will need to be submitted to the Village of Lincolnshire.

All alcohol sellers and servers, and those who check IDs must have Beverage Alcohol Sellers and Servers Education and Training (BASSET) Certification.

The Liquor Control section of the Lincolnshire Village Code can be accessed through the Village web site at www.lincolnshireil.gov.