



CITY OF ROCKFORD
CLASS "SP" LIQUOR PERMIT APPLICATION

NAME OF EVENT:

DATE(S) AND HOURS OF EVENT:

NAME OF CHARITABLE ORGANIZATION REQUESTING PERMIT:

ADDRESS AND PHONE NUMBER OF ORGANIZATION:

SPECIFIC LOCATION OF EVENT:

PROCEEDS OF THE EVENT WILL GO TO:

NAME, ADDRESS AND PHONE OF PERSON(S) RESPONSIBLE FOR EVENT:
(You must include a representative of the charitable organization)

SIGNATURE OF APPLICANT:

DATE:

The following items must accompany this application:

1. A Certificate of Insurance showing coverage for commercial general or premises liability insurance and dramshop (liquor liability) insurance naming City of Rockford as additional insured, and listing the City of Rockford, Legal Dept., 425 E. State St., Rockford, IL, as certificate holder.
2. A detailed plan or map showing the exact area where alcohol will be sold and consumed.
3. A description of security measures to control the area (i.e. fences, barricades, security personnel).
4. Proof of not-for-profit status (i.e. articles of incorporation, tax exempt number).
5. Fees are as follows: 1 or 2 days - \$30.00; 3 days - \$45.00; 4 days - \$60.00.

RETURN TO: Director, Mayor's Office of Tourism, Culture, and Special Events, City of Rockford
Mayor's Office, 425 E. State, Rockford, IL 61104 Phone: (815) 987-5591 Fax: (815) 967-6952

**Please submit this application at least 60 days prior to the first day of the event.
All SP Permits require approval by the Code and Regulation Committee and the City Council.**