

Village of Western Springs

Community Development Department

740 Hillgrove Ave. Western Springs, IL 60558
Ph. 708.246.1800, ext. 180 Fax 708.246.4871

Special Event Liquor License Approval Process

Submit Application
to the Community Development Department

Include:

- **2** copies of Village **Liquor License Application**
- **Initial Application Fee** for specified License Class
- **Annual License Fee** for specified License Class;
- Proof of **Liquor Liability Insurance**
- Floor plan/site plan for all in/outdoor spaces to be used for dining, outdoor consumption and retail sales.
- Cover letter describing details of the event (e.g. *time, date, estimated attendance, etc.*)

Main issues - I

- Insurance – *covering public property*
- Security – *including police if applicable*
- Street closure/traffic control
- Parking
- Music

Class I:
Event on Private Property

Class J:
Event on Public Property

Main issues - J

- Indemnification and Hold Harmless Agreement
- Insurance – *covering public property*
- Security – *including police if applicable*
- Street closure/traffic control
- Parking
- Music

Martin Scott

msscott@wsprings.com
708-246-1800 x175

Meet with Director of Community Development

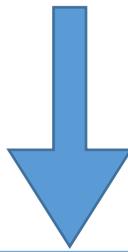
Discuss process, forms and related issues

Perform background check (if necessary)

- Meet with Police Department Investigator who initiates background check conducted by Western Springs Police Department, IL State Police and F.B.I.
- Background checks are not required for current license holders

General Government Committee

Informal review of application by staff and 2 Village Trustees



Liquor Commission

Formal review and recommendation by Liquor Commissioner at a public meeting
(Not required for repeat events)



Village Board Workshop Review

License is informally discussed (no votes are taken)



Village Board (Regular) Meeting

Consideration of Final Ordinance



Liquor Commissioner

- Receives all reports from Community Development, Law Enforcement Services, Building & Zoning and Finance
- Considers Village Board's approval/denial
- Approves/denies license request

This guide provides you with a basic understanding of the special event regulations. Additional regulations that will likely apply can be found in the [Village's Municipal Code](#).