

TEMPORARY LIQUOR LICENSE INFORMATION AND PROCEDURES

CITY OF CHAMPAIGN

The City of Champaign has four categories of Temporary Liquor Licenses which permit the retail sale and/or service of alcoholic liquor at a special occasion for consumption on the premise or within an area, and for a certain date(s) which will be specifically designated on such license. Examples of legitimate occasions include customer or employee relations events, holiday parties, wine tastings, and art openings.

A copy of the Liquor Ordinance (Chapter 5 of the Municipal Code, Alcoholic Beverages) and a copy of the Rules of the Liquor Control Commissioner are attached for your information.

Please read Sec. 5-12, 5-30.1, 5-30.2, 5-30.3, 5-32 and 5-43 of the Liquor Ordinance and Rule 15 of the Rules of the Liquor Control Commissioner for specific requirements and fees for temporary liquor licenses. Any person to whom a temporary liquor license is issued must comply with all requirements of Chapter 5 and applicable City ordinances and State statutes.

- **BEFORE** turning in a temporary event application, the applicant needs to contact the Champaign Fire Marshal's Office (403-7210) to schedule a meeting to discuss the location of the event and ensure safety code compliance.
- The applicant for a Class T license shall state in the application for such license the hours during which alcoholic liquor is intended to be sold, not inconsistent with section 5-43. An applicant for a Class T license shall submit a completed application for such a license on forms provided by the Liquor Control Commissioner **at least fifteen (15) working days prior to the date for which the license shall be issued**, along with a non-refundable application processing fee of \$30.00. There will be no exceptions to this rule.
- **No person, firm, organization, association or corporation other than a current holder of a retail liquor license shall be issued more than one (1) Class T-1 or one (1) Class T-3 license in any one (1) calendar year. Not more than two (2) Class T-1 or two (2) Class T-3 licenses or combination of T-1 or T-3 licenses shall be issued for a location, premises or address in any one (1) calendar year. Class T-4 licenses may be issued in an unlimited number for a location, premises, or address. As many as three (3) separate events utilizing a T license may be conducted on the control premise of a current license holder in any one (1) calendar years, provided that not more than two (2) of those events, may be authorized by a T-1 licenses.**

In addition to the application and processing fee, the following items must be submitted at the same time and approved before a license shall be issued:

1. Proof of ownership or possession of the premise (including the area in which the event will be held [deed, contract for sale, current lease, sublease, or assignment])
 - If the applicant is not the owner of the premise where the event is to be held, the owner of the property must join in the application and submit the Owner Authorization Form (obtained from the Liquor Commissioner's office).
2. a. (For Corporations) Copy of Articles of Incorporation and Secretary of State Certificate
b. (For Not-For-Profit Organizations) Copy of Association Registration as a Not-For-Profit Organization
3. Copy of Public Health Permit
 - If the event is to be catered, we must receive notification from the Champaign-Urbana Public Health District that the applicant has notified them of the event and has provided verification that the caterer has a valid Health Permit.
4. Certificate of Insurance showing dramshop insurance in the required amounts [see Sec. 5-12.(b)] for the area and date(s) on which the event is to be held

5. Drawing showing accurate dimensions, all exits, and layout of all areas where alcohol will be served and/or consumed, including all furniture and fixtures that will be set up for the event.
 - For outdoor events, the drawing must show where fencing is to be placed and include all dimensions, showing distance from all rights-of-way and distance from buildings.

Applications for temporary liquor licenses shall be routed as follows:

1. Planning Department (403-8800) – Zoning Administrator will review all zoning requirements
2. Police Department (351-4545) – Reviews criminal history, driver's record, and credit history.

Participate in a meeting with representatives of the Police Department if requested by the Police Chief or the Chief's designee. The purpose of said meeting shall be to discuss and review in detail the proposed physical layout of the site of the event; the identity, training and background of any persons who will be responsible for security at the event; any other aspects of how the applicant proposes to operate and manage the event.

3. Fire Department/Building Safety Division (403-6100) – Inspector reviews drawing of event to scale and inspects set-up of area to determine occupancy limit and Fire and Life Safety Codes compliance; issues tent permit if applicable.

In accordance with Rule 15, the inspection by the Fire Department/Building Safety Division shall take place at a prearranged time between the hours of 7:30 a.m. and 4:30 p.m., Monday through Friday (regular business days; not holidays) if a tent permit is to be issued. All other Fire Department inspections shall take place at a prearranged time between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday (regular business days; not holidays). If the applicant chooses to have an inspection made at a time other than those stated, the applicant must pay an additional fee, set currently at one hundred seventy five dollars (\$175.00), for an overtime inspection, and payment must be received by the Liquor Commissioner's Office at least 48 hours prior to the event. In any case, **the applicant is responsible for arranging a time for the inspection.**

ADDITIONAL REQUIRMENTS FOR OUTDOOR EVENTS

1. If a tent is to be used, a tent permit must be obtained from the Building Safety Division (403-6100) before a temporary liquor license is issued. All tents are required to be flame-proof and approved for use in the area in which the event is to be held.
2. Only paper or plastic products may be used for serving alcoholic beverages and food.
3. Fencing (or enclosing) the licensed area must be set up with at least two (2) means of ingress and egress around the area designated in the license; the egress shall have a ratio of at least forty-four (44) inches for every two hundred (200) occupants and at least one (1) alternate exit of at least forty-four (44) inches. [see Sec. 5-30.(f)(2)].
4. Applicant must monitor each ingress and egress so as to provide adequate crowd control and to prevent alcoholic liquor from being removed from the designated area by invitees or customers.

If you have further questions, feel free to call the Office of the Mayor/Deputy Liquor Commissioner at (217) 403-8720.

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