



CITY OF BATAVIA

JEFFERY D. SCHIELKE
Mayor

PROCEDURAL GUIDE FOR SPECIAL EVENTS LIQUOR LICENSE APPLICATION PROCESS

Any Special Event being held within the City of Batavia Corporate Limits that intends to either sell, serve, taste, share, pour, or distribute alcoholic beverages of any kind must obtain a Liquor License. There are three (3) types of licenses that may be used for any Special Event: 1) Class F (Non-For-Profit); 2) Class G (Special Use) and 3) Class E-4 (Limited Retail License).

1. The City of Batavia Class F, Class G or Class E-4 Alcoholic Liquor License Application may be obtained from the City Administrator's Office, Batavia Police Department or from the City's website. Contact Cheryl Shimp at (630) 454-2500 for assistance if you are unsure which category your event falls into.
2. Before submitting the liquor license application you will need to complete the Special Event Application which may be obtained at www.cityofbatavia.net. You may email the application back to specialevents@cityofbatavia.net. You may also drop off the completed application to the Community Development Department.
3. Complete the liquor license application, have it witnessed, and return it to Cheryl Shimp at the Batavia Police Department. Remember to have the following when submitting the paperwork:
 - \$50 fingerprint fee, per individual applicant.
 - Written consent from property owner to hold event on the premises, if needed.
 - Certificate of dram shop insurance providing coverage for the licensee, owner, sponsor and City of Batavia. Event date/location must be included on the dram shop paperwork.
 - Site drawing of the proposed event and/or route mapping.
4. Once the fully completed application is received, the Police Department will perform the required background investigation and fingerprinting on all individual applicants listed on the application. This process can take up to 30 days so plan accordingly.
5. Once the background investigation is complete, the Police Department will send their report to the Liquor Commissioner and City Administrator for review. If the application is approved, the Police Department will notify the applicant to schedule the formal approval of the special event liquor license by the City Council. This is usually a 2-week process.

6. License **issuance** will only take place AFTER THE FOLLOWING:
 - Proof of completion of BASSET training for person(s) who sell/serve alcoholic beverages during the event.
7. Applicants must make an appointment with Cheryl Shimp at the Batavia Police Department (630-454-2500) to pick up their license.
8. After obtaining your City of Batavia Liquor License, you are required to obtain an Illinois State Liquor License (312-814-2206) and must provide the City with of a copy of aforementioned license within 14 days. Failure to do so may result in the revocation of the Liquor License and may result in delays or denials for requests of future events.