



Caterer Retail, Class "CT" Liquor License Application

Village of Machesney Park | 300 Roosevelt Road
Machesney Park, IL 61115 | 815-877-5432

Requirements Before your application is processed, you **MUST** complete the following requirements. Any supplemental information indicated below must be attached to this application at the time of submission to the Village Clerk's Office.

1. Complete the entire application.
2. Attach the following items to the completed application:
 - a. Copy of state retail caterer liquor license
 - b. Copy of Dram Shop (liquor) Insurance
 - c. Floor plan of the event, marking serving locations, entrances and exits
 - d. A menu or invoice demonstrating alcohol service is incidental to catered food service
3. Application fee: \$100

Applicant and Business Information

Name of Applicant

Last

First

Telephone Number

Email

Business Name

Address

Street

City

State

Zip Code

Employer Identification Number (EIN)

Website

Event Details

Name of Banquet Facility

Address

Street

City

State

Zip Code

Date of Event

Time of Catered Service



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Affidavit Please sign and attach permit fee payment

I, first being duly sworn, under oath depose and say that I am an applicant for the license requested in the foregoing Application; that I am of good repute, character and standing and that answers to the questions asked in the foregoing Application are true and correct in every detail. I further state that I have read and understand the Code provisions of the Machesney Park Village Code which address the sale and delivery of alcoholic beverages. I further agree not to violate any of the laws of the State of Illinois, the United States of America or any of the ordinances of the Village of Machesney Park in the conduct of my business.

I ALSO UNDERSTAND THAT AN UNTRUE, INCORRECT OR MISLEADING ANSWER GIVEN IN THIS APPLICATION IS SUFFICIENT CAUSE FOR THE REFUSAL TO GRANT OR THE REVOCATION OF ANY LICENSE GRANTED PURSUANT TO THIS APPLICATION.

I further give my permission to the Village of Machesney Park or any agency thereof to check with any agency or individual named or referred to in this Application to verify or clarify any answer that I have given.

Signature of Applicant

Title/Position

Date, Year

REQUIREMENTS

- ☐ Completed App.
- ☐ Application Fee
- ☐ State License
- ☐ Insurance
- ☐ Floor Plan
- ☐ Menu/Invoice

OFFICIAL USE ONLY

ISSUE OF LICENSE

☐ Approved ☐ Denied

License # _____ Date Issued _____

By (Clerk) _____

License Expires _____

Notes _____
