

CITY OF URBANA KEG ORDINANCE – DRAFT

Addition to Section 3-41 of Alcoholic Liquor Ordinance to provide for new class license (“Class K”) for keg sales:

(p) Class K licenses (Kegs).

(1) For purposes of this sub-section (p), the term “keg” shall mean any packaging or container which is capable of containing alcoholic liquor in excess of sixteen (16) gallons. This sub-section (p) shall apply whether a keg containing alcoholic liquor is sold or rented.

(2) No licensee, regardless of class of license, shall sell one or more kegs containing alcoholic liquor without first having obtained the signature of an adult purchaser on an adult responsibility form provided by the City. At the time of sale of any keg, the licensee shall verify by proper government-issued identification that the purchaser is twenty-one (21) years of age or older. The licensee shall retain such signed form at the place of sale of such one or more kegs for a period of no less than six (6) months from the date of sale.

(3) The licensee shall make available for inspection by the City of any and all signed adult responsibility forms upon the City’s request.

(4) No person shall purchase or attempt to purchase one or more kegs containing alcoholic liquor without having first signed an adult responsibility form approved by the City as provided by the seller of such keg.

(5) The adult responsibility form shall, at a minimum, include the following information:

- a. Date of keg sale.
- b. Name of seller.
- c. Name of purchaser.
- d. Residential address of purchaser.
- e. Age of purchaser.
- f. Government issued identification number used to verify purchaser’s age (e.g., driver’s license number, state identification card, passport, active military identification).
- g. Number of kegs sold.
- h. A brief description of the contents of each keg sold (e.g., beer, wine, etc.).
- i. Location where the keg will be used to dispense the alcoholic liquor contained therein.
- j. The nature, purpose or reason for the event for which the keg is being purchased.
- k. The date or dates, as the case may be, when the event will occur at which the keg will be present.
- l. The number of persons expected to be present during the event.
- m. An acknowledgment that no admission fee, cover-charge, or similar charge will be required to be paid for entry into or participation at the event.

n. An acknowledgement that the purchaser shall exercise reasonable due diligence to assure that persons under the age of twenty-one (21) years will not be invited to or be allowed to be present or in attendance at the event.

(6) No person shall possess or attempt to possess one or more kegs containing alcoholic liquor without first having obtained a Class K license from the City and paying the fee for such license.

(7) A Class K license shall permit the holder thereof to purchase and/or possess one or more kegs containing alcoholic liquor, provided, however, that the licensee shall not sell, attempt to sell, or permit any other person to sell or attempt to sell, directly or indirectly by way of admission fee, cover-charge, or other similar charge, the alcoholic liquor contained in the one or more kegs.

(8) For purposes of this sub-section (p), any person who is in control of the premises where one or more kegs containing alcoholic liquor are present shall be deemed in control of such premises regardless of whether that person is an owner or a lessee of such premises and whether or not such person is the person who signed the adult responsibility form provided for in this sub-section (p).

(9) A holder of a Class A, AA, B, C, D, HL, and/or T license shall not be required to obtain a signed adult responsibility form in connection with that license holder's dispensing or sale of alcoholic liquor from one or more kegs in the ordinary course of such license holder's business of special event.

(10) A Class K license shall be issued for a single event in duration of no more than two (2) consecutive days and the issuance of a Class K license shall be limited to such single event. However, the issuance of a Class K license shall not be deemed, construed or interpreted as the issuance of a Special Event permit as is or may be required by City Ordinance and/or the City Policy & Procedure Manual. In the event the one or more kegs are intended for use or are used at a special event, the sponsor of such special event shall comply with any ordinance and/or policy and procedure regarding the issuance of Special Event permits and the requirements for obtaining a Special Event permit.

(11) Applicants for a Class K license shall apply for such license on the application form prescribed by the City which shall include rules concerning the conduct of the event for which the applicant seeks a Class K license which rules shall be included in or as an attachment to any application for a Class K license.

Amend Section. 3-44(a) of Alcoholic Liquor Ordinance to provide for fees for new class license ("Class K") for keg sales:

(a) All licensees under this article shall pay in advance a fee for the sale of liquors at retail, provided all license fees other than T Class and K Class licenses be paid either annually or semi-annually. Except as provided for in subsection (b) below, no license fee or part thereof shall be refunded after the issuance of such license. Licenses shall not be valid unless the fees or installments are fully paid in advance. The fees shall be as set forth in section 14-7. Fees for Class T and Class K licenses shall be paid at the time application for such licenses is made.

**CITY OF URBANA ALCOHOLIC LIQUOR ORDINANCE
WITH INCLUSION OF "CLASS K" KEG PROVISIONS AS UNDERLINED**

(Drafted For Single Fee Per License and Not Per Keg Purchased)

Sec. 3-41. - Classification.

Licenses issued pursuant to this article shall be divided into the following classes and shall be subject to the limitations set forth:

(a) Class A licenses shall permit the licensee to sell at retail alcoholic liquors in package for consumption on or off the premises where sold, or by drink for consumption on the premises.

(b) Class AA licenses (hotel-motel licensee) may be issued to regularly established hotels and motels and shall authorize the sale of alcoholic liquors in package form or by drinks for consumption on or off the premises where sold, from one (1) permanent location in such hotel or motel building or complexes of buildings which together constitute a single hotel or motel operation and from other temporary locations for special occasions or functions actually occurring in such hotel or motel and which are not open to the general public, but are limited to special groups of persons, for such periods prior to, during and after such function, as might be reasonable, whether such hotel or motel operates its business from one (1) or more buildings. The words "hotel" and "motel" mean every building, structure or group of complexes of buildings kept, used, maintained, advertised and held out to the public to be a place where food is actually served and consumed and sleeping accommodations for guests, and having one (1) or more public dining rooms where meals are served to such guests and the general public, such sleeping accommodations and dining rooms being conducted in the same building or complex or group of buildings in connection therewith so as to constitute a single hotel or motel operations, and such building, complex or group of buildings being provided with an adequate and sanitary kitchen, dining room equipment and capacity.

(c) Additional location permits.

(1) Class AA license holders have the option of being issued an additional location permit which shall authorize the sale of alcoholic liquors at an additional permanent location in the hotel or motel on the same terms and conditions as authorized in the Class AA license. However, no more than two (2) such location permits shall be issued to any Class AA license holder. The charge for such Class AA location permits shall be as set forth in the schedule of fees.

(2) Class BW (sidewalk cafe) licenses shall permit the retail sale of alcoholic liquor by any person holding a Class A, AA, B, BB, R-1, or R-2 license in that area for which such licensee holds a valid sidewalk cafe permit issued by the director of public works. The holder of the BW license shall be strictly responsible that no customer, employee, or other person, be permitted to remove alcoholic liquor from the area designated in the outdoor cafe permit. Prior to the issuance of

the Class BW license, the licensee shall provide proof of dram shop insurance which names the City of Urbana as an additional insured, and will indemnify and hold the city harmless from any action, proceeding of claim of liability asserted against the city as the result of the operation of an outdoor cafe. Failure by the licensee to continue to maintain such insurance shall result in the revocation of the BW license.

(d) Class B licenses (beer only license) shall permit the retail sale of beer only, to be consumed on or off the premises where sold.

(e) Class BB licenses (beer and wine only) shall permit the retail sale of beer and wine only, to be consumed on or off the premises where sold.

(f) Class BBB licenses (off-premises only—beer and wine) shall permit the retail sale of beer and wine only, to be consumed off-premises only.

(g) Class C licenses (package store) shall permit the licensee to sell at retail alcoholic liquors in package only. No on-premises consumption shall be allowed.

(h) Class D licenses (club licenses) shall permit the licensee to sell at retail alcoholic liquors by clubs and to members only to be consumed in the clubrooms only.

(i) Class HL license, to be known as the hotel-motel limited license, shall permit the licensee to sell at retail alcoholic liquor under the conditions set forth in this subsection. Any person or corporation who is not ineligible to be licensed to sell alcoholic liquor at retail under the provisions of Illinois State Statutes and who is the operator of a hotel or motel which is subject to the Urbana Hotel/Motel Tax, may be granted a Class HL license. A Class HL license shall permit the sale of alcoholic liquor in the area specifically designated in the application for the four-hour time period between 4:00 p.m. and 8:00 p.m. each day. The licensee need not have a manager on the premises, but a person of the minimum age of twenty-one (21) years must be present in the designated area at all times while the liquor is available to the public. The licensee shall provide proof of dram shop insurance coverage. The Class HL license shall also permit the sale of alcoholic liquor in a sealed container at retail by means of a locked liquor cabinet in a guest room wherein the key to such cabinet is made available by the licensee only to persons of the minimum age of twenty-one (21).

Banquet option. If the additional fee for this option set forth in section 14-7 of the Urbana City Code is paid to the city, the HL license shall also permit the sale of alcoholic liquor by the licensee for any continuous six-hour period between the hours of 6:00 a.m. and following 1:00 a.m. in conjunction with the banquet food function held on the licensee's premises for which banquet the licensee gave notice to the mayor's office twenty-four (24) hours in advance. Sales of alcoholic liquor under this option shall be restricted to those persons attending the banquet only; no service shall be available to the general public by the licensee who is selling liquor pursuant to this option.

(j) Class T license (temporary licenses) shall permit the licensee to sell at retail alcoholic liquor under the terms and conditions set forth in section 3-42

(k) Class GC license, to be known as the "golf course license" can be issued only to the operator of a clubhouse located on a golf course, which golf course is comprised of fifty (50) acres or more. A GC license shall permit the licensee to sell at retail alcoholic liquor for consumption within the clubhouse and any defined area adjacent thereto (as described in the application) or pavilion and to sell alcoholic liquor from mobile carts with the number of such mobile carts to be operated on the golf course limited to not more than four (4). In addition to such mobile carts, the licensee may sell alcoholic liquor at fixed refreshment stands at locations approved by the mayor. The sale of alcoholic liquor on the golf course outside of the clubhouse and adjacent enclosed areas or pavilion shall be subject to any further conditions and regulations required by the mayor to promote public safety and welfare.

(l) Class URO license (university-related organization) shall permit the licensee to sell at retail, alcoholic beverages by the drink for consumption on the premises. To qualify for a URO license, the applicant must be a 501(c)(3) corporation and a university-related organization as defined in the University Guidelines 1982, as amended, adopted by the legislative audit commission pursuant to the Legislative Audit Commission Act (25 ILCS 150/0.01 et seq.). A URO license is not required to own the licensed premises, nor have a valid lease if the licensed premises are located on property owned by the University of Illinois.

(m) Caterer licensee, CA.

(1) There shall be two (2) classes of caterer's licenses: (i) existing liquor license holders and (ii) the caterer that does not hold any liquor license other than the caterer's liquor license.

(2) Existing liquor license holders may acquire a CA license as an additional license which shall permit them to sell alcoholic beverages at a catering location. Fees for such license shall be as set forth in section 14-7

(3) A bonafide caterer that has been issued an Illinois Department of Revenue Sales Tax number may acquire a CA license which shall permit them to sell any alcoholic beverages at a catering location. Fees for such license shall be as set forth in section 14-7

(4) Applicants and holders of a CA license must comply with all other requirements for license applications and licensed premises in this chapter.

(5) The CA license shall permit the sale of alcohol beverages at the catering location. The catering location is defined as a location which is not open to the general public where, pursuant to an agreement with an event sponsor, the licensee is providing prepared food for serving at private parties, such as wedding receptions or other similar events.

(6) No person shall possess alcoholic beverages other than those provided by the licensee on the premises of the catering location.

(7) Possession of alcoholic beverages other than that served by the caterer at the catering location is not allowed and such is in violation of this section.

(8) Alcoholic beverages to be served by the caterer shall be marked in a manner to identify such as alcoholic beverages provided by the caterer.

(9) Gross revenues from the sale of alcoholic liquor at any event catered by a Class CA licensee shall not exceed forty (40) percent of the total gross revenues generated from the sale of alcohol and food at that event.

(10) A Class CA licensee shall submit an affidavit on a quarterly basis on a form provided by the liquor commissioner certifying compliance with this requirement.

(11) If the Class CA licensee has entered into a contract with another individual or entity for the service of food at the catered event, the copy of the contract shall be available for inspection on the premises of the catered event during the event.

(12) No event catered by a Class CA licensee shall exceed seventy-two (72) hours in length, nor shall alcoholic liquor be served at any catered event for more than eight (8) consecutive hours.

(n) Class R-1 licenses (restaurants) shall permit the retail sale of alcoholic liquor by restaurants for consumption on the premises, where sold, and not for resale in any form. Class R-2 licenses (restaurants - beer and wine only) shall permit the retail sale of beer and wine only by restaurants for consumption on the premises, where sold, and not for resale in any form. No part of this subsection shall be construed as forbidding patrons of a restaurant, who have ordered a bottle of wine with their meal but have only partially consumed the contents, from exiting the restaurant with said bottle, corked or sealed, as may be allowed by law.

a. At Class R-1 and R-2 licensed restaurants, the total sales of alcoholic liquor may not exceed forty (40) percent of the total combined sales of food and alcoholic liquor.

b. For purposes of this classification, a "restaurant" shall be defined as a public place having, or contained in, all of the following:

1. Space kept, used, maintained, advertised, and held out to the public as a place where meals are served;
2. Space where meals are actually regularly served;
3. Space without sleeping accommodations;
4. Space that has adequate and sanitary kitchen and dining room equipment/furnishings and capacity; and

5. A sufficient number and kind of employees to prepare, cook, and serve suitable food for its guests.

(o) Class N licenses (retirement communities) shall permit the retail sale of alcoholic liquor by retirement communities for consumption on the premises, where sold, and not for resale in any form.

(p) Class K licenses (Kegs).

(1) For purposes of this sub-section (p), the term "keg" shall mean any packaging or container which is capable of containing alcoholic liquor in excess of sixteen (16) gallons. This sub-section (p) shall apply whether a keg containing alcoholic liquor is sold or rented.

(2) No licensee, regardless of class of license, shall sell one or more kegs containing alcoholic liquor without first having obtained the signature of an adult purchaser on an adult responsibility form provided by the City. At the time of sale of any keg, the licensee shall verify by proper government-issued identification that the purchaser is twenty-one (21) years of age or older. The licensee shall retain such signed form at the place of sale of such one or more kegs for a period of no less than six (6) months from the date of sale.

(3) The licensee shall make available for inspection by the City of any and all signed adult responsibility forms upon the City's request.

(4) No person shall purchase or attempt to purchase one or more kegs containing alcoholic liquor without having first signed an adult responsibility form approved by the City as provided by the seller of such keg.

(5) The adult responsibility form shall, at a minimum, include the following information:

- a. Date of keg sale.
- b. Name of seller.
- c. Name of purchaser.
- d. Residential address of purchaser.
- e. Age of purchaser.
- f. Government issued identification number used to verify purchaser's age (e.g., driver's license number, state identification card, passport, active military identification).
- g. Number of kegs sold.
- h. A brief description of the contents of each keg sold (e.g., beer, wine, etc.).
- i. Location where the keg will be used to dispense the alcoholic liquor contained therein.
- j. The nature, purpose or reason for the event for which the keg is being purchased.

- k. The date or dates, as the case may be, when the event will occur at which the keg will be present.
- l. The number of persons expected to be present during the event.
- m. An acknowledgment that no admission fee, cover-charge, or similar charge will be required to be paid for entry into or participation at the event.
- n. An acknowledgement that the purchaser shall exercise reasonable due diligence to assure that persons under the age of twenty-one (21) years will not be invited to or be allowed to be present or in attendance at the event.

(6) No person shall possess or attempt to possess one or more kegs containing alcoholic liquor without first having obtained a Class K license from the City and paying the fee for such license.

(7) A Class K license shall permit the holder thereof to purchase and/or possess one or more kegs containing alcoholic liquor, provided, however, that the licensee shall not sell, attempt to sell, or permit any other person to sell or attempt to sell, directly or indirectly by way of admission fee, cover-charge, or other similar charge, the alcoholic liquor contained in the one or more kegs.

(8) For purposes of this sub-section (p), any person who is in control of the premises where one or more kegs containing alcoholic liquor are present shall be deemed in control of such premises regardless of whether that person is an owner or a lessee of such premises and whether or not such person is the person who signed the adult responsibility form provided for in this sub-section (p).

(9) A holder of a Class A, AA, B, C, D, HL, and/or T license shall not be required to obtain a signed adult responsibility form in connection with that license holder's dispensing or sale of alcoholic liquor from one or more kegs in the ordinary course of such license holder's business of special event.

(10) A Class K license shall be issued for a single event in duration of no more than two (2) consecutive days and the issuance of a Class K license shall be limited to such single event. However, the issuance of a Class K license shall not be deemed, construed or interpreted as the issuance of a Special Event permit as is or may be required by City Ordinance and/or the City Policy & Procedure Manual. In the event the one or more kegs are intended for use or are used at a special event, the sponsor of such special event shall comply with any ordinance and/or policy and procedure regarding the issuance of Special Event permits and the requirements for obtaining a Special Event permit.

(11) Applicants for a Class K license shall apply for such license on the application form prescribed by the City which shall include rules concerning the conduct of the event for which the applicant seeks a Class K license which rules shall be included in or as an attachment to any application for a Class K license.

Sec. 3-44(a) – Fees.

(a) All licensees under this article shall pay in advance a fee for the sale of liquors at retail, provided all license fees other than T Class and K Class licenses be paid either annually or semi-annually. Except as provided for in subsection (b) below, no license fee or part thereof shall be refunded after the issuance of such license. Licenses shall not be valid unless the fees or installments are fully paid in advance. The fees shall be as set forth in section 14-7. Fees for Class T and Class K licenses shall be paid at the time application for such licenses is made.

ORDINANCE NO. 2013-0_ - ____

An Ordinance Amending Chapter 3 (Alcoholic Liquor) of the Urbana City Code (Keg Ordinance)

WHEREAS, the City of Urbana, Illinois is a home-rule unit of local government pursuant to the Illinois Constitution of 1970, Article VII, Section 6; and

WHEREAS, the Urbana City Code has been periodically recodified, and republished by the City of Urbana to incorporate amendments thereto duly adopted by the City of Urbana; and

WHEREAS, the City Council have adopted and the Mayor, acting as local Liquor Control Commissioner, has enforced one or more duly adopted ordinances concerning the manufacture, distribution, sale, and service of alcoholic liquors within the boundaries of the City of Urbana; and

WHEREAS, the Mayor, acting as local Liquor Control Commissioner, proposes that the City Council amend Chapter 3 of the Urbana City Code concerning the manufacture, distribution, sale, and service of alcoholic liquors within the boundaries of the City of Urbana to address the sale of alcoholic liquor in large containers commonly referred to as “kegs”; and

WHEREAS, the Mayor, acting as local Liquor Control Commissioner, and the City Council believe that the adoption of amendments to said Chapter 3 of the Urbana City Code concerning the sale of alcoholic liquor will improve the quality of life and safety within the City of Urbana; and

WHEREAS, after due and proper consideration, the Urbana City Council has deemed it to be in the best interest of the City of Urbana to amend the text of Chapter 3 (Alcoholic Liquor) of the Urbana City Code as described hereinafter.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF AND FOR THE CITY OF URBANA, ILLINOIS, that Chapter 3, “Alcoholic Liquor” of the Urbana City Code be amended as follows:

Section 1. Amend Section 3-41 of Chapter 3 concerning liquor license classifications by

adding a new sub-section (p) as follows:

(p) Class K licenses (Kegs).

(1) For purposes of this sub-section (p), the term “keg” shall mean any packaging or container which is capable of containing alcoholic liquor in excess of sixteen (16) gallons. This sub-section (p) shall apply whether a keg containing alcoholic liquor is sold or rented.

(2) No licensee, regardless of class of license, shall sell one or more kegs containing alcoholic liquor without first having obtained the signature of an adult purchaser on an adult responsibility form provided by the City. At the time of sale of any keg, the licensee shall verify by proper government-issued identification that the purchaser is twenty-one (21) years of age or older. The licensee shall retain such signed form at the place of sale of such one or more kegs for a period of no less than six (6) months from the date of sale.

(3) The licensee shall make available for inspection by the City of any and all signed adult responsibility forms upon the City’s request.

(4) No person shall purchase or attempt to purchase one or more kegs containing alcoholic liquor without having first signed an adult responsibility form approved by the City as provided by the seller of such keg.

(5) The adult responsibility form shall, at a minimum, include the following information:

- a. Date of keg sale.
- b. Name of seller.
- c. Name of purchaser.
- d. Residential address of purchaser.
- e. Age of purchaser.
- f. Government issued identification number used to verify purchaser’s age (e.g., driver’s license number, state identification card, passport, active military identification).
- g. Number of kegs sold.
- h. A brief description of the contents of each keg sold (e.g., beer, wine, etc.).
- i. Location where the keg will be used to dispense the alcoholic liquor contained therein.
- j. The nature, purpose or reason for the event for which the keg is being purchased.
- k. The date or dates, as the case may be, when the event will occur at which the keg will be present.
- l. The number of persons expected to be present during the event.

m. An acknowledgment that no admission fee, cover-charge, or similar charge will be required to be paid for entry into or participation at the event.

n. An acknowledgement that the purchaser shall exercise reasonable due diligence to assure that persons under the age of twenty-one (21) years will not be invited to or be allowed to be present or in attendance at the event.

(6) No person shall possess or attempt to possess one or more kegs containing alcoholic liquor without first having obtained a Class K license from the City and paying the fee for such license.

(7) A Class K license shall permit the holder thereof to purchase and/or possess one or more kegs containing alcoholic liquor, provided, however, that the licensee shall not sell, attempt to sell, or permit any other person to sell or attempt to sell, directly or indirectly by way of admission fee, cover-charge, or other similar charge, the alcoholic liquor contained in the one or more kegs.

(8) For purposes of this sub-section (p), any person who is in control of the premises where one or more kegs containing alcoholic liquor are present shall be deemed in control of such premises regardless of whether that person is an owner or a lessee of such premises and whether or not such person is the person who signed the adult responsibility form provided for in this sub-section (p).

(9) A holder of a Class A, AA, B, C, D, HL, and/or T license shall not be required to obtain a signed adult responsibility form in connection with that license holder's dispensing or sale of alcoholic liquor from one or more kegs in the ordinary course of such license holder's business of special event.

(10) A Class K license shall be issued for a single event in duration of no more than two (2) consecutive days and the issuance of a Class K license shall be limited to such single event. However, the issuance of a Class K license shall not be deemed, construed or interpreted as the issuance of a Special Event permit as is or may be required by City Ordinance and/or the City Policy & Procedure Manual. In the event the one or more kegs are intended for use or are used at a special event, the sponsor of such special event shall comply with any ordinance and/or policy and procedure regarding the issuance of Special Event permits and the requirements for obtaining a Special Event permit.

(11) Applicants for a Class K license shall apply for such license on the application form prescribed by the City which shall include rules concerning the conduct of the event for which the applicant seeks a Class K license which rules shall be included in or as an attachment to any application for a Class K license.

Section 2. Amend Section 3-44(a) of Chapter 3 concerning liquor license fees by adding a the following underlined language:

Sec. 3-44(a) – Fees.

(a) All licensees under this article shall pay in advance a fee for the sale of liquors at retail, provided all license fees other than T Class and K Class licenses be paid either annually or semi-annually. Except as provided for in subsection (b) below, no license fee or part thereof shall be refunded after the issuance of such license. Licenses shall not be valid unless the fees or installments are fully paid in advance. The fees shall be as set forth in section 14-7. Fees for Class T and Class K licenses shall be paid at the time application for such licenses is made.

Section 3. This Ordinance shall be in full force and effect from and after its passage and publication in accordance with the terms of Chapter 65, Section 1-2-4 of the Illinois Compiled Statutes (65 ILCS 5/1-2-4).

Section 4. The City Clerk is directed to publish this Ordinance and cause the appropriate sections of Chapter 3, Alcoholic Liquor, of the Urbana City Code to reflect the amendments to Sections 3-41 and 3-44(a) as hereinabove stated.

This Ordinance is hereby passed by the affirmative vote, the “ayes” and “nays” being called, of a majority of the members of the City Council of the City of Urbana, at a regular meeting of said Council on the ____ of _____, 2013 at which a proper quorum was present.

PASSED by the City Council of and for the City of Urbana, Illinois this ____ Day of _____, 2013 with the “ayes” and “nays” being recorded as follows:

AYES: _____.

NAYS: _____.

ABSTENTIONS: _____.

Phyllis D. Clark, City Clerk.

APPROVED by the Mayor this _____ Day of _____, 2013.

Laurel Lunt Prussing, Mayor.

City of Inverna

APPLICATION FEE \$25.00

Application for Class K Liquor License

APPLICANT Information:

Applicant's Name:			
Local Street Address:			
City:	State:	Zip Code:	Local Telephone Number:

On _____, _____, from _____ a.m. / p.m.
 (day of the week) (date) (time)

to _____, _____, at _____ a.m. / p.m.
 (day of the week) (date) (time)

a function involving the use and possession of alcoholic liquor in one or more kegs with a total cumulative capacity in an amount exceeding sixteen (16) gallons will be held at:

EVENT LOCATION Information:

Full Street Address:	Apt. Number	Telephone Number:
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I certify that I am at least twenty-one (21) years of age. I agree not to sell directly or indirectly any alcoholic beverages to anyone in exchange for money (including admission charge, charges for cups, wristbands, music/bands, etc.).

I further understand that, if approved, the Local Liquor Control Commissioner shall indicate approval below, and that a license will be issued and returned, which license shall be conspicuously posted on the premise at the time and place of the function.

I further state that all State laws and City ordinances, including those involving purchase or possession of alcoholic liquor by minors and delivery of alcoholic liquors to minors, shall be followed.

Please be aware that to transport an opened keg of alcohol, the tapper must be removed.

LICENSE SHALL BE DENIED IF ALL REQUIREMENTS ARE NOT MET

Signature: _____ Today's Date: _____

FOR OFFICE USE ONLY			
ID Type: _____	DOB: _____	No. _____	Exp. _____
Paid \$25.00 Fee _____	Check # _____		
LICENSE: The above request has been approved, and I hereby issue this license for the Class K function indicated above.			
Date _____		Local Liquor Control Commissioner	

cc: Police Department

CLASS K LIQUOR LICENSE FUNCTION RULES

Anyone wanting to conduct a Class K liquor license function shall conduct such function in the manner set forth in these rules:

- A. Class K liquor license functions shall be conducted only on the premise stated in the application for the Class K liquor license, and shall be for a time period of no more than two (2) consecutive days.
- B. The licensee shall deliver to the Local Liquor Control Commissioner a completed application for a Class K liquor license at least five (5) working days in advance of the proposed function. For example, if an event is scheduled for a Saturday or a Sunday, the completed application must be returned to the Local Liquor Control Commissioner's Office no later than *Friday the week before* the scheduled event.
- C. The person(s) serving the alcoholic liquor at the function shall be at least twenty-one (21) years of age.
- D. All State laws and City ordinances shall be followed.
- E. The Local Liquor control Commissioner shall issue a Class K liquor license to the licensee; and the licensee shall post this license in a conspicuous location at the function.
- F. To transport an opened keg of alcohol, the tapper must be removed.
- G. There will be absolutely no exchange of money for any reason at an event licensed with a Class K liquor license.

FOR OFFICE USE ONLY

Number of Kegs: Number of People expected to attend the event:

In what manner are these people being invited?

Will any of this event spill over or likely spill over onto a sidewalk, right-of-way, alley, or street?

YES NO (If Yes, a Special Event Permit must be issued by the _____)

Will there be music? YES NO If yes, what type?
(DJ, Stereo, Band, Other)

If yes, where?

Is your landlord or the owner of the property aware of this event? YES NO