Sangamon County Building & Zoning
Special Event License Application
Room 234, 200 S. Ninth Street, Springfield, IL 62701
(217) 753-6760 or zoning@sangamonil.gov

Important Note: Application for "Special Event" must be made
15 days prior to event failure to do so results in late fee charges being applied.

The undersigned hereby makes application for Special Liquor Sales Permit, with the intent to engage in the business of selling, at retail, alcoholic liquors for consumption.

Establishment Name:_____

Address:_____ **City:**_____ **Zip:**_____

Phone #:_____ **Email (Print)**_____

Location of Event:_____

Describe the nature and theme of the event:

_____

_____

_____

Will the event be held outside of the beer garden and/or fenced area? ☐ Yes ☐ No

If yes, have you contacted the Township regarding barrier plans? ☐ Yes ☐ No

Provide a site plan of where the event will be held (attach to application).

Please mark the appropriate box:

☐	Special Event	$75.00 per day	1p.m. until 10:30p.m. **only**
			Date(s) of event_____
	☐ Late Fee 1st	$50.00	Hour(s) of event_____
	☐ Late Fee 2nd+	$100.00	

Payment can be made via check made payable to Sangamon County Building Zoning, cash or IL E-pay (contact our office for information)

Applied for this_____ day of _____, 20_____

Name (print)_____**Signature:**_____