



Return completed form to:  
City of Collinsville City Clerk's Office  
125 South Center  
Collinsville, IL 62234

*City of Collinsville*  
**CLASS H ANNUAL FESTIVAL  
LIQUOR LICENSE APPLICATION**  
Office of the City Clerk  
618.346.5204

Class H Liquor Licenses are issued for annual festivals held in an outdoor, nonresidential location as part of a public event utilizing City or State property or right-of-ways and which has been approved by the City Council. The period of a Class H license shall not exceed 3 days. No person shall have temporary license or combination of temporary licenses under this section for a total of more than nine (9) days in any 12-month period.

The license fee for a Class H license is \$50.00 per day. Licenses will only be issued to government entities and civic, patriotic, fraternal, educational, religious or benevolent organizations which have been in active and continuous existence for at least one year in the same location in the City prior to the making of this application and which in good faith have maintained a membership role during such one year period.

Applicants shall submit proof of adequate dram shop insurance as required by the Illinois Liquor Control Act of 1934, as it is now or may hereafter be amended, prior to being issued such license. Applications must be submitted at least four (4) weeks prior to the date(s) desired. This requirement may be waived by the Liquor Commissioner should he find that sufficient time remains prior to the event for the City and the State to process the application.

A class "H" license shall be subject to the following:

1. To protect public order, all licensees shall either provide security guards or have a telephone at the bar or serving structure where alcoholic liquor is dispensed. The City Police Department will not provide security guards to licensees.
2. To protect persons serving the alcoholic liquor, all licensees shall provide a reasonably substantial structure across which the alcoholic liquor shall be served.
3. Consumption of alcoholic liquor shall be restricted to a confined area, which may be all or an appropriate part of the grounds on which the event is conducted. The licensee shall designate in his application the area in which alcoholic liquor will be consumed and the means to be used to confine the area. A drawing shall be submitted with the application, showing the layout of the area. The licensee shall provide personnel at all exits to ensure that alcoholic liquor is not taken from the area. The licensee shall provide effective supervision to ensure against the transfer of alcoholic liquor to minors.
4. Alcoholic liquor shall not be served by the same personnel who are serving non-alcoholic beverages or food, nor shall alcoholic liquor be served at the same place where food or nonalcoholic beverages are served.
5. Prior to the sale of any alcoholic liquor, the licensee shall contact the Fire and Police Departments for inspection of the premises and determination of non life-threatening interference with emergency services.
6. The City may modify the above regulations when a public event is approved in order to address special problems or circumstances.

The undersigned hereby respectfully makes application for a Class H license to sell alcoholic liquors at retail, under existing Ordinances and regulations of the City of Collinsville, and in support submits the following information.

YOU MUST ANSWER ALL OF THE FOLLOWING QUESTIONS.

1. Name and residence of applicant (in case of partnership or corporation, the name and residence of each partner or principal officers of the partnership or corporation).

2. Place of Birth (or naturalization): \_\_\_\_\_  
a) Date of Birth: \_\_\_\_\_  
b) Social Security Number: \_\_\_\_\_  
c) Drivers License Number/State: \_\_\_\_\_

3. The applicant is a citizen of the United States and a resident of the City of Collinsville, Illinois, or one year immediately prior to the date of this application.  
\_\_\_\_\_ Yes \_\_\_\_\_ No

4. State whether applicant has ever been convicted of a felony or misdemeanor. If yes, explain on separate sheet:  
\_\_\_\_\_ Yes \_\_\_\_\_ No

5. State whether applicant has ever had a license issued to sell alcoholic liquors at retail revoked. If yes, explain on separate sheet.  
\_\_\_\_\_ Yes \_\_\_\_\_ No

State dates, location and name of the annual festival:  
\_\_\_\_\_  
\_\_\_\_\_

Applicant herein understands and agrees that any license issued by virtue of this application may be revoked without notice in the event of any false statement herein, or in the event of any violation of the laws of the State of Illinois or of the United States and existing Collinsville Ordinances and regulations.

I hereby swear (of affirm) that I will not violate any of the laws of the State of Illinois or of the United States, or of the City of Collinsville in the operation of the annual festival described herein and for which any license may be granted hereunder.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Address of Applicant

\_\_\_\_\_  
Phone Number of Applicant

TO BE ATTACHED TO APPLICATION:

- License Fee of \$50 per day
- Certificate of liquor liability (Dram Shop) Insurance
- Drawing of festival area

STATE OF ILLINOIS )

) SS

COUNTY OF MADISON )

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

(NOTARY SEAL)

-----FOR OFFICE USE ONLY-----

License Number: \_\_\_\_\_

APPROVED:

Date: \_\_\_\_\_

\_\_\_\_\_  
Liquor Commissioner