



TONI PRECKWINKLE

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Dear Special Event Liquor Permit Applicant:

Please find enclosed a Special Event Permit Application that you need to complete in order for the Cook County Liquor Control Commission to consider your request. This application must be completed in its entirety and returned to the Cook County Liquor Control Commission. Applicants must first report to the Building and Zoning Department to obtain the necessary approvals prior to filing for the Special Event Permit. They are located at 69 W. Washington – 28th Floor, their email address is info.bnz@cookcountyil.gov. The Commission will review and conduct any necessary background investigation prior to approving your application. In addition, you must also include a copy of a dram shop liquor liability insurance policy that will be in effect for the duration of your special event.

If your application is approved, you will receive a Cook County Liquor Permit. You must then go to the Illinois State Liquor Control Commission with the Cook County Liquor Permit and complete any requirements they may have. You must also have a Special Permit from the State Liquor Commission, which can only be obtained after you have received approval from Cook County. For your information, the State Liquor Commission is located at 100 West Randolph Street, 7th floor. Chicago, Illinois. Their phone number is (312) 814-2206.

Please do not hesitate to call Allison Marshall Davidson at (312) 603-3743. if you have any additional questions, Thank You.

Sincerely,

Zahra Ali

Deputy Liquor Control Commissioner

