

Class E Liquor License



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What is a Class E Liquor License?

Class E License: Class E licenses shall authorize the retail sale of beer or wine as defined in this Ordinance on the site specified for consumption on such site in connection with a one-day special event held by a non-profit organization. Such licenses shall be issued only to said non-profit organization.

- The license is applicable Sunday through Saturday from 6:00 a.m. to 1:00 a.m. the following day.
- A license will only be granted for events conducted by an educational, fraternal, political, civic, religious, or not-for-profit organization.
- A license will not be issued to any person who is not of good character or reputation in the community in which he or she resides. A liquor license will not be issued to a person whose liquor license has previously been revoked or who has been convicted of an alcohol-related crime.
- If all requirements are met, a person can receive a Class E liquor license for a fee of \$25.00 plus a clerk fee of \$16.00.
- After receiving the McLean County license, you will need to obtain a license from the State of Illinois.

To Apply For A Class E Liquor License, You Need To...

1. Complete an application, available in our office, for each day of your event. The application is also available on our website at www.mcleancountyil.gov/countyclerk.
2. You may also need to show proof that you have obtained a Food Permit from the Health Department and a Special Events Permit from the Building and Zoning Department.
3. Have your application(s), one for each day, submitted to the County Clerk's Office at least 14 days before your event. Attach a copy of your Certificate of Insurance to the completed application. Include your check, payable to the McLean County Clerk's Office, for \$41.00 for each day of the event. (i.e., If the event is for two days, the check will be for \$82.00.)
4. You will be contacted once our State's Attorney has approved your application.
5. Pick up your completed Class E liquor license, a State of Illinois application, and a McLean County Liquor Control Ordinance from the County Clerk's Office.
6. Our regular business hours are 8:00 a.m. to 4:30 p.m., Monday through Friday, except for County holidays.