



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

**SPECIAL EVENT PERMIT APPLICATION  
(NON-LICENSE HOLDER)**

**REQUEST FOR APPROVAL TO SELL OR SERVE ALCOHOL FOR A SPECIAL  
EVENT**

1. Name of not-for-profit corporation \_\_\_\_\_  
or other \_\_\_\_\_  
(Charitable or religious organization; other not-for-profit organization)
2. Mailing address \_\_\_\_\_  
Telephone \_\_\_\_\_
3. Date of incorporation: \_\_\_\_\_  
(or attach Department of Revenue Tax Exempt Letter)
4. Will this event be held on City property/City street? Yes ☐ No ☐
5. Location of event \_\_\_\_\_
6. Date(s) of event \_\_\_\_\_
7. Type of event \_\_\_\_\_
8. Have you had any other events approved with the last twelve months?  
  
Yes ☐ No ☐ If yes, how many? \_\_\_\_\_
9. Have you or any officer or director of your corporation ever had a liquor license  
denied? Yes ☐ No ☐
10. Have you or any officer or director of your corporation ever had an application for  
a liquor license suspended or revoked? Yes ☐ No ☐
11. If the event will be held on city property, attach a certificate of insurance naming  
the City of O'Fallon as additional insured on general and liquor liability coverage  
in the amount of \$1,000,000 each. If the event is not on City property, attach the  
certificate of liquor liability only.

\_\_\_\_\_  
Applicant signature

Subscribed and sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

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