

Class F Liquor License



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What is a Class F Liquor License?

Class F License: Class F licenses shall authorize the retail sale of alcoholic beverages as defined in this Ordinance on specified premises for consumption on such premise in connection with private social functions, including but not limited to weddings, birthday parties, retirement parties, religious events, graduation parties, family and school reunions, attendance at which is by invitation only. Such licenses shall be issued only to persons who either have a Class A or B license issued by McLean County or a comparable license issued by any town, city or village for premises located within McLean County. There shall be a separate license required for each function and there will be no more than 12 licenses issued to any person eligible for such license during any calendar year.

- If all requirements are met, a person can receive a Class F liquor license for a fee of \$100.00 plus a Clerk Fee of \$16.00.
- Each applicant needs to have an Illinois Liquor Commission retail License, and **proof of application** for a Special Use Permit License from the Illinois Liquor Control Commission.

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

1. Complete an application, available in our office, for each function 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), for each function, 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, copy of your local and State of Illinois Liquor License. Include your check, payable to the McLean County Clerk's Office, for \$116.00 for each function.
4. Our office will contact you once our State's Attorney has approved your application.
5. Pick up your completed Class F Liquor License for 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.