



Special Event Liquor Checklist

****All liquor license holders:** to receive your State Special Use Permit Liquor License, a letter of approval must be granted by the Liquor Commissioner. All one-day liquor license applications must be submitted to the City Clerk's office. ******

- One-day liquor license application submitted
- \$25.00 cash or check made to the City of Rochelle
- Proof of Dram Shop Insurance (**MUST** include the following)
 - Name of Event
 - Date of Event
 - Hours serving alcohol at event
 - Location of the Event
 - Naming City of Rochelle as an additional insure
- Letter of approval picked up from the City Clerk's office.

City Clerk Rose Huéramo
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