



Illinois Liquor Control Commission

How can we apply for a special event/special use license?

Date

February 2026

Website

www.ILCC.illinois.gov

ILCC Portal

ILCCportal.illinois.gov



Key Objectives

01.

Educate

To ensure that you are equipped with the knowledge and resources required to navigate the ILCC Portal successfully.

02.

Inform

To ensure changes for the new system are understood.

03.

Support

To support you through the new portal transition.



Key Features



Login & Navigation

Login into the portal will require an ILogin account.



User Experience

Your ILogin will grant you access to the ILCC Portal.



Workflow Automation

To support you through the new portal transition.



How can I apply for a special event/special use license?



Under the **Licensing** tab, users can apply for a new liquor license, including a license for a special events/special use.

Click on the Licensing tab, and click Apply for License.

The screenshot shows the ILCC Portal website. The top navigation bar is dark blue with the ILCC logo on the left and a user profile icon on the right. The navigation menu includes: Home, Licensing (highlighted with a red box), Enforcement, Legal, Education, My Dashboard, Pay Balances Fees and Fines, Delinquencies, and User Access. A dropdown menu for the Licensing tab is open, showing options: Apply for New Liquor License (highlighted with a red box), Renew a License, License Lookup, Other Applications/Changes, and Manufacturer Postings. Below the navigation bar, the main content area has the heading "Licensing and Permit" and the text "Apply for, renew, and track your business licenses". There are two buttons: "Register Account / Request Access" and "Renew Liquor License".

The diagram illustrates the process of applying for a license. It shows a user profile icon (a person silhouette) connected by a dashed line to a building icon (representing the government or commission). Below the building icon is a document icon with a checkmark, indicating the final step or approval of the application process.

How can I apply for a special event/special use license?

To apply for a new license select the Category Type and click **Next**.

Select Category Type

Licensee Info

Let's figure out the kind of license you may need. Please select from the following to begin.



Retailer
 A business that sells alcoholic beverages to consumers, either on-site or for resale. Examples include brokers, non-beverage users, specialty liquor licenses (e.g., aircraft, boat, auction), and specialty retailers (e.g., brew pubs, caterers, wineries).



Manufacturer / Supplier
 A business involved in the production, storage, or distribution of alcoholic beverages. This includes brewers, distillers, winemakers, and related operations, such as warehouses, non-resident distillers, and shippers.



Distributor
 A distributor license includes resident, importing, and foreign distributor, allowing the purchase, storage, and resale of alcoholic beverages.



Special Events
 A special events license covers various event types, including special event retailers, special use permits, tasting representatives, and showcases, catering to different event needs and situations.



BASSET
 Beverage Alcohol Sellers & Servers Education Training (BASSET)

Next

Select the Special Event Type and click **Next**.

Select Special Event

Special Events



SPECIAL EVENT RETAILER
 A Special Event Retailer license allows the licensee to purchase alcohol for a specific event, selling up to 10 days, with purchases from a distributor or wholesaler, depending on the amount.



SPECIAL USE PERMIT - 1 DAY
 The Special Use Permit license allows an Illinois licensed liquor retailer to transfer a portion of its alcoholic liquor inventory from its licensed retail premises to a designated site for a special event.



SPECIAL USE PERMIT - 1-2 DAYS
 The Special Use Permit license allows an Illinois licensed liquor retailer to transfer a portion of its alcoholic liquor inventory from its licensed retail premises to a designated site for a special event.



TASTING REPRESENTATIVE
 "Tasting" is a supervised event at off-premise locations for alcohol education, with specific sample limits: 5/16 oz. spirits, 3 oz. wine, and 2 oz. beer. Following Illinois Liquor Control Commission rules.



HOMEBREW SPECIAL EVENT
 A Homebrew Special Event license allows a licensee to make up to 100 gallons of homebrew beer through their own efforts, fermented at home or in a commercial premises, for personal use or for events like weddings or competitions with consumption limits by Illinois law.



CRAFT DISTILLER TASTING
 A Craft Distiller Tasting permit allows a licensee to conduct product sampling of distilled spirits transferred from the craft distiller's licensed premises for consumption at the location specified in the Craft Distiller Tasting Permit license.



BEER SHOWCASE - 1 DAY
 A Beer Showcase permit allows a class 1 licensee or distributor to transfer beer to a designated site for a specific 1 day event.



BEER SHOWCASE - 1-2 DAYS
 A Beer Showcase permit allows a class 1 licensee or distributor to transfer beer to a designated site for a specific 2 or more day event.

Previous Next

Confirmation

License Category: Special Events/SPECIAL EVENT RETAILER

Previous Next

Confirm selections and click **Next**.

How can I apply for a special event/special use license?

Apply for a License or a Permit
Fill out a license or a permit application. You can save a draft application and complete it later.

Application Information

* Business Account

* Is this Application for an existing location?

Associated Location

Next

Steps

- Application Information
- Licensee
- Special Event Detail
- Address
- Owner(s)
- Local Liquor License
- Insurance
- License Questions
- Eligibility
- Questionnaire
- Summary
- E-Signature
- Submit Application
- Payment
- Confirmation

Follow the application steps and complete all required information marked with * on each page.

All application steps must be completed. Complete each application step and click **Next** to move to the next step.

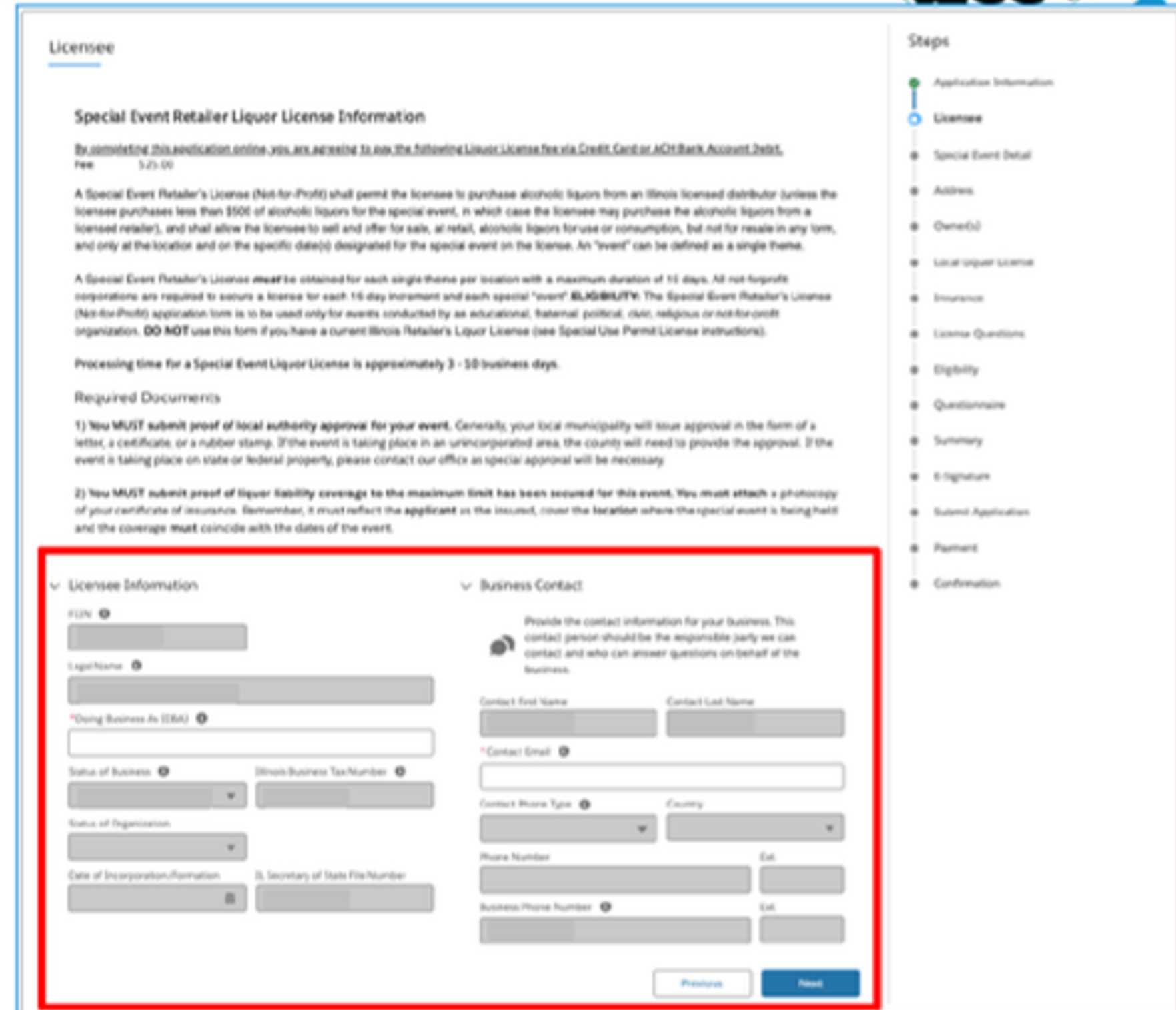
Select the **Business Account** (the business you've registered with ILCC will show up if approved) and select the **location**. Click **Next** to move on to the next step.

How can I apply for a special event/special use license?

Review the **Liquor License Information** and take note of the **Required Documents**.

Complete the **Licensee Information** and **Business Contact** sections. Note that information is pre-populated if the data already exists in the system; however, *Doing Business as (DBA)* and *Contact Email* must be verified every time a license application is submitted/renewed.

Click **Next** to continue to the next application step.



Licensee

Special Event Retailer Liquor License Information

By completing this application online, you are agreeing to pay the following Liquor License fee via Credit Card or ACH Bank Account Debit.
Fee: \$25.00

A Special Event Retailer's License (Not-for-Profit) shall permit the licensee to purchase alcoholic liquors from an Illinois licensed distributor (unless the licensee purchases less than \$500 of alcoholic liquors for the special event, in which case the licensee may purchase the alcoholic liquors from a licensed retailer), and shall allow the licensee to sell and offer for sale, at retail, alcoholic liquors for use or consumption, but not for resale in any form, and only at the location and on the specific date(s) designated for the special event on the license. An "event" can be defined as a single theme.

A Special Event Retailer's License **must** be obtained for each single theme per location with a maximum duration of 15 days. All not-for-profit corporations are required to secure a license for each 15-day increment and each special "event" **ELIGIBILITY:** The Special Event Retailer's License (Not-for-Profit) application form is to be used only for events conducted by an educational, fraternal, political, civic, religious or not-for-profit organization. **DO NOT** use this form if you have a current Illinois Retailer's Liquor License (see Special Use Permit/License instructions).

Processing time for a Special Event Liquor License is approximately 3 - 50 business days.

Required Documents

1) You **MUST** submit proof of local authority approval for your event. Generally, your local municipality will issue approval in the form of a letter, a certificate, or a rubber stamp. If the event is taking place in an unincorporated area, the county will need to provide the approval. If the event is taking place on state or federal property, please contact our office as special approval will be necessary.

2) You **MUST** submit proof of liquor liability coverage to the maximum limit has been secured for this event. You must attach a photocopy of your certificate of insurance. Remember, it must reflect the applicant as the insured, cover the location where the special event is being held and the coverage must coincide with the dates of the event.

Licensee Information

FIDN

Legal Name

*Doing Business As (DBA)

Status of Business Illinois Business Tax Number

Status of Organization

Date of Incorporation/Formation IL Secretary of State File Number

Business Contact

Provide the contact information for your business. This contact person should be the responsible party we can contact and who can answer questions on behalf of the business.

Contact First Name Contact Last Name

*Contact Email

Contact Phone Type Country

Phone Number Ext.

Business Phone Number Ext.

[Previous](#) [Next](#)

Steps

- Application Information
- Licensee**
- Special Event Detail
- Address
- Owner(s)
- Local liquor license
- Insurance
- License Questions
- Eligibility
- Questionnaire
- Summary
- E-signature
- Submit Application
- Payment
- Confirmation

How can I apply for a special event/special use license?

Review the Special Event Detail notes at the top of the page.

Complete the Special Event Address section. To add the Special Event Detail information, click **New** and add the event start and end times per day.

Click **Next** to continue to the next application step.

Special Event Detail

- Provide the date(s) and time(s) that the event will be held. When you receive your printed license certificate from the Commission, times should be in regular time not military time.
- Search for and select the address/location of the event. If an address is not available, provide specific instructions such as cross streets/roads to enable our investigators to find the event. Note: Only ONE location is allowed per application.
- Provide the name/type of the event (e.g., neighborhood festival, Oktoberfest, fish fry, fishing/hamping, etc.). Note: Only ONE event theme is allowed per application.
- Determine the total number of days and locations covered by the event. For example, if your event is held on three successive Fridays at the same location, you are only required to fill out a single application and you will need to enter each date separately, and pay a single application fee since the total duration is 35 days or less and the location is the same. If the event is 35 consecutive days please make sure to enter each date separately. If the location changes weekly in the aforementioned example, however you will be required to fill out three applications and pay three fees.

Late fee of \$25 is assessed if the application is not received 14 days prior to the start date of the event.

Special Event Address

*Enter Address

*Event

*City *County

*State *Zip Code

Country

*Event Theme (Type of Event)

Please enter at least one event.

Event End Date for each entry below must be the same or one day later than Event Start Date. Total duration for each entry cannot be more than 24 hours.

Special Event Detail

EVENT THEME (TYPE OF EVENT)	EVENT START DATE/TIME	EVENT END DATE/TIME

Save for later

New

Previous Next

Steps

- Application Information
- Licensee
- Special Event Detail**
- Address
- Event(s)
- Local Liquor License
- Insurance
- License Questions
- Eligibility
- Questionnaire
- Summary
- E-Signature
- Submit Application
- Payment
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How can I apply for a special event/special use license?

Apply for a License or a Permit

Fill out a license or a permit application. You can save a draft application and complete it later.

Submit Application

Submit This Application?

Disclaimer: Please note that it may take the Illinois Liquor Control Commission approximately 1 to 30 business days to review your Liquor License Application and then an additional 3 to 30 business days for the payment to process if approved. Please ensure sufficient funds are available.

Under penalties of perjury, by clicking the "Agree and Continue to Payment" button, I state that I have examined this request and, to the best of my knowledge, it is true, correct, and complete.

[Save for later](#)
[Previous](#)
[Agree and Continue to Payment](#)

Steps

- Application Information
- Licensee
- Special Event Detail
- Address
- Owner(s)
- Local Liquor License
- Insurance
- License Questions
- Eligibility
- Questionnaire
- Summary
- E-Signature
- Submit Application**
- Payment
- Confirmation

Continue to work through all application steps. Completed steps will be marked with a green checkmark ✓.

Before you submit the application, review the disclaimer and the attestation statement. When ready, click **Agree and Continue to Payment**.

How can I apply for a special event/special use license?

To make a payment for the application fee, check the checkbox to certify and select the payment type.

Apply for a License or a Permit

Fill out a license or a permit application. You can save a draft application and complete it later.

Payment

Payment Information

NSF DISCLAIMER: You are certifying that any payments made by any personal or company account to the Illinois Liquor Control Commission (ILCC) will not be dishonored for any reason. If your personal or business payment is dishonored by a bank, understand that the ILCC could issue a citation, which may result in the suspension, revocation, or non-renewal of your license or in the imposition of a fine. The matter will be settled if the licensee pays to ILCC both the amount of the check AND the amount of the fine.

☒

I hereby certify this payment will not be dishonored for any reason.

Note:
The application will not be submitted until the payment step is completed.

Description	Fee
Application Fee (2026-2027)	\$25.00
Total	\$25.00

Payment Channel

Type

Clear

Direct Debit

Credit Card

Previous

SUBMIT

Steps

- Application Information
- Licensee
- Special Event Detail
- Address
- Owner(s)
- Local Liquor License
- Insurance
- License Questions
- Eligibility
- Questionnaire
- Summary
- E-Signature
- Submit Application
- Payment**
- Confirmation

How can I apply for a special event/special use license?

Payment Channel

Type

Direct Debit

NOTE: This payment will NOT occur until the ILCC Licensing team has approved this application.

Bank Account Type

Routing Number

Bank Name

Account Number

Confirm Account Number

Save for later

Payment

Amount

\$ 25.00

Confirm Amount

\$ 25.00

Previous

SUBMIT

Using Direct Debit:

Enter the payment amount in **Confirm Amount**.
Complete the bank account information and click **Submit**.

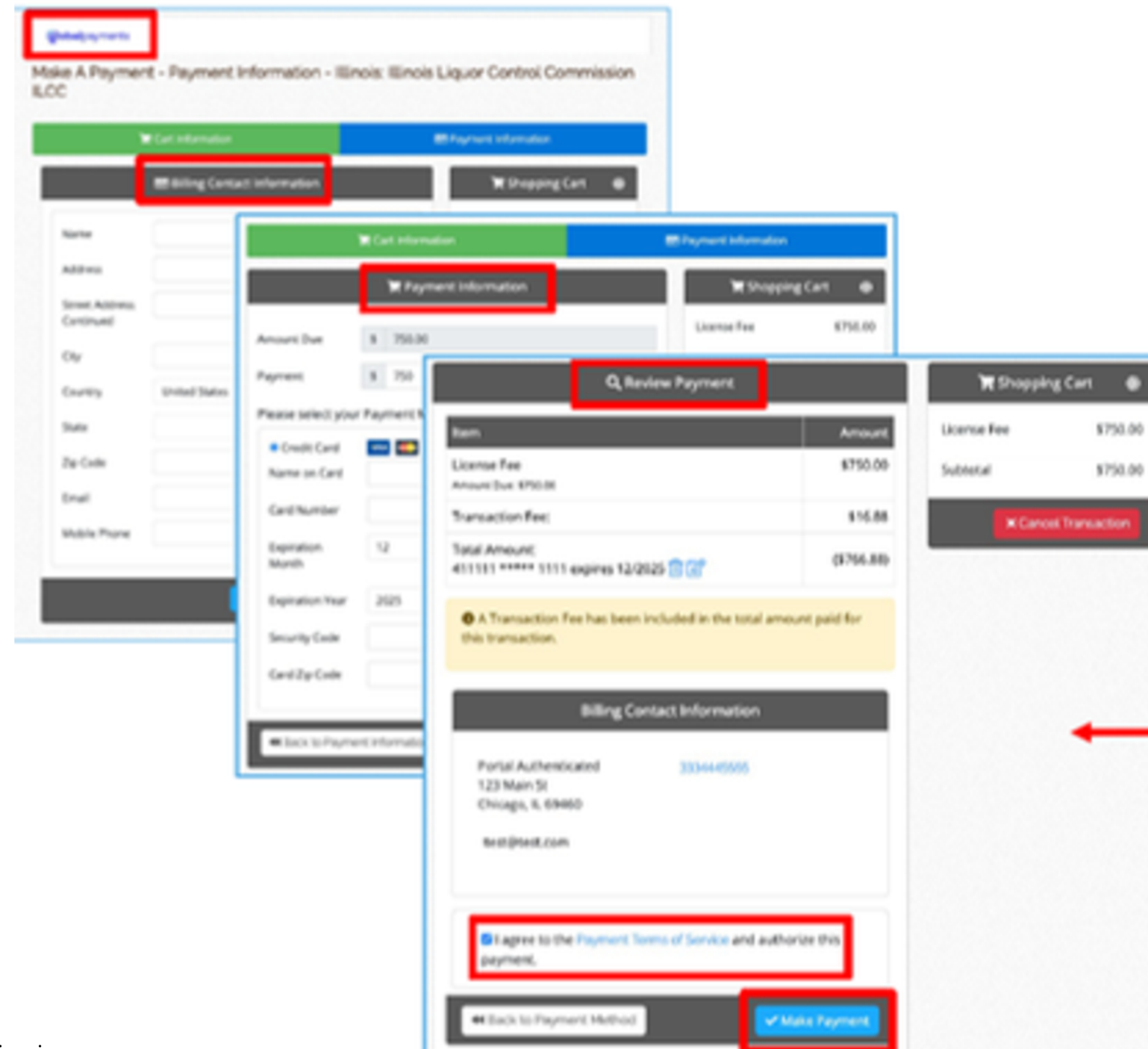
Once you get the Payment Completed confirmation, click **Next** to finish the process.

Payment Completed

Fees have been paid in full. Click next.

Next

How can I apply for a special event/special use license?



Global Payments

Make A Payment - Payment Information - Illinois Liquor Control Commission ILCC

Billing Contact Information

Name
Address
Street Address (Continued)
City
Country United States
State
Zip Code
Email
Mobile Phone

Payment Information

Amount Due \$ 750.00 License Fee \$750.00

Payment \$ 750

Please select your Payment Method

☒ Credit Card

Name on Card
Card Number
Expiration Month 12
Expiration Year 2025
Security Code
Card Zip Code

Review Payment

Item	Amount
License Fee	\$750.00
Amount Due \$750.00	
Transaction Fee:	\$16.88
Total Amount:	(\$766.88)

411111 **** 1111 expires 12/2025

A Transaction Fee has been included in the total amount paid for this transaction.

Billing Contact Information

Portal Authenticated 3336445555
123 Main St
Chicago, IL 60600
test@test.com

☒ I agree to the Payment Terms of Service and authorize this payment.

Make Payment



Payment Channel

Type Credit Card

Note: Your card will be charged immediately after submitting payment.

A transaction fee will be applied to all Credit Card transactions.

Payment

Amount \$ 750.00

Confirm Amount \$ 750.00

Pay Now

Previous Submit

Using a Credit Card:

Enter the payment amount in **Confirm Amount**.
Complete the bank account information and click **Pay Now**.

You will be directed to a third-party payment site, **Global Payments**. Follow the steps and complete:

- Billing Contact Information
- Payment Information
- Review Payment

Check the **checkbox** to agree with the terms and click **Make Payment**.

How can I apply for a special event/special use license?



Payment

Payment Information

☒ The payment for the application has been successfully processed. Please click "Submit" below to finalize your application.

NOT DISCOVER: You are certifying that any payments made by any personal or company account to the Illinois Liquor Control Commission (ILCC) will not be dishonored for any reason. If your personal or business payment is dishonored by a bank, understand that the ILCC could issue a citation, which may result in the suspension, revocation, or non-renewal of your license or the imposition of a fine. The matter will be settled if the licensee pays to ILCC both the amount of the check AND the amount of the fine.

☒ I hereby certify this payment will not be dishonored for any reason.

Note:
The application will not be submitted until the payment step is completed.

Description	Fee
Application Fee (2025-2026)	\$ 750.00
Total	\$ 750.00

Payment Channel

Type: **Credit Card**

Amount: **\$ 750.00**

Confirm Amount: **\$ 750.00**

Note: Your card will be charged immediately after submitting payment.

A transaction fee will be applied to all Credit Card transactions.

Successfully Paid
Here is your transaction ID:

[Previous](#) [SUBMIT](#)

Using a Credit Card (continued):

Once the payment is processed, you will be redirected back to the ILCC Portal and see the **Payment Success** message.

Close the tab and go back to the original tab and refresh. Confirm the **Successfully Paid** message is displayed, and click **Submit**.

Once you get the Payment Completed confirmation, click **Next** to finish the process.

Payment Completed

Fees have been paid in full. Click next.

[Next](#)

How can I apply for a special event/special use license?

Apply for a License or a Permit

Fill out a license or a permit application. You can save a draft application and complete it later.

Confirmation

You have successfully submitted your Liquor License Application.

After your request has been fully transferred to the Liquor Control Commission, you may view your request at any time from the Submissions section on your web login. Please note that it may take approximately 1-10 business days to review the application and then an additional 3-10 business days for the payment to process if approved. Please ensure sufficient funds are available.

Your confirmation number is:

Request submitted on:
Request Type: SPECIAL EVENT RETAILER

Details of your request:
Business FEIN:
Doing Business As (DBA):
Location Address:

You may print this page for your records. This confirmation screen will not be accessible once you navigate away from this page. However, a record of your request will remain available in your account.

Next

Steps

- Application Information
- Licensee
- Special Event Detail
- Address
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← Review the Confirmation and click **Next** to complete the application process.



Thank you

Contact: ILCC.Licensing@illinois.gov

Phone: 217-782-2136 or 312-814-2206

Date

February 2026

Website

www.ILCC.illinois.gov

ILCC Portal

ILCCportal.illinois.gov

