



# Agenda Item Executive Summary

Item Name Discussion of Draft Special Event Permit Application and Potential Special Event Liquor License Committee or Board Committee

## BUDGET IMPACT

Amount:	N/A	Budgeted:	N/A
List what fund:	N/A		

## EXECUTIVE SUMMARY

Following discussion at the July 16, 2025 Committee of the Whole meeting, Village staff have prepared a draft Special Event Permit Application intended to simplify the process for businesses, non-profits, and other organizations to organize special events. The proposed application consolidates requirements, forms, and review procedures into a single, user-friendly packet to help ensure public safety and regulatory compliance.

The form is designed to allow for internal staff review and final approval of event applications, streamlining the process and reducing administrative burden on the Village Board. Staff is requesting feedback on whether the Board is comfortable with staff-level approval of special events, or if it prefers to retain final approval authority at the Board level.

Currently, the Village does not have a Special Event Liquor License available under its liquor ordinance. Under existing rules, alcohol may only be served at the licensed premises listed on a business's Pour License, limiting the ability to include alcohol service at off-site events.

Staff is also seeking input on whether the Board would like staff to begin drafting a Special Event Liquor License ordinance to support regulated alcohol service at community events, and bring a proposal to the liquor commission.

## ATTACHMENTS (PLEASE LIST)

Draft Application

## ACTION REQUESTED

- ☒ For Discussion Only
- ☐ Resolution
- ☐ Ordinance
- ☐ Motion:

## MOTION:

Staff: Joey Dienberg, Village Administrator Date: 8/6/2025