

*****Your current Liquor License expires December 31, 2018*****

A completed 2019 liquor license application, payment and all necessary documents (including Basset Certificates) must be received *prior* to the expiration of your 2018 license.

Failure in doing so will prohibit you from selling alcohol beginning January 1, 2019

**VILLAGE OF NORTHBROOK
COOK COUNTY, ILLINOIS**

**APPLICATION FOR RETAIL LIQUOR LICENSE - 2019
PLEASE NOTE THIS LICENSE WILL EXPIRE 9/30/2019**

The undersigned hereby makes application for the issuance of a Village Retail License for the sale of alcoholic beverages under Chapter 4 of the Municipal Code of Northbrook, Illinois, as amended. Such application is made for the period ending **September 30, 2019 (Please note the change of DATE)**. If required, applicant(s) and/or the designated manager or agent of the premises must submit to fingerprinting by the Northbrook Police Department in connection with this Application for Retail Liquor License. The undersigned certifies to the Village of Northbrook that the following facts are true and correct:

NOTE: ALL APPLICANTS MUST COMPLETE PARTS I, II, III AND V; ALL APPLICANTS MUST COMPLETE THE APPLICABLE SUBPARTS OF PART IV BASED ON THEIR FORM OF ORGANIZATION. **IF A SECTION DOES NOT PERTAIN PLEASE MARK N/A.**

PART I. GENERAL INFORMATION

1. _____
Name of Applicant (person or entity that will hold license and operate the business)

2. _____
Name of Business or D/B/A

3. Contact Information for Applicant

Name of Contact Person Telephone Number of Contact Person

Facsimile Number of Contact Person Email Address of Contact Person

Street Address, City, State and Zip Code **Address of Contact Person** – NOT Licensed Premise (Part II)

4. Class(es) of Alcoholic Liquor Sales for Which Licenses Are Requested:

CHECK ALL REQUESTED	DESCRIPTION OF CLASS	LICENSE CLASS	INITIAL APPLICATION FEE	ANNUAL RENEWAL APPLICATION FEE
	On Premise—Service of all alcohol	A	\$2,200	\$2,000
	Package/Retail/All Alcohol	B	\$2,200	\$2,000
	Package/Retail/Beer & Wine Only	B-1	\$2,200	\$2,000
	Club	C	\$1,325	\$1,400
	Annexed Property	D	\$2,200	As applicable
	On Premise Service—Beer & Wine Only	E	\$1,100	\$1,130
	Classes/Seminars/Tasting	F	\$ 100	\$1,000
	Catering	G	\$1,000	\$1,000
	Catering/Temporary (1) Day/For Profit	G-1	\$ 250	None
	On Premise—Wine By the Glass Only	H	\$ 100	\$ 275
	BYOB—Beer & Wine Only	I	\$ 250	\$ 750
	Hotel	J	\$2,200	\$3,000
	Golf Course	K	\$2,200	\$1,500
	Movie Theater	L	\$2,200	\$2,000
	See Section 9, Page 2	Secondary	N/A	\$ 275

PART II. INFORMATION ABOUT PREMISES TO BE LICENSED

1. **Address of Premises to be Licensed**

Northbrook, Illinois

2. Contact Information at Premises to be Licensed

Telephone Number

Facsimile Number

Email Address

3. Location of Principal Place of Business, If Different

4. Principal Kind of Business

Date Business Commenced at this Premises

5. Does the Applicant Own Premises? Lease Premises? Lease Expires: _____

If leased, please attach a copy of the lease.

6. Name and Address of Landlord/Lessor:

7. **Attach a drawing or sketch** of the Premises which shows **ALL AREAS** where alcoholic liquors are proposed to be prepared, served, sold and stored and specifically mark each area. If this includes any areas outside buildings on the Premises, include a plat or site plan showing and clearly indicate the areas in which alcoholic liquors are proposed to be prepared and served, and any doors for access to the buildings on the Premises.

If outdoor service is requested, has the Applicant applied for an outdoor seating license? Yes No

8. **Proposed Hours of Operation and Hours of Alcohol Sales and Service:** _____

9. An additional annual fee of \$275.00 shall be required for each "Secondary Liquor Function" operated under a Class "A" or "E" License. If the applicant requests any "Secondary Liquor Function," check the appropriate boxes indicating the "Secondary Liquor Function(s)" sought: **No secondary function may begin or be modified without a secondary function license (Please note this MUST have prior approval by the Liquor Commissioner)**

_____ Retail sale of alcoholic liquor in original package form for consumption off the Premises.

_____ Additional specific and permanent lounge area(s) designed, intended, and used primarily for the preparation and service of alcoholic beverages to the public for consumption. List each such area mark on the drawing sketch, see #7.

a. _____

b. _____

_____ Service of alcoholic beverages to areas of the Premises proposed to be licensed that are distinctly separate and removed from the prime alcoholic beverage preparation and service area. List each such area and mark on the drawing sketch, see #7.

a. _____

b. _____

PART III. INFORMATION ABOUT ALL APPLICANTS

1. Give the number, location, and expiration date of every State Liquor License issued to the applicant under the Illinois Liquor Control Act (attach additional sheets if necessary).

<u>License Number</u>	<u>Location</u>	<u>Expiration Date</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Give the number, location and expiration date of every existing liquor license issued to the applicant by any unit of local government in the State of Illinois (attach additional sheets if necessary):

<u>License Number</u>	<u>Location</u>	<u>Expiration Date</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Give the application number, location, and disposition of any liquor license applied for by the applicant other than those described in Part III(1) and (2) (attach additional sheets if necessary).

<u>Application Number</u>	<u>Location</u>	<u>Disposition</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. What is the true value of all goods, wares and merchandise, including alcoholic liquors, on hand at the Premises to be licensed as of date of this application? \$_____.

5. Has any Manufacturer, Importing Distributor or Distributor, as those terms are defined in 235 ILCS 5/1-3.08, 3.15 and 3.16, directly or indirectly paid or agreed to pay for this license, or advanced money, anything else of value, or any credit (other than merchandising credit in the ordinary course of business for a period not to exceed 90 days), to the applicant for the Premises to be licensed or the business described in this application? Yes No

If "yes", give details: _____

6. Is any Manufacturer, Importing Distributor, or Distributor directly or indirectly interested in the ownership, conduct, or operation of the Premises proposed to be licensed or the business described in this application? Yes No

If "yes", give details: _____

7. (a) Has the Federal Government issued a gaming device stamp or wagering stamp for the current tax period for the Premises proposed to be licensed? Yes No

If "yes", give details: _____

- (b) Has the Federal Government issued a gaming device stamp or wagering stamp to the applicant, including any partner if the applicant is a partnership, or any officer, manager, director or shareholder owning in the aggregate more than five percent (5%) of the stock, if the applicant is a corporation?
 Yes No

If "yes", give details: _____

8. Has the applicant obtained, or does the applicant plan to obtain, a loan to operate the business described in this application? Yes No

If "yes," what is the amount of the loan? _____
Specify the name and address of the lender: _____

9. Has the applicant ever been a shareholder, partner, owner, manager, or employee of, or otherwise involved with, an establishment that was fined, or had its liquor license suspended or revoked? Yes No

If "yes", give details: _____

10. Give the address and Permanent Index Number ("PIN") for all real property within the Village of Northbrook of which the applicant is a legal or beneficial owner, in whole or in part (attach additional sheets, if necessary)

<u>Address</u>	<u>Permanent Index Number</u>
_____	_____
_____	_____
_____	_____

11. **Attach to this application** a certificate of insurance indicating that a policy of dram shop insurance is in force for the Premises at which the license is to be issued in an amount not less than \$500,000. The certificate of insurance shall indicate that the Village shall be notified at least ten (10) days prior to the cancellation or modification of such policy.

12. (a) Renewals. If this is an application for renewal of a license (in any Class other than Classes D or F) to be **issued for 2019, the Applicant shall attach to this application** a list of all employees, including the manager of the licensed premises, who mix, serve or sell alcoholic beverages to the public along with their proof of completion of a BASSET program. BASSET Certificates are only valid for a three year period. They must be renewed every three (3) years. **NO Liquor License will be renewed unless complete information is provided that shows compliance.**

(b) New Licenses. If this is an application for the initial issuance of a license (in any Class other than Classes D or F), **the Applicant shall attach to this application** proof of completion of a BASSET program by the manager of the licensed premises and all employees who mix, serve or sell alcoholic beverages to the public. If not yet completed, this proof must be submitted not later than ninety (90) days after issuance of the initial license.

PART IV. INFORMATION ABOUT VARIOUS TYPES OF APPLICANTS

Each Applicant must fill out the Subpart (A, B, C, or D) of this Part IV that is applicable to the form of organization that will operate the business for which a license is requested in this Application. All Applicants must complete Subpart E.

SUBPART A. INDIVIDUAL OWNER/PARTNERSHIP

The following information must be supplied by the individual owner or, in the case of a partnership, all persons entitled to share in the partnership profits. If more than two people are involved, the same information must be supplied for each such person on a separate sheet attached to this application.

Person 1

Person 2

(a) _____
Name

(a) _____
Name

(b) _____
Address City

(b) _____
Address City

(c) _____
Telephone Number

(c) _____
Telephone Number

(d) _____
Mobile Telephone Number

(d) _____
Mobile Telephone Number

(e) _____
Electronic Mail Address

(e) _____
Electronic Mail Address

(f) _____
Date and Place of Birth

(f) _____
Date and Place of Birth

(g) Citizen of United States*
 Naturalized Citizen*

(g) Citizen of United States*
 Naturalized Citizen*

Date/Place/Court of Naturalization

Date/Place/Court of Naturalization

(h) Have you ever been convicted of any felony under any Federal or State Law? Yes No
State offense and date of offense:

(h) Have you ever been convicted of any felony under any Federal or State Law? Yes No
State offense and date of offense:

(i) Have you ever been convicted of a violation of the Federal or State Prohibition or Liquor Acts? Yes No
Give details: _____

(i) Have you ever been convicted of a violation of the Federal or State Prohibition or Liquor Acts? Yes No
Give details: _____

(j) Have you ever permitted an appearance bond forfeiture for any of the violations mentioned in (h) or (i) above?
 Yes No

(j) Have you ever permitted an appearance bond forfeiture for any of the violations mentioned in (h) or (i) above?
 Yes No

(k) Has any liquor license previously issued to you by State, Federal or Local Authorities ever been revoked, suspended or refused?
 Yes No
If "yes", give details.

(k) Has any liquor license previously issued to you by the State, Federal or Local Authorities ever been revoked, suspended or refused?
 Yes No
If "yes", give details.

(l) Are you, or is any individual directly or indirectly interested in your place of business, an officer or the President or a Member of the Board of Trustees of the Village of Northbrook?
 Yes No

(l) Are you, or is any individual directly or indirectly interested in your place of business, an officer or the President or a Member of the Board of Trustees of the Village of Northbrook?
 Yes No

(m) In the case of a partnership, state the percentage of each partner's individual interest:

(m) In the case of a partnership, state the percentage of each partner's individual interest:

SUBPART B. CORPORATION

The following information must be supplied if the applicant is a Corporation for Profit:

(a) _____
Applicant's Corporate Name Date and State of Incorporation or Formation

(b) Object(s) of corporation, as set forth in charter or articles of incorporation

IMPORTANT:

(c) Attach separate sheet (if necessary) to this application, listing the names and residences of the officers and directors. _____

(d) If the applicant is a privately held corporation, list the names and addresses of all shareholders having more than a 5% interest in the business (attach additional sheets, if necessary). If the applicant is publicly traded, also list the exchange on which its shares are traded. **MUST COMPLETE OR ATTACH CORPORATE ORGANIZATION CHART.**

PART E. INVOLVED OWNER (Must Be Completed)

Section 4-47(b) of the Northbrook Municipal Code requires that the business for which this license is sought must be conducted by an involved owner.

The following information must be supplied by the applicant, if an individual, or by the applicant's designated involved owner. (an individual applicant or involved owner may omit lines (a) through (e)):

(a) _____
Name

(b) _____
Street Address City Zip Code

(c) _____
Telephone Number Mobile Number Electronic Mail

(d) _____
Previous Address City State Zip Code

(e) _____
Date of Birth Place of Birth

(f) _____ Citizen of United States _____ Naturalized Citizen

(g) _____
Driver's License/State ID Number* Social Security Number

(h) _____
Name of Previous Employer

Address of Previous Employer City State Zip Code

(i) Have you ever been convicted of any felony under any Federal or State Law? Yes No
If "yes", state offense and date of offense: _____

(j) Have you ever been convicted of a violation of a Federal or State Prohibition or Liquor Act? Yes No
If "yes", give details: _____

(k) Have you ever permitted an appearance bond forfeiture for any of the violations mentioned in (i) or (j) above?
 Yes No If "yes", give details: _____

(l) What experience do you have operating or managing a business that sells liquor?

(m) Have you submitted to fingerprinting at the Northbrook Police Department? Yes No

NOTE: Owner and/or Manager Information pages (signed and notarized) and a copy of their driver's license/State ID must be submitted to Village Clerk prior to scheduling an appointment to be fingerprinted at the Northbrook Police Department.

***Applicant must document citizenship by attaching a copy of a Valid Driver's License or State ID (current), and one of the following to this application:**

- U.S. Passport (current)
- U.S. Naturalization Papers (certified)
- U.S. Birth Certificate (certified)
- Certificate of U.S. Citizenship (certified)
- U.S. Citizen ID Card (current)

The involved owner hereby acknowledges and agrees that:

- 1) a Village of Northbrook Retail Liquor License is a privilege and may be revoked pursuant to the ordinances of this Village, or the laws of the State of Illinois or the United States of America;
- 2) the involved owner shall, upon the request of the Village Manager, and in connection with this application and any Retail Liquor Licenses issued pursuant thereto, submit to fingerprinting by the Northbrook Police Department;
- 3) the involved owner has read, and will not violate any of, the ordinances of this Village, or the laws of the State of Illinois or of the United States of America, in the conduct of business on the Premises to be licensed;
- 4) the involved owner is not disqualified to receive the Retail Liquor License requested in this application by reason of any provision of the laws of the State of Illinois or Village codes and ordinances; and
- 5) the statements contained in this Subpart E are true and correct to the best of the involved owner's knowledge and belief.

INVOLVED OWNER

Signature of Involved Owner

Print Name of Involved Owner

Title /Position

Subscribed and sworn to before me
this _____ day of _____,
20____.

Notary Public

PART E. INVOLVED MANAGER (S)

(Must Be Completed Even if Same as the Owner and one must be completed by each Manager if there are multiple managers)

Section 4-47(b) of the Northbrook Municipal Code requires that the business for which this license is sought must be conducted by an involved manager. If more than one, each manager needs to complete.

The following information must be supplied by the applicant, if an individual, or by the applicant's designated involved manager (an individual applicant or involved owner may omit lines (a) through (e)):

(a) _____
Name

(b) _____
Street Address City Zip Code

(c) _____
Telephone Number Mobile Number Electronic Mail

(d) _____
Previous Address City State Zip Code

(e) _____
Date of Birth Place of Birth

(f) _____ Citizen of United States _____ Naturalized Citizen

(g) _____
Driver's License/State ID Number* Social Security Number

(h) _____
Name of Previous Employer

Address of Previous Employer City State Zip Code

(i) Have you ever been convicted of any felony under any Federal or State Law? Yes No
If "yes", state offense and date of offense: _____

(k) Have you ever been convicted of a violation of a Federal or State Prohibition or Liquor Act? Yes No
If "yes", give details: _____

(l) Have you ever permitted an appearance bond forfeiture for any of the violations mentioned in (i) or (j) above?
 Yes No If "yes", give details: _____

(l) What experience do you have operating or managing a business that sells liquor?

m) Have you submitted to fingerprinting at the Northbrook Police Department? Yes No

NOTE: Owner and/or Manager Information pages (signed and notarized) and a copy of their driver's license/State ID must be submitted to Village Clerk prior to scheduling an appointment to be fingerprinted at the Northbrook Police Department.

Applicant must document citizenship by attaching a copy of a Valid Driver's License or State ID (current), and one of the following to this application:

- U.S. Passport (current)
- U.S. Naturalization Papers (certified)
- U.S. Birth Certificate (certified)
- Certificate of U.S. Citizenship (certified)
- U.S. Citizen ID Card (current)

The involved manager hereby acknowledges and agrees that:

- 1) a Village of Northbrook Retail Liquor License is a privilege and may be revoked pursuant to the ordinances of this Village, or the laws of the State of Illinois or the United States of America;
- 2) the involved owner applicant's designated manager shall, upon the request of the Village Manager, and in connection with this application and any Retail Liquor Licenses issued pursuant thereto, submit to fingerprinting by the Northbrook Police Department;
- 3) the involved manager has read, and will not violate any of, the ordinances of this Village, or the laws of the State of Illinois or of the United States of America, in the conduct of business on the Premises to be licensed;
- 4) the involved manager is not disqualified to receive the Retail Liquor License requested in this application by reason of any provision of the laws of the State of Illinois or Village codes and ordinances; and
- 5) the statements contained in this Subpart E are true and correct to the best of the involved manager's knowledge and belief.

INVOLVED MANAGER

Signature of Involved Manager

Print Name of Involved Manager

Subscribed and sworn to before me
this _____ day of _____,
20____.

Notary Public

PART V. ACKNOWLEDGEMENT

The applicant hereby acknowledges and agrees that:

- 1) a Village of Northbrook Retail Liquor License is a privilege and may be revoked pursuant to the ordinances of this Village, or the laws of the State of Illinois or the United States of America;
- 2) the applicant, the applicant's agent, officers, the involved owner, and/or the applicant's designated manager shall, upon the request of the Village Manager, and in connection with this application and any Retail Liquor Licenses issued pursuant thereto, submit to fingerprinting by the Northbrook Police Department;
- 3) the applicant shall pay the administrative expenses, including without limitation court costs and attorneys' fees, incurred by the Village of Northbrook in connection with any hearing before the Village Liquor Control Commissioner concerning this application or any Retail Liquor Licenses pursuant thereto;
- 4) the applicant has read, and will not violate any of, the ordinances of this Village, or the laws of the State of Illinois or of the United States of America, in the conduct of business on the Premises to be licensed;
- 5) the applicant is not disqualified to receive the Retail Liquor License requested in this application by reason of any provision of the laws of the State of Illinois or Village codes and ordinances;
- 6) the statements contained in this application are true and correct to the best of the applicant's knowledge and belief;
- 7) the Village of Northbrook, or its authorized agent, shall have the right to enter the Premises for the purpose of inspecting to ensure compliance with all applicable codes and ordinances; and
- 8) in the case of a renewal application, the applicant has paid in full, by cashier's check, certified check, money order or cash, any and all taxes owed by the applicant to the Village of Northbrook.

INDIVIDUAL OWNER or PARTNERSHIP

Signature of Applicant

Print Name of Applicant

Signature of Applicant

Print Name of Applicant

CORPORATION or CLUB

Signature of Applicant's President

Print Name of Applicant

Signature of Applicant's Secretary

Print Name of Applicant

LIMITED LIABILITY COMPANY

Signature of Managing Member

Print Name of Applicant

THIS NOTARIZATION REQUIRED FOR ANY OF THE ABOVE SIGNATURES.

Subscribed and sworn to before me

this _____ day of _____, 20____.

Notary Public

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