

**VILLAGE OF NORTHBROOK  
COOK COUNTY, ILLINOIS**

**APPLICATION FOR CLASS N OR Q-1 LIQUOR LICENSE**

The undersigned hereby makes application for the issuance of a Village Liquor License for the sale of alcoholic beverages on a short-term basis in one of the categories listed below as established by Chapter 4 of the Municipal Code of Northbrook, Illinois, as amended.

<b>Check Box as Applicable</b>	<b>License Class and Brief Description (details in Section 4-48 of Northbrook Municipal Code noted in brackets)</b>	<b>Application Fee</b>
	Class N: Tasting Event by local not-for-profit community organization, unit of local government or school district [§4-48(14)]	\$ 50.00 for single event \$400.00 for single application covering up to 10 events
	Class Q-1: Special Event by local not-for-profit civic or community organization or unit of local government (incl. villages, school districts, park district, library board) [§4-48(19)]	No Fee

**PART I. APPLICANT AND PREMISES INFORMATION**

Provide the information requested in the spaces below. ALL APPLICANTS MUST COMPLETE ALL PARTS OF THE APPLICATION. *IF A SECTION IS NOT APPLICABLE, PLEASE MARK N/A.*

1.	Name of Applicant (person who will hold license and operate the business):  Doing Business As Name (D/B/A), if any:	
2.	Applicant Street Address (and P.O. Box, if any), City, County, State, Zip Code	
3.	Contact Person Information for Applicant (print name):  Telephone Number: Mobile Number:	Contact Person Email Address:
4.	Event Supervisor for Applicant, if different (print name):  Telephone Number: Mobile Number: Email Address:	Event Supervisor's Street Address (City/County/State/Zip):
5.	Address of Premises to be Licensed:	
6.	Contact Information at Premises to be Licensed:  Telephone Number: Mobile Number:	Email Address:
7.	Location of Applicant's Principal Place of Business, if different:	
8.	Principal Kind of Business	Date Business Commenced at this Premises:
9.	Is Premises: Owned? <input type="checkbox"/> Leased? <input type="checkbox"/> Under Permit? <input type="checkbox"/>	If Leased, Commencement Date of Lease or Permit?  Attach Copy of Lease or Permit
10.	Name and Address of Landlord/Lessor/Entity Issuing Permit:	

11.	<p><b>Identify ALL AREAS in which alcoholic liquors are proposed to be prepared, served, sold and stored. Attach a drawing or sketch</b> of the Premises which shows ALL AREAS, and <b>specifically mark each area</b>. 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, any doors for access to the buildings on the Premises, and any fencing required. <b>Class M applicants shall also</b> indicate location of any public right-of-way</p>				
12.	Has the Applicant ever received any State Liquor License or Village of Northbrook Liquor License in the past? If so, please list (attach additional sheets if necessary).				
	License Number	Location	Expiration Date		
13.	Menu: Applicants for Class N and Q-1 shall attach a copy of the printed menu for food service on the premises				
14.	<p>Insurance: All applicants must <b>attach to this application</b> the following certificates of insurance:</p> <ul style="list-style-type: none"> <li>• Demonstrating 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.</li> <li>• Demonstrating that a policy of commercial general liability insurance is in force for the Applicant, the Premises, the Village and such others as may be required by the Village local liquor control commissioner.</li> </ul> <p>Such certificates of insurance shall demonstrate that the required insurance will be in effect for the duration of the requested license, and that the Village shall be notified at least ten (10) days prior to the cancellation or modification of such policy.</p>				
15.	BASSET: All applicants must <b>attach to this application</b> current proof of completion of a BASSET program by At least one person from the licensee and one person at each location at which alcoholic beverages will be mixed, sold or served to the public				
16.	<b>Applicant's Event Supervisor must provide a copy of a Valid Driver's License or State ID (current).</b>				
17.	Indicate all types of alcoholic beverages proposed to be served (check all that apply): <input type="checkbox"/> Beer <input type="checkbox"/> Wine <input type="checkbox"/> Beer & Wine <input type="checkbox"/> Spirits <input type="checkbox"/> All types of alcoholic beverages				
18.	<p>Event Details and Information: List on the table below the</p> <ul style="list-style-type: none"> <li>• Date(s) and time(s) that the event(s) will be held.</li> <li>• Name/type of event.</li> <li>• Determine the total number of event themes/types for which approval is requested.</li> </ul>				
	Type of Event	Event Start Date (Month/Day/Year)	Event Start Time:	Event End Time: (AM/PM)	Event End Date: (Month/Day/Year)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

**AGREEMENT BY EVENT SUPERVISOR**  
**(Must Be Completed by each Supervisor if there are multiple managers)**

The following information must be supplied by the event supervisor:

1.	Have you ever been convicted of any felony under any Federal or State Law? Yes <input type="checkbox"/> No <input type="checkbox"/> If "yes", attach offense, date and related information on following page.
2.	Have you ever been convicted of a violation of a Federal or State Prohibition or Liquor Act? Yes <input type="checkbox"/> No <input type="checkbox"/> If "yes", attach offense, date and related information on following page

The event supervisor hereby acknowledges and agrees that:

- A. He or she will supervise the service and consumption of alcoholic beverages during the event described on this Application.
- B. The serving area must be controlled as set forth in the description included in this Application, which includes fencing or other control devices if outdoors.
- C. Alcoholic beverages must be consumed and disposed of within the Licensed Premises.
- D. Service or sale of alcoholic beverages to persons under the age of 21 will not be permitted.
- E. The License is a privilege and may be revoked pursuant to the ordinances of this Village, or the laws of the State of Illinois.
- F. If requested, he or she will provide information as requested by the Village Local Liquor Control Commissioner or designee.
- G. He or she 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 the event on the Premises to be licensed.
- H. The statements contained in this Application are true and correct to the best of the event supervisor's knowledge and belief.

\_\_\_\_\_  
Signature of Event Supervisor

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Notary Stamp

[ ]  
[ ]  
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**AGREEMENT BY APPLICANT**

The applicant hereby acknowledges and agrees that:

- 1) The statements contained in this Application are true and correct to the best of the applicant's knowledge and belief.
- 2) The applicant, the applicant's agent, officers, agree to the terms and conditions contained in the Agreement By Event Supervisor above.
- 3) 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 laws, codes and ordinances;
- 4) The undersigned warrants and represents to the Village of Northbrook that he or she is authorized to execute this application on behalf of the applicant, and is authorized to bind the applicant to the requirements of this Application and applicable law.

**FOR OFFICE USE ONLY:**

Approved \_\_\_\_\_ Date \_\_\_\_\_

Village Seal:

Not Approved \_\_\_\_\_ Date \_\_\_\_\_

Complete this Section only if an Individual Owner/Partnership/Corporation/Club/Limited Liability Company:

<b>INDIVIDUAL OWNER <input type="checkbox"/> or PARTNERSHIP <input type="checkbox"/></b>	<b>CORPORATION <input type="checkbox"/> or CLUB <input type="checkbox"/></b>	<b>LIMITED LIABILITY COMPANY <input type="checkbox"/></b>
Signature of Applicant	Signature of Applicant's President	Signature of Managing Member
Printed Name of Applicant	Printed Name of President	Printed Name of Managing Member
Signature of Applicant	Signature of Applicant's Secretary	Signature of Additional Member (if required)
Printed Name of Applicant	Printed Name of Secretary	Printed Name of Additional Member

***THIS NOTARIZATION REQUIRED FOR ANY OF THE ABOVE SIGNATURES.***

Subscribed and sworn to before me

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

**AGREEMENT BY APPLICANT**

The applicant hereby acknowledges and agrees that:

- 1) The statements contained in this Application are true and correct to the best of the applicant's knowledge and belief.
- 2) The applicant, the applicant's agent, officers, agree to the terms and conditions contained in the Agreement By Event Supervisor above.
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Approved \_\_\_\_\_ Date \_\_\_\_\_

Village Seal:

Not Approved \_\_\_\_\_ Date \_\_\_\_\_