



APPLICATION FOR LIQUOR LICENSE

This Application is made pursuant to the provisions of Chapter 5.09 (Liquor Control Regulations) of the Winnetka Village Code. See attached Appendix for a synopsis of license classifications, conditions, and fees.

Instructions: Application must be completed in its entirety. Applicant must obtain a State of Illinois Retailer's Liquor License in addition to the Village of Winnetka license. State applications are available from the Illinois Liquor Control Commissioner at 312-814-2206 or www.illinois.gov/ilcc/Pages/Home.aspx.

Class of license applied for (check all that apply):

- Class A: Restaurant (full service) \$ 750.00
- Class A-1: Restaurant with limited bar (full service) 1000.00
- Class A-2: Restaurant (beer & wine) 500.00
- Class A-3: Restaurant with limited bar (beer & wine) 750.00
- Class A-4: Specialty restaurant (wine) 500.00
- Class A-5: Specialty restaurant (wine) 500.00
- Class B: Grocery Store 750.00
- Class D: Package delivery service/mail (retail) 150.00
- Class D-1: Package delivery service/mail (wholesale) 500.00
- Class E: Limited Food Products Store (wine only) 500.00
- Class E-1: Limited Food Products Store (beer & wine) 500.00
- Class E-2: Specialty Beverage Store (beer & wine) 500.00
- Class P: Park District (full service) 500.00
- Class W: Wine Station Rider (eligible for A; A-1; A-2; A-3) 0.00

Required Attachments: Application will not be processed until the following are also submitted:

- Copy of State of Illinois Liquor License (submit prior to service of alcoholic beverages and within 30 days of receipt of Village license. Failure to do so may result in revocation of Village license.)
- Certificate of Dram Shop Insurance coverage, including name and address of insurance company, in effect and providing coverage **for a period of time that extends the full duration of the license**
- Copies of current food preparation licenses from any off premises kitchens where food that may be served is prepared
- Signed Affidavit (see p. 5)
- Copy of proposed menu
- Diagram of premises layout: dimensions of any bar or counter, lounge or waiting area, and general seating area
- Copy of lease for premises, if applicable
- Copy of Illinois Secretary of State's most recent certification of authority to do business as a corporation, e.g., Articles of Incorporation or Certificate of Good Standing (if applicable)
- Fingerprint cards
- Attachments required for Sections II, III and XI (if applicable)

I. APPLICANT INFORMATION

- 1. Full name: _____
- 2. Applicant is: an individual (Complete all but Sections VI and VII)
 a partnership (Complete all but Sections V and VI)
 a corporation (Complete all but Sections V and VIII)
- 3. Name under which business is to be conducted: _____

- 4. If name under which business is to be conducted differs from the name of applicant, has name of business been registered in the Assumed Name Registry of the Cook County Clerk's office?
Yes No

II. LICENSED PREMISES INFORMATION

- 5. Street address of licensed premises: _____

- 6. Describe nature of applicant's principal business conducted at licensed premises: _____

- 7. State nature of applicant's interest in the premises for which this license is sought and attach documentation as necessary for information requested:
 - Owner – Provide date acquired and Cook County Recorder's document number for recorded deed: _____
 - Beneficiary – Provide name of trustee, date of acquisition by trust, and Cook County Recorder's document number for recorded deed: _____
 - Lessee – Provide copy of lease.

III. QUALIFICATION OF BUSINESS AND SUITABILITY OF PREMISES

[NOTE: If the answer to any of questions 8 through 16 is "yes," use back of form to provide date(s) and full explanation. Attach additional pages if necessary.]

- 8. Has any individual, organization, association or agent thereof other than applicant paid or agreed to pay, whether directly or indirectly, for the license being sought? Yes No
- 9. Has any manufacturer, importing distributor or distributor directly or indirectly paid or agreed to pay for this license, advanced money or anything of value, or any credit (other than merchandising credit in the ordinary course of business for a period not to exceed 30 days), or is such person directly or indirectly interested in the ownership, conduct or operation of the place of business? Yes No
- 10. Is the applicant or any affiliate, associate, subsidiary or officer, or other agent directly engaged in the manufacture of alcoholic liquors? Yes No
If the answer is "yes," at what location or locations? _____
- 11. Is the applicant engaged in the business of an importing distributor or distributor of alcoholic liquors? Yes No
- 12. Has the individual applicant, any partner, or any officer, manager, director, or 20% stockholder of the corporation ever been convicted of any gambling offense? Yes No
- 13. Has the individual applicant, any partner, or any officer, manager, director, or 20% shareholder ever been issued a Federal Gaming Device Stamp or Federal Wagering Stamp? Yes No
- 14. Has the applicant ever had a previous liquor license revoked, suspended or been fined for a liquor violation by a local government or by any state or subdivision thereof? Yes No
- 15. Has the applicant ever received any notices or citations of violations from the Illinois Liquor Control Commission? Yes No

16. Are you, or any other person with a direct interest in your place of business, an employee of Winnetka or a public official or law enforcement official in the Village of Winnetka? Yes No

IV. ADDITIONAL INFORMATION:

17. Location(s) where food will be prepared? _____

18. Is applicant licensed as a food dispenser? _____

19. Do you plan to have carry-out service? Yes No

20. Do you plan to have delivery service? Yes No

24. What is the seating capacity of any proposed bar or counter? _____

25. What is proposed seating capacity of the restaurant? _____

26. Describe the methods and procedures the applicant proposes to use in billing customers and maintaining records of sales to customers at any bar, counter, shelf, or substitute thereof:

27. Describe the reservation and seating practices the applicant proposes to use so as to assure that any liquor-only service is segregated from the remaining portion of the restaurant.

NOTICE TO APPLICANT

- The Local Liquor Control Commissioner may also require the applicant to submit to any examination and to produce any books, records and information which, in the Commissioner's judgment, are material to the determination of whether the applicant is qualified to receive a license under Chapter 5.09 of the Winnetka Village Code, or whether the premises sought to be licensed are suitable for such purpose.
- In addition to the foregoing sections, the information in Sections V through XI is also required and to the extent possible, will be kept confidential.
- Failure to provide any required information will result in the non-issuance of the license.
- ALL PERSONS who signed this Application in Section IX, page 5, must also sign the AFFIDAVIT in Section X, page 5.

V. APPLICANT INFORMATION (INDIVIDUAL APPLICANT) Applicant must also complete applicable portions of Section XI of this application.

28. Full Name: _____ Home Phone #: _____

29. Home Address: _____

31. State the name, address and type of any business previously operated by applicant (Use back of form if necessary) _____

VI. APPLICANT INFORMATION (CORPORATIONS) - All persons listed in answer to No. 38 in this Section must also complete applicable portions of Section XI of this Application.

32. Name of corporation: _____

33. Principal Place of Business: _____
 Address _____ Phone _____

34. Date Incorporated: _____ State: _____

35. Date most recent annual report was filed: _____

36. Name of registered agent: _____

37. Address of registered agent: _____

38. Names and addresses of all officers and directors, and stockholders owning directly or beneficially, in the aggregate, more than 5% of the stock.

<u>Name</u>	<u>Address</u>	<u>Office and % of Stock Held</u>

VII. APPLICANT INFORMATION (PARTNERSHIP) - All persons listed in answer to No. 43 in this Section must also complete applicable portions of Section XI of this Application.

39. Name of Partnership _____

40. Address of Partnership: _____

41. Date Partnership was formed: _____

42. Is Partnership registered in the Cook County Clerk's Assumed Name Registry?: Yes No

43. Names and addresses of all general partners and all limited partners owning more than 5% of the aggregate limited partner interest in the partnership:

<u>Name</u>	<u>Address</u>	<u>% of Ownership Interest</u>

VIII. MANAGER/AGENT INFORMATION – Complete this section if business will be conducted by a manager or agent. The Manager/Agent must also complete applicable portions of Section XI of this application.

44. Full name: _____ Home Phone #: _____

45. Home Address: _____

IX. SIGNATURES

Signed this _____ day of _____, 20_____, by:

Individual Applicant

Partnership (two general partners must sign)

By: _____
Applicant

By: _____
Partner/Applicant

Corporation

By: _____
Partner/Applicant

By: _____
Applicant

X. AFFIDAVIT OF APPLICANT(S)

STATE OF ILLINOIS)
) ss
COUNTY OF COOK)

I/We, the undersigned applicant(s), or authorized agent thereof, swear or affirm that: the matters stated in this application are true and correct; they are made upon my personal knowledge and information; they are made for the purpose of requesting the Village of Winnetka to issue the license herein applied for; the applicant is qualified and eligible to obtain the license applied for; and the applicant will not violate any of the laws of the Village of Winnetka, the State of Illinois or the United States of America in the conduct of the place of business described herein.

Further, I/we agree to notify the Village of Winnetka within 30 days of changes in any of the information contained in this application.

Signature of Applicant(s)

Signed and sworn to before me this _____
day of _____, 20_____

Notary Public

FOR POLICE DEPARTMENT USE ONLY:

FOR LOCAL LIQUOR COMMISSIONER USE ONLY:

- License Recommended
- License Not Recommended

- License Granted
- License Denied

Police Chief

Local Liquor Commissioner

Date

Date

XI. REQUIRED PERSONAL BACKGROUND AND QUALIFICATION INFORMATION

[Note: This section must be completed by each person named in Questions 28, 38, 43 and 44.]

The Local Liquor Control Commissioner may require the fingerprinting of any person who is required to complete this section. The cost of the fingerprint check shall be paid by the applicant at the time the fingerprints are taken. **[Please print legibly or type.]**

47. Name: _____
(Last/First/M.I.)

48. Home Address: _____
(Number/Street/City/Zip)

49. Years at this address: _____ Home Phone Number: _____

50. Cell Phone Number: _____

51. Email Address: _____

52. Social Security Number: _____ Date of Birth _____

Driver's License Number: _____ State: _____

53. Place of Birth: _____ Are you a citizen of the United States? _____

54. If a naturalized citizen, state date/place: _____

55. Court in which (or law under which) naturalized _____

56. List present and/or most recent places of employment: _____

57. Have you **ever**:

If the answer to any of the following is "yes," use back of sheet to provide date(s), offense(s) and explanation. Attach additional sheets as necessary.

(a) been convicted of any felony under any Federal or State law? Yes No

(b) been convicted of being a keeper of a house of ill fame; or of pandering or other crime or misdemeanor opposed to decency and morality? Yes No

(c) been convicted of a violation of any Federal or state law or local ordinance concerning the manufacture, possession or sale of alcoholic liquor? Yes No

(d) forfeited bond to appear in court to answer charges for such violation? Yes No

[Note: You are not obligated to disclose sealed or expunged records of conviction.]

58. Do you hold any other business licenses? Yes No

Type(s): _____

Location(s): _____

Issuing Authority(ies): _____

59. Has any license issued to you by State, Federal or local authorities **ever** been revoked or suspended, or been the basis of a fine? Yes No

[NOTE: If "yes," use back of form to provide date(s) and explain in full.]

Authorization and Acknowledgement

I, the undersigned, do hereby swear or affirm that the information furnished by me in the above Section XI is true and correct to the best of my knowledge and belief. I am aware that any falsification makes me liable under penalty and can result in the denial of my application or revocation of any license issued as a consequence of my misstatements.

I understand and agree that all information furnished in this application may be verified and a background investigation conducted by the Village or its authorized representative or agent, in conjunction with applicable law. I hereby authorize all individuals and organizations referred to in this application and any law enforcement organization to give to the Village all information relative to such verification and background check. I also authorize the Village to provide to each other, any and all information, whether oral or written, obtained by the Village during the application and licensing process, including information obtained in the course of a background check. Except as required by applicable law, I waive any right I may have to notice from any individuals or organizations named or referred to in this application or law enforcement organization prior to the release of any information to the Village. I hereby release such individuals, organizations, law enforcement organization and the Village from any and all resulting liability for any claim or damage arising from the verification and background check process, except such claims which cannot be waived by law.

I have read or had read to me this acknowledgement and authorization and I understand, consent and agree to it in full by my signature below.

Signature

Date

**APPENDIX
VILLAGE OF WINNETKA
LIQUOR LICENSE CLASSIFICATIONS**

Note: The classifications of licenses and number of available licenses in each classification are established in Chapter 5.09 of the Winnetka Village Code. The applicant is advised to refer to Chapter

5.09 for detailed descriptions of license classification and for complete definitions of the terms used (such as restaurant, full service grocery store sale and retail sale). License fees are set pursuant to resolutions adopted by the Village Council. **Unless issued for a specific and limited period of time, all licenses expire on December 31 of each year.**

CLASS A \$750 annually

The Class A license authorizes the retail sale and service of alcoholic beverages by restaurants, but only when such sales and service are incidental and complementary to the sale and service of meals for consumption only on the premises where sold, provided that patrons may be served alcoholic beverages while waiting to be seated when no tables are available. Class A licenses also authorize the service of alcoholic beverages in sidewalk seating areas, as provided in Section 5.09.105 of the Winnetka Village Code. In addition, Class A licenses authorize the occasional sale and service of alcoholic beverages without food, and the occasional packaged sale of beer and wine, subject to certain conditions. [See section 5.09.100 of the Winnetka Village Code.]

CLASS A-1 \$1,000 annually

The Class A-1 license shall duplicate the Class A license in all regards, except that Class A-1 licenses shall additionally authorize the service of food or liquor at a counter, bar or waiting area, subject to certain conditions. [See section 5.09.100 of the Winnetka Village Code.]

CLASS A-2 \$500 annually

The Class A-2 license authorizes the retail sale and service of beer and wine by restaurants, but only when such sales and service are incidental and complementary to the sale and service of meals for consumption only on the premises where sold, provided that patrons may be served beer and wine while waiting to be seated when no tables are available. The hours of service shall be as provided in Section 5.09.250 of the Winnetka Village Code. Class A-2 licenses also authorize the service of beer or wine in sidewalk seating areas, as provided in Section 5.09.105 of the Winnetka Village Code. In addition, Class A-2 licenses authorize the occasional sale and service of alcoholic beverages without food, and the occasional packaged sale of beer and wine, subject to certain conditions. . [See section 5.09.100 of the Winnetka Village Code.]

CLASS A-3 \$750 annually

The Class A-3 license shall duplicate the Class A-2 license in all regards, except that Class A-3 licenses shall additionally authorize the service of food, beer or wine at a counter, bar or waiting area, subject to certain conditions. . [See section 5.09.100 of the Winnetka Village Code.]

CLASS A-4 \$500 annually

The Class A-4 license authorizes the retail sale and service of wine by specialty restaurants, but only when such sales and service are part of a demonstration or instructional program on food preparation techniques, a host or hostess is present to seat patrons, and all patrons are served the same prix fixe, multi-course meal at a scheduled seating to which admission is by reservation only.

CLASS A-5 \$500 annually

The Class A-5 license shall duplicate the Class A-4 license in all regards, except that Class A-5 licenses shall additionally authorize the service of wine by the glass with specialty gourmet desserts.

CLASS B \$750 annually

The Class B license authorizes the sale of package liquor in a full-service grocery store. A Class B license shall authorize the licensee to use no more than ten (10) percent of the total floor space of the full-service grocery store for the display and sale of alcoholic liquor in the original package. The hours of service shall be as provided in Section 5.09.250 of the Winnetka Village Code.

CLASS D \$150 annually

The Class D license authorizes the retail sale of wine in the original package for consumption off the premises where sold and where delivery is made exclusively through the mail or similar package delivery service.

CLASS D-1 \$500 annually

The Class D-1 license authorizes the sale of wine at wholesale in the original package by an importer/distributor to a Class D licensee as provided in this chapter.

CLASS E \$500 annually

The Class E license authorizes the retail sale of wine only, by a limited food products store, subject to all of the following conditions:

The wine must be sold in its original package, for consumption only off the premises where sold, and not for consumption on the licensed premises.

The sale of the wine must be incidental and complementary to the sale of food for consumption off the premises. It is unlawful for any holder of a Class E license to render a bill for sale of wine in its original package which does not include a charge for food to be consumed off the premises.

All wine sold under a Class E license shall be paid for and delivered to the purchaser only on the premises of the limited food products store operated by the licensee.

No more than ten (10) percent of the floor space of the limited food products store used by the licensee for the display and sale of merchandise may be used for the display and sale of wine. The remainder of such floor space shall be for the display and sale of other merchandise.

A limited food products store may be operated in the same premises as a specialty restaurant, provided the area for the display and sale of food products is separate from the meal service area.

Sidewalk service is expressly prohibited under any Class E license.

The hours for sale of alcoholic beverages under a Class E license shall be as provided in section 5.09.250 of the Winnetka Village Code.

CLASS E-1 \$500 annually

The Class E-1 license authorizes the retail sale of beer or wine by a limited food products store, subject to all of the following conditions:

The beer or wine must be sold in its original package.

The sale of the beer or wine must be incidental and complementary to the sale of food for consumption on or off the premises. Subject to the provisions of Section 5.09.205 of the Winnetka Village Code, such incidental and complementary sales may include the occasional packaged sale of wine without the sale of food.

All beer or wine sold under a Class E-1 license shall be paid for and delivered to the purchaser only on the premises of the limited food products store operated by the licensee.

No more than ten (10) percent of the area used for the display and sale of merchandise may be used for the display and sale of beer and wine. The remainder of such floor space shall be for the display and sale of other merchandise.

Sidewalk service is expressly prohibited under any Class E-1 license.

CLASS E-2 \$500 annually

The Class E-2 license authorizes the retail sale of fine wines, premium imported beer and domestic craft beer at a specialty beverage store, subject to the following conditions:

Except as provided in paragraphs 2 through 5 of Section 5.09.100 (O) of the Winnetka Village Code, wines and beers must be sold in their original packages, for consumption only off the premises where sold.

The limited tasting of small quantities of varieties of fine wine, imported beer, and domestic craft beer shall be permitted on the licensed premises, subject to the following conditions:

The tasting shall be provided at a counter identified and used solely for that purpose.

The licensee may charge a fee for such tastings; provided that the fee shall be applied to the contemporaneous purchase of a fine wine, imported beer or domestic craft beer.

All tasting samples shall be served in winery tasting glasses.

No more than four tasting samples shall be served to any person, regardless of the type or types of beverages sampled.

No signage on the premises shall advertise the availability of samples.

The tasting of varieties of fine wine, imported beer, and domestic craft beer shall be permitted at private events, subject to the following conditions:

The event must require advance registration, which shall include a fixed-price registration fee.

The store must be closed to the general public during the event.

The event must be for the purpose of providing instruction pertaining to the production, qualities, selection and use of fine wines, imported beers or domestic craft beers.

The class or event must have a written agenda or curriculum, and the class or event must end by 9:00 p.m.

The retail display area devoted to the sale of beer shall not exceed 10% of the total retail display area.

In addition, a Class E-2 licensee shall be permitted to serve fine wine, imported beer and domestic craft beer for immediate consumption on the licensed premises, subject to certain conditions. [See Section 5.09.100 of the Winnetka Village Code.]

CLASS F LICENSE \$500 annually

The Class F license authorizes the retail sale of solely wine and beer at a coffee shop, solely for consumption on the premises where sold. [See Section 5.09.100 (P) of the Winnetka Village Code.]

CLASS P LICENSE \$500 annually

The Class P license authorizes the Winnetka Park District to engage in the retail sale and service of alcoholic beverages, at the "Halfway House" and in the clubhouse of the Winnetka Park District Golf Course, during the hours provided in Section 5.09.250 of the Winnetka Village Code, and subject to certain conditions. [See Section 5.09.100 of the Winnetka Village Code.]

CLASS W LICENSE No fee

The Class W wine station rider license authorizes a Class A, Class A-1, Class A-2 or Class A-3 licensee to allow certain of the licensee's customers to dispense individual servings of wine for their own consumption from one or more wine stations located in a customer seating area, subject to certain conditions. [See Section 5.09.100(R) of the Winnetka Village Code for conditions.]