



**Application for Annual 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 Commission: 312.814.2206 | [www2.illinois.gov/ilcc/Pages/Home.aspx](http://www2.illinois.gov/ilcc/Pages/Home.aspx)

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

<input type="checkbox"/>	Class A	Restaurant (full service)	\$750.00
<input type="checkbox"/>	Class A-1	Restaurant with limited bar (full service)	\$1,000.00
<input type="checkbox"/>	Class A-2	Restaurant (beer & wine)	\$500.00
<input type="checkbox"/>	Class A-3	Restaurant with limited bar (beer & wine)	\$750.00
<input type="checkbox"/>	Class A-4	Specialty restaurant (wine)	\$500.00
<input type="checkbox"/>	Class A-5	Specialty restaurant (wine)	\$500.00
<input type="checkbox"/>	Class B	Grocery store	\$750.00
<input type="checkbox"/>	Class D	Package delivery service/mail (retail)	\$150.00
<input type="checkbox"/>	Class D-1	Package delivery service/mail (wholesale)	\$500.00
<input type="checkbox"/>	Class E	Limited Food Products Store (wine only)	\$500.00
<input type="checkbox"/>	Class E-1	Limited Food Products Store (beer & wine)	\$500.00
<input type="checkbox"/>	Class E-2	Specialty Beverage Store (full service)	\$500.00
<input type="checkbox"/>	Class F	Sale of Wine and Beer by Coffee Shops	\$500.00
<input type="checkbox"/>	Class P	Park District (full service)	\$500.00
<input type="checkbox"/>	Class W	Wine State Rider (for A; A-1; A-2, A-3)	\$0.00
<input type="checkbox"/>	Class Y	Banquet and Reception Halls	\$1,000.00

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

- Copy of State of Illinois Liquor License (Village license will be grated first. Obtain and submit State license 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 page 5 of this application packet).
- 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)



**Village of Winnetka**  
 510 Green Bay Road, Winnetka, IL 60093

**I. Applicant Information**

- a. Full name: \_\_\_\_\_
- b. Applicant is:    an individual \_\_\_\_            a partnership \_\_\_\_            a corporation \_\_\_\_
- c. Name under which business is to be conducted: \_\_\_\_\_  
 \_\_\_\_\_
- d. If name under which business is to be conducted differs from the name of the 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**

- a. Street address of licensed premises: \_\_\_\_\_  
 \_\_\_\_\_
- b. Describe the nature of applicant's principal business conducted at licensed premises: \_\_\_\_\_  
 \_\_\_\_\_
- c. State nature of applicant's interest in the premises for which this license is sought and attach documentation as necessary for information requested:
  - i. Owner – Provide date acquired and Cook County Recorder's document number for recorded deed: \_\_\_\_\_
  - ii. Beneficiary – Provide name of trustee, date of acquisition by trust, and Cook County Recorder's document number for recorded deed: \_\_\_\_\_
  - iii. Lessee – Provide copy of lease.

**III. Qualification of Business and Suitability of Premises**

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

- a. 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
- b. 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
- c. 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? \_\_\_\_\_
- d. Is the applicant engaged in the business of an importing distributor or distributor of alcoholic liquors? Yes    No
- e. 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
- f. Has the individual applicant, any partner, or any officer, manager, director, or 20% shareholder even been issued a Federal Gaming Device Stamp or Federal Wagering Stamp? Yes    No
- g. 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
- h. Has the applicant ever received any notices or citations of violations from the Illinois Liquor Control Commission? Yes    No
- i. 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**

- a. Location(s) where food will be prepared? \_\_\_\_\_
- b. Is applicant licensed as a food dispenser? \_\_\_\_\_
- c. Do you plan to have carry-out service? Yes    No
- d. Do you plan to have delivery service? Yes    No
- e. What is the seating capacity of any proposed bar or counter? \_\_\_\_\_
- f. What is the proposed seating capacity of the restaurant? \_\_\_\_\_
- g. 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: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- h. Describe the reservation and seating practices the applicant proposes to use to ensure 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.



**Village of Winnetka**  
510 Green Bay Road, Winnetka, IL 60093

**V. Applicant Information – Individual Applicant** (Applicant must also complete applicable portions of Section XI of this application. If applying as a corporation or partnership, skip this section).

- a. Full name: \_\_\_\_\_ Phone Number: \_\_\_\_\_
- b. Home address: \_\_\_\_\_
- c. State the name, address, and type of any business previously operated by applicant (use back of form if necessary): \_\_\_\_\_  
\_\_\_\_\_

**VI. Applicant Information – Corporations** (if applying as an individual or partnership, skip this section).

- a. Name of corporation: \_\_\_\_\_
- b. Principal Place of Business: \_\_\_\_\_
- c. Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_
- d. Date Incorporated: \_\_\_\_\_ State: \_\_\_\_\_
- e. Date most recent annual report was filed: \_\_\_\_\_
- f. Name of registered agent: \_\_\_\_\_
- g. Address of registered agent: \_\_\_\_\_
- h. Names and addresses of all officers and directors, and stockholders owning directly or beneficially, in the aggregate, more than 5% of the stock (all persons listed in the below table must also complete applicable portions of Section XI of this application):

NAME	ADDRESS	OFFICE	% OF STOCK HELD

**VII. Applicant Information – Partnership** (if applying as an individual or corporation, skip this section).

- a. Name of Partnership: \_\_\_\_\_
- b. Address of Partnership: \_\_\_\_\_
- c. Date Partnership was formed: \_\_\_\_\_
- d. Is Partnership registered in the Cook County Clerk’s Assumed Name Registry?                      Yes      No
- e. Names and addresses of all general partners and all limited partners owning more than 5% of the aggregate limited partner interest in the partnership (all persons listed in the below table must also complete applicable portions of Section XI of this application):

NAME	ADDRESS	% OF OWNERSHIP INTEREST

**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.

- a. Full name: \_\_\_\_\_ Phone Number: \_\_\_\_\_
- b. Home address: \_\_\_\_\_



**Village of Winnetka**  
 510 Green Bay Road, Winnetka, IL 60093

**IX. Signatures**

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by:

Individual Applicant By: _____ Applicant	Partnership (two general partners must sign) By: _____ Partner/Applicant  By: _____ Partner/Applicant	Corporation 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 applicant 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:**

License Recommended  
 License Not Recommended

\_\_\_\_\_  
 Police Chief

\_\_\_\_\_  
 Date

**For Local Liquor Commissioner Use Only:**

License Granted  
 License Denied

\_\_\_\_\_  
 Local Liquor Commissioner

\_\_\_\_\_  
 Date



**XI. Required Personal Background and Qualification Information**

[NOTE: This section must be completed by each person named in Section V; Section VI-h; and Section VII-e.]

The Local Liquor Control Commissioner may require the fingerprinting of any person who is required to complete this section.

- a. Name: \_\_\_\_\_  
 (Last / First / M.I.)
- b. Home address: \_\_\_\_\_  
 (Number / Street / City / Zip)
- c. Years at this address: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Cell Phone (if different): \_\_\_\_\_
- d. Email address: \_\_\_\_\_
- e. Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_
- f. Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_
- g. Place of Birth: \_\_\_\_\_ Are you a citizen of the United States: Yes      No
- h. If a naturalized citizen, state date/place: \_\_\_\_\_
- i. Court in which (or law under which) naturalized: \_\_\_\_\_
- j. List present and/or most recent places of employment: \_\_\_\_\_  
 \_\_\_\_\_

k. 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).

- |  |     |    |
|--|-----|----|
| 1. Been convicted of any felony under any Federal or State Law?  | Yes | No |
| 2. 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 |
| 3. 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 |
| 4. 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.]

- l. Do you hold any other business licenses?      Yes      No  
 Type(s): \_\_\_\_\_  
 Location(s): \_\_\_\_\_  
 Issuing Authority(ies): \_\_\_\_\_
  - m. 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.]



**Village of Winnetka**  
510 Green Bay Road, Winnetka, IL 60093

**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



**Village of Winnetka**  
510 Green Bay Road, Winnetka, IL 60093

**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, 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 - \$750.00 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 - \$1,000.00 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 - \$500.00 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 - \$750.00 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 - \$500.00 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.



**Village of Winnetka**  
510 Green Bay Road, Winnetka, IL 60093

**Class A-5 - \$500.00 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 - \$750.00 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 - \$150.00 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 directly by the licensee, or through the mail or similar package delivery service.

**Class D-1 - \$500.00 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 - \$500.00 annually**

The Class E license authorizes the retail sale of wine only, by a limited food products store, subject to all 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 5.09.020 of the Winnetka Village Code.



**Village of Winnetka**  
510 Green Bay Road, Winnetka, IL 60093

**Class E-1 - \$500.00 annually**

The Class E-1 license authorizes the retail sale of beer or wine by a limited food products store, subject to all 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 or 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 - \$500.00 annually**

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

- Except as provided in paragraphs 2 through 6 of Section 5.09.100(O) of the Winnetka Village Code, wines, beers, and spirits 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, domestic craft beer, and spirits 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, or spirits.
  - All tasting samples shall be served in tasting glasses and shall not exceed the limits in number or size set forth in the Illinois Liquor Control Act.
  - No signage on the premises shall advertise the availability of samples.
- The tasting of varieties of fine wine, imported beer, domestic craft beer, and spirits 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, domestic craft beers, or spirits.
  - The class or event must have a written agenda or curriculum.
  - 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.
- The retail display area devoted to the sale of spirits shall not exceed 20% of the total retail display area.
- In addition, a Class E-2 licensee shall be permitted to serve fine wine, imported beer, domestic craft beer, and spirits for immediate consumption on the licensed premises, subject to certain conditions. [See Section 5.09.100 of the Winnetka Village Code.]



**Village of Winnetka**  
510 Green Bay Road, Winnetka, IL 60093

**Class F - \$500.00 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 of the Winnetka Village Code.]

**Class P - \$500.00 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 – 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 of the Winnetka Village Code.]

**Class Y - \$1,000.00 annually**

The Class Y license authorizes the retail sale and service of alcoholic beverages by banquet and reception halls. For purposes of this Section, a banquet and reception hall is: (i) a facility rented out for private events, which involves the service of food prepared on-site and seating is provided at tables; and (ii) has a restaurant or specialty food store and beverage shop located along the sidewalk that occupies no less than 75 percent of the street frontage of the building space occupied by the banquet and reception hall. Such license shall authorize the retail sale and service of alcoholic beverages for on-premises consumption in both the banquet space and specialty food store and beverage shop portion of the banquet or reception hall; and the package sale of alcoholic beverages for off-premises consumption from the portion of the banquet and reception hall used as a food store and beverage shop.