



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

License No.: _____ Application Date: _____

Liquor License Application Class C (Special Event)

Liquor Control Commissioner, Village of Winnetka, Illinois

Description of Application and License: This application is made pursuant to the provisions of Chapter 5.09 of the Winnetka Village Code (“Liquor Control Regulations”), which regulates the sale of alcoholic liquors within the Village of Winnetka, as authorized by the Illinois Liquor Control Act (235 ILCS 5/1 *et seq.*).

The Class C License authorizes the retail sale of alcoholic liquor by civic, fraternal, service, or charitable not-for-pecuniary profit organizations, at picnics, outings, festivals, theatre nights, or other such similar special occasions for consumption on the premises or within the area specifically designated for such license.

Instructions: This application must be completed in its entirety and submitted to the Winnetka Police Department, 410 Green Bay Road, Winnetka, IL 60093. Attach extra sheets as necessary. For questions, contact the Police Department at 847-501-6034.

The applicant must also obtain a State of Illinois Special Event Retailer’s Liquor License (or a Special Use Liquor License if the applicant is licensed to sell liquor in the State of Illinois). Proof of State license must be received prior to the event. State applications are available from the Illinois Liquor Control Commissioner at www.state.il.us/lcc.

Fee: \$25.00 per day, maximum \$75.00 per event

Required Attachments:

The following documents must be submitted at the time of application:

- License fee;
- Copy of Certificate of Dram Shop Insurance and sufficient information from the policy demonstrating the policy covers the location and event;
- Copy of Illinois Department of Revenue Tax Exemption Letter.

The following documents must be submitted prior to the event:

- Copy of State of Illinois Special Event Liquor License



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Section I. Event Information

Name of Event: _____

Event Date(s): _____ Event Hours: _____

Hours Liquor will be Sold: _____

Location of Event: _____

Description of Event: _____

Section II. Applicant Information

Organization Name: _____

Organization / Corporation Address: _____

Organization Phone: _____ FEIN No.: _____

Name of Person Responsible for Operating the Event for the Organization: _____

Address: _____

Phone: _____ Email: _____

Status of Organization:

Educational

Fraternal

Political

Civic

Religious

Other Not-for-Profit (Specify): _____

Is this the organization's / corporation's first Winnetka Class C Liquor License application?

____ Yes

____ No If no, provide date of most recent license _____
and skip to Section III.

Date and State of Incorporation / Organization: _____

Purpose and principal activities of corporation / organization: _____

Name of Registered Agent: _____

Address of Registered Agent: _____



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Section III: Corporate / Organization Officer Information

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

Name & Title/Position	Address	% Owned / % of Stock Held

Section IV. Previous Liquor License Information

Has the organization ever applied for and been denied a liquor license? Yes No

Has the organization had any previous liquor license suspended or revoked? Yes No

NOTE: If the answer to either of the above questions is YES, please provide a complete written explanation of the circumstances on a separate sheet of paper.

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 judgement, 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 VII 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.

Section V: Signatures

This application must be signed by the applicant or by an authorized agent of the applicant, along with the title or position of the person signing. The same person must also sign the Affidavit below.

Signed this _____ day of _____, 20_____.

 Signature of Applicant / Authorized Agent

 Title / Position



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Section VI: Affidavit

State of Illinois)
) SS
County of Cook)

I, the undersigned applicant or authorized agent thereof, swear or affirm that the matters stated in the foregoing application: (a) are true and correct; (b) are made upon my personal knowledge and information; and (c) are made for the purpose of requesting the Village of Winnetka to issue the license herein applied for. I further swear or affirm that 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 event described herein and that I am duly authorized to make this application and the statements and the representation made herein.

Signature of Applicant / Authorized Agent

Title / Position

Subscribed and sworn to by me

this _____ day of _____, 20__

Notary Public

[SEAL]

FOR POLICE DEPARTMENT USE ONLY:

_____ License Recommended
_____ License Not Recommended

FOR LOCAL LIQUOR COMMISSIONER USE ONLY:

_____ License Granted
_____ License Denied

Chief of Police

Local Liquor Commissioner

Date

Date



Section VII: Required Personal Background and Qualification Information

Note: This section must be completed by all persons named in Sections II and III of this application. Attach additional sheets if necessary.

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

1. Full Name: _____
2. Home Address: _____ City / Zip: _____
3. Years at this address: _____ Phone Number: _____
4. Social Security Number: _____ Date of Birth: _____
5. Driver's License Number: _____ State: _____
6. Place of Birth: _____ Are you a citizen of the United States? _____
7. If a naturalized citizen, state date/place: _____
8. Court in which (or law under which) naturalized: _____
9. List residences for the past 10 years:

Address	City	State	Dates

10. List present and previous places of employment for the past 10 years:

Name & Address	Dates of Employment	Position	Immediate Supervisor



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11. List three (3) non-relative references who have known you for not less than five (5) years:

Name / Occupation	Address	Phone

12. 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). Note: You are not obligated to disclose sealed or expunged records of conviction.

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 violated 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

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

Type(s): _____

Location(s): _____

Issuing Authority(ies): _____

14. 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.



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Authorization and Acknowledgement

I, the undersigned, do hereby swear or affirm that the information furnished by me in the above Section VII 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