



Village Hall – Administration Department
102 S. Second Street, West Dundee, IL 60118
Phone: 847-551-3800 Fax: 847-551-3809

APPLICATION FOR ALCOHOLIC LIQUOR LICENSE

License Period May 1, 2023 - April 30, 2024

LEGAL NAME OF BUSINESS: _____ DATE: _____

DBA NAME: _____ IL SALES TAX #: _____

BUSINESS ADDRESS: _____, WEST DUNDEE, IL PHONE: _____

MAILING ADDRESS (if different): _____

NAME OF APPLICANT: _____ PHONE: _____

E-MAIL ADDRESS: _____ Send a copy of license by email

Pursuant to the provisions of Title 3, Chapter 2, Alcoholic Liquor Regulations, of the Municipal Code of West Dundee, Illinois, as amended, and pursuant to Chapter 43 of the Illinois Revised Statutes, as amended, the undersigned hereby makes application for an Alcoholic Liquor License as follows:

1. License Classifications and Fees: Check mark, circle or highlight each applicable fee for Class A, A1, AA, AAA, E & F.

- License Classifications and Fees list including: New Applicant (\$150.00), Class A (\$1,900), Class A1 (\$1,600), Class AA (\$2,500), Class AAA (\$3,000), Class B (\$1,300), Class C (\$1,500), Class CC (\$1,800), Class CCC (\$1,100), Class D (\$900), Class E (\$100-\$400), Class F (\$2,600), Class G (\$900), Class H (\$500), Class K (\$2,500), Class L (\$750), Class M (\$750), Class N (\$150), and Total Fee.

2. **Does the applicant wish to be considered for potential To-Go privileges following the Governor's Executive Order allowing such in conjunction with the COVID-19 pandemic?**

Yes

No

3. License Period: Commencing on May 1, 2023, and ending April 30, 2024

4. Type of Business Entity (check one):

Individual

Corporation

Partnership

Other (specify) _____

5. The following information must be provided with respect to any and all individual owners, partners, corporate officers, corporate directors, managers and, if a corporation, all persons owning directly or beneficially more than 5% of the corporation stock:

Note: Full names must be listed with middle initials. Furthermore, the applicant must notify the Local Liquor Control Commission in writing of a change in partnerships, officers, directors, persons holding directly or beneficially more than 5% in interest of the stock or ownership interest, or managers of the establishment within ten (10) days of said change.

NAME _____

HOME ADDRESS _____

BIRTHDATE _____ CELL PHONE # _____

DRIVER'S LICENSE # _____ HOME PHONE # _____

BUSINESS STATUS/TITLE _____

PERCENTAGE OF STOCK HELD _____

NAME _____

HOME ADDRESS _____

BIRTHDATE _____ CELL PHONE # _____

DRIVER'S LICENSE # _____ HOME PHONE # _____

BUSINESS STATUS/TITLE _____

PERCENTAGE OF STOCK HELD _____

NAME _____

HOME ADDRESS _____

BIRTHDATE _____ CELL PHONE # _____

DRIVER'S LICENSE # _____ HOME PHONE # _____

BUSINESS STATUS/TITLE _____

PERCENTAGE OF STOCK HELD _____

Note: If additional space is required, please attach a separate sheet of paper.

6. Is applicant a citizen of the United States? Yes No

If naturalized, provide the state, date and place of naturalization. _____

If an Illinois Corporation, date of incorporation. _____

If a foreign corporation, state of incorporation and date qualified to transact business in Illinois pursuant to the Illinois Business Corporation Act.

7. State the character of the applicant's business (dining establishment, bar, theater, etc.), and in case of a corporation, the objects (purpose) for which it was formed.

8. State the location and physical description of the premises which is to be operated under such license.

9. Has the applicant ever had a liquor license issued by the Federal government, any State government or any municipality (including the Village of West Dundee)? Yes No

If answer is in the affirmative, state the name of the licensing unit of government, date or year of issuance, and the business name and address for which said license was issued.

10. Has the applicant ever had any previous liquor license revoked? Yes No

If answer is in the affirmative, state the date and reason for such revocation.

11. Have the applicant and the designated managers read, and do they understand and agree not to violate any of the liquor laws of the United States, the State of Illinois or any of the ordinances of the Village of West Dundee in conducting business? Yes No

12. State whether all individual owners, and/or partners, have been fingerprinted by the West Dundee Police Department and, if so, the date thereof. For corporate applicants only, whose manager of the licensed premises is not a resident of the Village, state the name and address of the designated agent of the corporation.

Note: *This application will remain incomplete and will not be considered until Questions #11 and #12 can be answered in the affirmative. For new applicants, application will be submitted prior to fingerprinting.*

13. State the name and address of the person who will generally be managing the ongoing affairs of this business at these premises.

State whether said manager has been fingerprinted by the West Dundee Police Department and, if so, the date thereof.

14. Has the applicant attached proof of in-force Dram Shop (Liquor Liability) Insurance to this application?
 Yes No

Note: If such policy shall expire during the license term, proof of renewal coverage must be submitted to the Village prior to the expiration date.

15. If the applicant does not own the premises for which the license is sought, does the applicant have a lease for the full period for which the license is to be issued?
 Yes No

Note: If the answer is in the affirmative, attach a copy of said lease to the application.

16. Has the applicant ever been convicted of a felony offense under any Federal or State law?
 Yes No

17. Has the applicant ever been convicted of a violation of any Federal or State law concerning the manufacture, possession or sale of alcoholic liquor?
 Yes No

18. Are the premises within 200 feet of any real property of any church, school, hospital, home for the aged or indigent persons or for veterans, their wives or children, or any military or naval station?
 Yes No

19. Are the premises for which license is herein applied for a store or other place of business where the majority of customers are minors of school age or where the principal business transacted consists of schoolbooks, school supplies, food, lunches or drinks for such minors?
 Yes No

20. Does the applicant understand that successful completion of a State certified beverage alcohol sellers and servers' education and training (BASSET) program is required of all persons who sell or serve alcoholic beverages, all management personnel working on the premises, and anyone whose job entails the checking of IDs for the purchase of alcoholic beverages, pursuant to the requested license, and that such compliance is subject to random checks by the Village of West Dundee?
 Yes No

21. Does the applicant understand and agree that during the license period, any violation of Federal, State or Village laws and ordinances will be referred to the Local Liquor Control Commission and that such violation may result in the suspension or revocation of said license?
 Yes No

22. Does the applicant understand and agree that members of the Local Liquor Control Commission and/or West Dundee Police Department shall have the authority to enter at any time upon the premises licensed hereunder to determine whether any State or Village laws and ordinances have been or are being violated, and at such time to examine the premises of said licensee in connection therewith?
 Yes No
23. Does the applicant understand and agree that a license shall be purely a personal privilege, and shall not constitute property, nor shall it be subject to attachment, garnishment or execution, nor shall it be alienable or transferable, voluntarily or involuntarily, or subject to being encumbered or hypothecated?
 Yes No

SIGNATURE OF APPLICANT(S)

CORPORATION SIGNATURES

INDIVIDUAL OR PARTNERSHIP SIGNATURES

 President

 Secretary

STATE OF)
) SS
 COUNTY OF)

The undersigned swears that all statements herein are true and correct. *(Sign in the presence of a Notary.)*

 Applicant signature

Subscribed and Sworn to Before Me
 this ____ day of _____, 20__

 Notary Public

LIQUOR LICENSE APPLICATION CHECKLIST

- All questions on the application completed in full. Application signed.
- Signature of applicant at the bottom of page 5 of application swearing all statements are true and correct, witnessed and notarized by an Illinois Notary Public.
- Certificate of Dram Shop (Liquor Liability) Insurance evidencing \$1,000,000 of coverage.
Should your insurance expire before the end of the license period, a copy of the renewal certificate must be submitted prior to the expiration date.
- Applicable lease or proof of ownership (tax bill or closing documents) for location.
If application is for a renewal liquor license, this need be submitted only if it is not already on file or has been renewed or amended since last year. If ownership changes, a new liquor license application must be submitted.
- A copy of your current Illinois Liquor License.
Should your State license expire prior to the end of the license period, a copy of the renewed State license must be submitted upon receipt. For new applications, Local license must be obtained in order to apply for State license. A copy of the State license must be submitted upon receipt.
- Copies of BASSET Certificates for all owners/managers and employees permitted to serve alcohol.
The Village of West Dundee requires BASSET Certification for all employees permitted to serve alcohol. New Employees must complete this training with 90 days of hire.
- A check or cashier's check for the appropriate license fee.
- New liquor license applicants must submit a Business Plan and \$150 application fee.
- New Class E applicants must submit photos/illustrations of outdoor dining area and furnishings.
- Submit complete application with all above items to West Dundee Village Hall, 102 S. Second Street.
- Fingerprinting is required for each person holding more than five percent (5%) interest in the establishment or, in the case of a corporation or an establishment not managed directly by the owner, fingerprinting is required for the general manager of the establishment.
Should management change during the license year, any new manager(s) must be fingerprinted.
Contact the West Dundee Police Department at 847-551-3810 to schedule an appointment for fingerprinting (or to request a fingerprint card if subject does not live in the area).
For new applicants, application will be submitted prior to fingerprinting. Fingerprinting will be conducted in conjunction with the below.
- New liquor license applicants must meet with the West Dundee Police Chief to discuss business operations, expectations and obligations. After application submittal, contact the West Dundee Police Department at 847-551-3810 to schedule a meeting.