



Date of Application: _____

Applicant: _____

VILLAGE OF PARK FOREST APPLICATION FOR LIQUOR LICENSE

350 Victory Drive, 2nd Floor, Park Forest, IL 60466
(708) 283-5617 (Phone) • (708) 748-4355 (Fax)

Please check the class of license applying for and return application, fee, and necessary documentation to Economic Development & Planning Department to begin the application process. Please note that the applicant's signature must be notarized.

A copy of Certificate of Liability naming the Village of Park Forest, its officers, employees, agents, and volunteers as additional insureds and must set forth the location of the premises where alcoholic liquors are being served and/or sold in the amount of \$1,000,000 is required with the application. A BASSET certificate is required for the owner, manager, and each employee who serves or sells when submitting a new/renewal application.

(Temporary Licenses are exempt from the BASSET requirement.)

CLASS	DESCRIPTION	Initial Application Fee (Non-refundable)	Renewal Fee
<i>Refer to full description of each class in Section 6-43 in the Park Forest Code of Ordinances</i>			
<input type="checkbox"/> Class A Outdoor Seating? <input type="checkbox"/> Y <input type="checkbox"/> N	Retail sales of alcoholic liquors by a TAVERN for consumption on premises and in package quantities for consumption off the premises. <i>If outdoor seating is requested (Class A & G licenses only), please submit plans for the outdoor seating consistent with section 6-10 of the Village Code.</i>	\$1,500.00	\$750.00
<input type="checkbox"/> Class B	Retail sales of alcoholic liquors for consumption off the premises by a LIQUOR STORE . A Liquor Store shall only be located in the C-2 commercial zoning district.	\$1,500.00	\$750.00
<input type="checkbox"/> Class C	Retail sales of <u>beer and wine only</u> in the original package by a DRUGSTORE for consumption off the premises. No more than ten percent (10%) of the total square feet of the premises shall be allocated to the display and sale of beer and wine. <i>Please initial here to certify the ten percent (10%) requirement.</i>	\$1,500.00	\$750.00
<input type="checkbox"/> Class D	Retail sales of alcoholic liquors in the original package by a DRUGSTORE for consumption off the premises. No more than fifteen percent (15%) of the total square feet of the premises shall be allocated to the display and sale of alcoholic liquors. <i>Please initial here to certify the fifteen percent (15%) requirement.</i>	\$1,500.00	\$750.00
<input type="checkbox"/> Class E	Retail sales of alcoholic liquors in the original package by a CONVENIENCE STORE for consumption off the premises. No more than fifteen percent (15%) of the total square feet of the premises shall be allocated to the display and sale of alcoholic liquors. <i>Please initial here to certify the fifteen percent (15%) requirement.</i>	\$1,500.00	\$750.00
<input type="checkbox"/> Class F	Retail sales of alcoholic liquor in the original package by a GROCERY STORE . No more than fifteen percent (15%) of the total square feet of the premises shall be allocated to the display and sale of alcoholic liquors. <i>Please initial here to certify the fifteen percent (15%) requirement.</i>	\$1,500.00	\$750.00
<input type="checkbox"/> Class G Outdoor Seating? <input type="checkbox"/> Y <input type="checkbox"/> N	Retail sales of alcoholic liquors by a RESTAURANT for consumption on the premises. The sales of alcoholic liquor shall be permitted only when food service is available at the licensed premises and such sale is made incidental to the service of a meal. The licensed premises may include a patron waiting area in which alcoholic liquor may be served to persons waiting to be seated at a dining table. <i>If outdoor seating is requested (Class A & G licenses only), please submit plans for the outdoor seating consistent with section 6-10 of the Village Code.</i>	\$1,500.00	\$750.00
<input type="checkbox"/> Class H	Retail sales of <u>beer and wine</u> by a THEATER HOUSE not more than one hour before the start of a performance and during intermission for a period of not more than one-half (1/2) hour for consumption on the premises. Such sale and delivery shall be confined to the lobby or foyer of the premises. Such area shall be without seating and shall be fully illuminated. No beer and wine shall be removed from the lobby or foyer area of the premises by patrons or consumed by patrons outside of such areas. Such beer and wine shall be served from a customer bar only.	\$1,500.00	\$750.00

<input type="checkbox"/> Class I	<p>Sale of alcoholic liquor where the licensee is acting as a CATERER, in conjunction with service at private events at private facilities open to the public where the licensee is also providing food services. Private events shall include events held at the public facilities set forth in section 6-55 of the Village Code and a temporary license shall not be required for such private events at which a class I licensee sells and provides alcoholic liquor.</p> <p>Class A and class G licensees shall be eligible to obtain a class I license at no charge. <input type="checkbox"/> Please initial here to certify that all requirements of Section 6-43(9) will be met.</p>	\$1,500.00	\$750.00
<input type="checkbox"/> Class J	<p>Retail sales of alcoholic liquors by the drink or vinous beverages by the bottle or carafe, or beer if by the pitcher of a capacity not to exceed sixty (60) ounces or by the bottle or glass of a capacity not to exceed sixteen (16) ounces at a RECREATIONAL FACILITY for consumption on the premises. Service of alcoholic liquor shall be only during the time that the athletic, health or sports portions of the premises are open and available for use. All alcoholic liquor shall be purchased from the recreational facility.</p>	\$1,500.00	\$750.00
<input type="checkbox"/> Class K Please check here if applying as an Out of Town Caterer? <input type="checkbox"/>	<p>A TEMPORARY LICENSE as defined in the Village Code permitting the sale of all alcoholic liquor only by the drink or consumption during an event to which the public is invited by any civic, charitable or other nonprofit organization or nonprofit use. <i>(Please note that a Temporary License will be issued only when event promotional notices are provided to the Village showing "Public is Invited". If the event is a "Reception by Invitation Only" with consumption only, then a Temporary Liquor Permit is issued.)</i></p> <p>Caterers not licensed by the village must provide proof of valid license issued by appropriate licensing authority in jurisdiction in which applicant's catering business is located, State of Illinois Sanitation Certificate and Caterer's Liquor License, DRAM Shop Insurance in the amount of \$1,000,000 naming the Village of Park Forest, its officers, employees, agents and volunteers as additional insureds and must set forth the location of the premises where alcoholic liquors will be served.</p> <p><i>(Please allow a minimum of 15 business days prior to event for processing.)</i></p>		\$5.00 per Day
<input type="checkbox"/> Class L	<p>A class L license shall authorize the retail sales of beer and wine only for consumption on the premises. Class B, class C, class D, class E, and the class F licensees shall be eligible to obtain a class L license at no charge. Class L licensees shall be subject to the following requirements:</p> <ol style="list-style-type: none"> The area of the licensed premises shall be no less than 200 square feet in size, clearly identified, and restricted to the persons aged 21 years or older ("the designated area"). Customers shall not remove open alcoholic beverages from the designated area of the premises. The designated area shall be open and the sale of beer and wine for consumption on the premises shall take place only during the hours permitted by the underlying liquor license. Alcoholic liquors in the original package may only be sold by a cashier outside the designated area, may not be purchased or sold in the designated area, and packaged liquors may not be consumed in the designated area. There shall be a paid attendant to monitor the designated area at all times. Food for consumption within the designated area must be available at all times. The sale of alcoholic beverages to patrons in the designated area shall comply at all times with the requirements of Section 6-45 regarding alcoholic beverage sellers and servers training. 	\$1500.00	<hr/> No Charge If also holding Class B, C, D, E or F License
<input type="checkbox"/> Class M	<p>A class M license shall authorize the manufacture, bottling, wholesale and retail sale of up to 50,000 gallons of wine by the bottle or case. Retail sales may be for consumption on or off the licensed premises. Any sale of wine for off-premise consumption shall be in a sealed container. Any sale for on-premises consumption shall be no more than six (6) ounces to any individual when food is not served. Class A and class G licensees shall be eligible to obtain a class M license for the same premises at no charge. Nothing in the issuance of a class M license shall be considered to relieve the licensee of any responsibility for complying with all applicable state and federal regulations relating to the manufacture and/or sale of wine or other alcoholic beverages and with all applicable business and other regulations of the Village.</p>	\$1,500.00	\$750.00

<input type="checkbox"/> Class N	<p>A class N license shall authorize the licensee to allow patrons to bring their own alcoholic liquors for consumption on the premises, subject to the following requirements:</p> <ol style="list-style-type: none"> a. Patrons over the age of 21 years may bring onto the premises no more than 48 ounces of unopened beer per patron, or no more than 750 milliliters of unopened wine per two patrons, or no more than 750 milliliters of spirits per four patrons. b. When alcoholic liquor is available, no one under the age of 18 years may be on the premises, unless the event is held in a publicly owned facility. Further, the licensee must have a means of ensuring that persons under 21 years of age do not consume any alcoholic liquor. c. At the licensee's discretion, the licensee may require the alcoholic liquor to be opened and served by the licensee, and the licensee may charge a corkage or setup fee for that service. d. Patrons may only consume commercially manufactured alcoholic beverages as defined by 235 ILCS 5/1-3.01 through 3.04. e. A partially consumed bottle of wine or spirits or sealed beer bottles/cans that are to be removed from the premises shall be securely sealed by the licensee or an agent of the licensee prior to removal from the premises and placed in a transparent, one-time use, tamperproof bag. f. Any alcoholic liquor not consumed by the patron and not sealed in accordance with Section 6-43 (14) e. shall be destroyed by the licensee or its agents or employees. g. Class N licensees shall be liable for violations of this chapter in the same manner as the holder of any other classification of liquor license, including, but not limited to, violations for service to minors and the over serving of patrons. h. Class N licensees are prohibited from storing alcohol on the premises, unless the licensee also has an appropriate license allowing the retail sale of alcoholic liquors on the premises. i. Class N licensees must obtain dram shop and/or host liquor liability insurance coverage. j. At all times when alcoholic beverages are being consumed on the premises there shall be present at least one agent or employee of the licensee who is the holder of a valid training certificate issued by a trainer certified by the State of Illinois Liquor Control Commission consistent with Section 6-45 of Village Code. k. A class N license may be issued to a licensee with a class A, G, H, I, or J license, with no additional fee. 	<p>\$1,500.00</p>	<p>\$750.00</p> <hr style="width: 10%; margin: 0 auto;"/> <p>No Charge If also holding Class A, G, H, I or J License</p>
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The undersigned applicant hereby makes application for (Class of License) _____ license for period ending _____ (current calendar year or event date(s)) and submits the following information:

(Per Section 6-55, A Temporary License shall be valid for not more than 5 consecutive days in any calendar year upon approval of an application and adequate insurance.)

1. Business name of applicant (full name): _____
Telephone number: _____

2. a. Location of place of business for which this application is made: _____
b. Give name of owner of premises: _____
c. Give address of owner of premises: _____

(Note: If applying for Class K Temporary License, items 1 & 2 above should be completed for the individual responsible for event.)

3. If property is leased, **attach a copy** of lease and answer **all** the following questions:
a. Date lease expires: _____

b. Name and address of lessee (if other than applicant). If a corporation or partnership, list name and address of all stockholders owning 5% or more of stock of the corporation or all partners.

c. Name and address of lessor (if other than owner of premises).

d. If the lessee of the property is other than applicant or the lessor of the property is other than owner, you must provide the following information regarding the complete chain of leasehold: Name and address of all individuals, corporations or partnerships holding any leasehold interest in the premises, included, but not limited to, assignors and assignees of the lease and/or sub-lessors and sub-lessees of the lease. If a corporation or partnership, list name and address of all stockholders owning 5% or more of stock of the corporation or all partners.

4. a. The current State of Illinois Retail Liquor License number for this location is: _____
- b. The current State of Illinois Retail Liquor License is issued to (person/corporation to be the same registered with Village): _____
- c. Date State License issued: _____
- d. Date State License expires: _____
- e. Retailers Occupation Tax Registration No. (Sales Tax No.): _____
- f. Business for which license is sought is owned by: Individual Partnership Corporation

5. a. Full name (including middle initial), address, driver's license number and date of birth of individual owner(s): _____

b. Please provide the facility manager information and include a copy of their driver's license:

Name of Manager: _____

Home Address: _____

Telephone number: _____

c. Name and title of all the following: Individual partners or officers and directors of corporation, and stockholder or stockholders owning 5% or more of stock of corporation.

Name & Address

Title

6. Give date applicant began liquor business at this location: _____

7. a. Does applicant engage in liquor business at any locations in State of Illinois other than that described above? Yes No
b. If yes, give complete addresses at such locations (use separate sheet, if necessary):

8. Has any governmental body revoked or refused to grant a license to the applicant? Yes No
If yes, give date and other particulars:

9. Has applicant, or any officers, director, manager or stockholder named in this application ever been convicted of a felony or otherwise disqualified to receive a liquor license in Illinois by reason of any matter or thing contained in the Illinois Liquor Control Act? Yes No

If so, name court of conviction:

10. Is this business located within one hundred feet of any church or school? Yes No

a. If answer to the above is yes, is your place of business a restaurant, a regularly organized club, a food establishment, or other place where the sale of liquor is not the principal business carried on? Yes No

b. If answer to (a) is yes, on what date was business begun? _____

11. If this application is for a license to sell at retail, has any manufacturer, importing distributor, or officer, director, manager or stockholder, directly or indirectly, paid or agreed to pay for this license, advanced money or anything else of value, or any credit, (other than merchandising credit in the ordinary course of business as specifically permitted in the Act), or is an officer, director, manager or stockholder of any manufacturer, distributor or importing distributor, directly or indirectly interested in the ownership, conduct or operation of business of applicant? Yes No

If answer is yes, give particulars:

12. Have you complied with Article VII of the Illinois Liquor Control Act and the regulation in connection therewith? Yes No

13. Do you possess a current Federal Wagering or Gaming Device Stamp? Yes No

If so, give Stamp Number:

Dollar Amount:

14. Do you possess a current State of Illinois Video Gaming License? Yes No

If so, please state what type of license, e.g., manufacturer, distributor, supplier, operator, handler, license establishment, etc.

15. Give the number of full and part time employees who will be authorized to sell or serve alcoholic liquors at this establishment: _____

16. This application includes _____ separate sheets attached hereto and made a part hereof.

Business Name

Name and Title

By _____
Signature

Attest: _____

NO LICENSE WILL BE ISSUED UNLESS ALL OF THE ABOVE QUESTIONS ARE FULLY ANSWERED

AFFIDAVIT

(Please read carefully before signing)

I (We) the undersigned, being duly sworn, say that I (each of us) have read the above and foregoing application and that the matters stated therein are true and correct and are made upon personal knowledge and information, and are made for the purpose of inducing the Village of Park Forest to issue the license herein applied for.

I (we) will not violate any applicable ordinance of the village, state law or laws of the United States in the conduct of the business for which a license is sought.

I (we) have read and understand the full text of the ordinance (Chapter 6).

I (We) further swear I (we) am (are) the partner(s) or the duly constituted and elected officer(s) of said applicant and as such are authorized and empowered to execute this application for and on behalf of said applicant.

(INDIVIDUAL)

(PARTNERSHIP OR CORPORATION) *

Name Title

Name Title

Subscribed and sworn before me this _____ day of _____, A.D., 20_____.

(NOTARY PUBLIC) (NOTARY SEAL)

*If applicant is a corporation, have the President or other authorized officer sign the Corporate name by him/her as President; also have the Secretary attest their signature as Secretary and affix the seal of the corporation. If applicant is a partnership, each partner must sign.

MATERIAL MISSTATEMENTS TO OR FALSIFICATION OF THE INFORMATION REQUESTED IN THIS APPLICATION ARE GROUNDS FOR DENYING AN APPLICATION. NON-COMPLIANCE WITH THE PERMIT IS GROUNDS FOR REVOCATION AND/OR FINES TO THE FULLEST EXTENT OF THE MUNICIPAL CODE. FUTURE PERMIT APPLICATIONS COULD ALSO BE DENIED.

I have examined the above application and find that the applicant has not been subject to any charges or Ordinance violations detrimental to the conduct of the business of selling alcoholic beverages.

Chief of Police

Date

I have examined the above application and find that the applicant has no outstanding charges regarding the Fire Prevention Code.

Fire Chief

Date

I have examined the above application and find that the Sale of Liquor as described herein is permitted by the Zoning Ordinance.

Dir. Of Community Development/ Building Commissioner

Date

Village President

Date