
**VILLAGE OF WINNETKA
RETAIL LIQUOR LICENSE
APPLICATION FOR RENEWAL**

Local Liquor Control Commissioner
Village of Winnetka, Illinois

Date _____

Pursuant to the provision of Section 5.09.100, "Alcoholic Beverages," of the Winnetka Village Code, regulating the sale of alcoholic liquors in the Village of Winnetka, County of Cook, State of Illinois, the undersigned hereby applies/apply for the renewal of a license for the retail sale of alcoholic liquor for the term beginning April 1, 20____ and ending March 31, 20____. (See Appendix for listing of classifications and fees.) Applicant(s) further hereby certify/certifies to the following facts:

Instructions: This application must be completed in its entirety. Attach extra sheets as necessary. Applications will not be processed unless the following are also submitted.

- License Fee (Check as many boxes as apply):

<input type="checkbox"/> Class A-1 Restaurant with Limited Bar (Annual)	\$1000.00
<input type="checkbox"/> Class A Restaurant (Annual)	\$750.00
<input type="checkbox"/> Packaged Meal Rider (Take-out)	\$150.00
<input type="checkbox"/> Sidewalk Restaurant Rider	\$150.00
<input type="checkbox"/> Television Rider	No Fee
<input type="checkbox"/> Class B - Grocery Store (Annual)	\$750.00
<input type="checkbox"/> Class D – Package delivery service/mail	\$150.00
<input type="checkbox"/> Class E - Limited Food Products Store (wine only)	\$500.00
<input type="checkbox"/> Class E-1 - Limited Food Products Store (beer and wine)	\$500.00
<input type="checkbox"/> Class E-2 – Limited Fine Wine & Premium Beer Store	\$500.00
<input type="checkbox"/> Class P – Park District	\$500.00

- Copy of licensee's current State of Illinois Liquor 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 which may be served is prepared;
- Affidavit;
- Copy of current menu;
- Copy of lease, if applicable;
- Certified copy of Illinois Secretary of State's most recent certification of authority to do business as a corporation, e.g., Articles of Incorporation, including amendments, or Certificate of Good Standing, if applicable;
- Fingerprint cards, if applicable.
- Attachments required for Sections II, III and XI, if applicable.

- 16. Has the applicant ever received any notices or citations of violations from the Illinois Liquor Control Commission? Yes No
- 17. Are you, or any other person with a direct interest in your place of business, an employee of the Village or a public official or law enforcement official in the Village of Winnetka? Yes No

IV. ADDITIONAL INFORMATION:

- 18. Location(s) where food will be prepared? _____
- 19. Is applicant licensed as a food dispenser? _____
- 20. Do you plan to have carry-out service? Yes No
- 21. Do you plan to have delivery service? Yes No
- 22. Do you plan to have a television set on the premises? Yes No
- 23. Will it be visible from any bar, counter or waiting area? Yes No
 [Note: Signs, advertisements and promotions referring to the presence of a television on the premises are expressly prohibited.]
- 24. What is the diagonal measurement of the television screen? _____
- 25. What is the seating capacity of any proposed bar or counter? _____
- 26. What is proposed seating capacity of restaurant? _____
- 27. 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:

- 28. 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.
- Applicant must complete and sign Sections IX and X on page 5. Section XI must also be completed and signed by all persons listed in Answers 28, 32, 41 and 46. Make additional copies of Section XI as necessary.

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

29. Full Name: _____ Home Phone #: _____

30. 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 if business will be conducted by manager or agent. Manager/Agent must also complete applicable portions of Section XI of this application.

44. Full name: _____ Home Phone #: _____

45. Home Address: _____

XI. REQUIRED PERSONAL BACKGROUND AND QUALIFICATION INFORMATION

[Note: This section must be completed by each person named in Questions 29, 38, 43 and 44 in Sections V, VI, VII and VIII, above. Attach additional sheets if necessary.]

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.]

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

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

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

49. Social Security Number: _____ Date of Birth _____

Driver's License Number: _____ State: _____

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

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

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

53. List residences for past 10 years:

<u>Address</u>	<u>City</u>	<u>State</u>	<u>Dates</u>

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

<u>Name and Address</u>	<u>Dates of Employment</u>	<u>Type of work</u>	<u>Immediate Supervisor</u>

55. Have you **ever**:

[NOTE: If the answer to any of the following is "yes," use back of sheet to provide date(s), offense(s) and full explanation. Use 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.]

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

Type(s): _____

Location(s): _____

Issuing Authority(ies): _____

57. 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 the answer is "yes," use back of form to provide date(s) and explain in full.]

58. List 3 non-relative references who have known you for not less than 5 years:

<u>Name/Occupation</u>	<u>Address</u>	<u>Phone:</u>

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 CLASSIFICATION AND FEE SCHEDULE**

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 the 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 March 31 of each year.**

CLASS A \$750 annually

Class A licenses authorize the retail sale of alcoholic liquor by restaurants, but only when the sale is incidental and complementary to the sale and service of a complete meal for consumption only on the premises where sold, which incidental and complementary sales may include the occasional service of alcoholic liquor alone or with less than a full meal, subject to the provisions of Section 5.09.205 of the Winnetka Village Code. **[Note:** Limited food establishments such as luncheonettes, diners, "fast food" establishments and establishments serving food at bars or counters are not considered restaurants for purposes of Chapter 5.09.]

CLASS A-1 \$1,000 annually

Class A-1 licenses authorize the retail sale of alcoholic liquor by restaurants, but only when the sale is incidental and complementary to the sale and service of complete meals served in multiple courses for consumption only on the premises where sold, which incidental and complementary sales may include the service of food or liquor at a counter, bar or waiting area, subject to the conditions listed below. Subject to the provisions of Section 5.09.205 of the Winnetka Village Code, such incidental and complementary sales of alcoholic liquor may include the occasional service of alcoholic liquor alone or with less than a full meal.

Except as provided in Section 5.09.205 of the Winnetka Village Code, the counter, bar or waiting area shall be restricted to patrons who have been seated by the restaurant's host or hostess.

The percentage of the total space available to patrons that is allocated to any lounge or waiting area in which a bar, counter or shelf or any substitute for such bar, counter or shelf will be located, shall not exceed ten (1) percent of the total space of the premises accessible to patrons.

PACKAGED MEAL RIDER \$150.00 annually

Packaged Meal Rider licenses authorize a Class A or Class A-1 licensee to sell, at retail, beer and wine in its original package, provided the sale is only for consumption off the premises where sold, and not for consumption on the premises. The sale of beer or wine is subject to the following conditions:

The sale of wine or beer must be incidental and complementary to the sale of a complete meal prepared on the licensed premises for consumption off the licensed premises.

It is unlawful for any holder of a Packaged Meal Rider license to render a bill for the sale of wine or beer in its original package which does not also include a charge for a complete meal.

All wine and beer sold under a Package Meal Rider license must be paid for and delivered to the purchaser only on the premises of the restaurant operated by the licensee.

The display of wine or beer offered for sale under a Package Meal Rider license is prohibited, except to the extent that wine or beer is displayed as part of the normal operations of the restaurant for which the Class A or Class A-1 license was issued.

SIDEWALK RESTAURANT RIDER \$150.00 per license term

The Sidewalk Restaurant Rider license authorizes a Class A, Class A-1 or Class E-1 licensee to sell beer or wine at retail to customers seated at tables at a permitted sidewalk restaurant located on the public sidewalk adjacent to the premises for which the Class-A, Class A-1 or Class E-1 license was issued, subject to the following conditions:

The sale of the beer or wine must be incidental and complementary to the sale and service of a complete meal for consumption only at a table in the area defined in the license.

It is unlawful for any holder of a sidewalk restaurant rider license to render a bill for the sale of wine or beer that does not also include a charge for a complete meal.

Unless the Village Council specifies an earlier time in an ordinance adopted at the time it authorizes a sidewalk restaurant rider license, the service of beer or wine is authorized only between 11:00 a.m. and 9:00 p.m. Sunday through Thursday, and 11:00 a.m. to 10:00 p.m. Friday and Saturday.

The area for service must be contiguous to the premises for which the Class A, Class A-1 or Class E-1 license is issued, must be defined in the application and specified in the license, and must be separated from the pedestrian areas of the public sidewalk by fencing, planters or such other device as may be specified by the Local Liquor Commissioner in the license.

The licensee must indemnify and hold the Village, its officers and employees from any and all costs arising from claims for personal injury or property damage resulting in any way from the licensee's use of the public way, whether the claim, injury or damages arise from an incident on the licensed premises or on the adjacent portion of the public way that remains open for public use.

The licensee must maintain dram shop insurance in an amount specified by statute or ordinance, or by rule of the State Liquor Control Commission or the Local Liquor Commissioner, but in no event shall the amount of dram shop insurance be less than \$1,000,000.

The licensee must maintain general liability insurance coverage of at least \$2 million, with excess liability coverage of at least an additional \$2 million, with the Village named as additional insured. The certificate of insurance shall be in a form acceptable to the Village.

The sidewalk restaurant area must be supervised at all times by an employee of the restaurant who is at least 21 years old.

The sidewalk restaurant rider license is issued for a term that begins no earlier than April 1 of any year and ends no later than November 30 of the same year, except that sidewalk liquor service is prohibited when weather conditions necessitate the removal of snow or other debris from the public sidewalks.

The sidewalk restaurant rider license is not renewable and being granted a sidewalk restaurant rider license in any year shall not be deemed to create a right or expectation of renewal or reissuance of the sidewalk restaurant rider license for the following or any subsequent year. Every sidewalk restaurant license expires no later than December 1 of the year it is issued. An application for the sidewalk restaurant rider license shall be de novo each year, although any Class A, Class A-1 or Class E-1 licensee who operates a permitted sidewalk restaurant may apply for a new sidewalk restaurant rider license when renewing the licensee's Class A, Class A-1 or Class E-1 license.

Any licensee who violates any provision of a sidewalk restaurant rider may be disqualified from receiving a sidewalk restaurant rider for any location in the Village for a period of up to 5 years.

The Local Liquor Commissioner, in the exercise of his or her discretion, shall have the authority to impose such other conditions for the issuance of a sidewalk restaurant rider license as he or she may deem reasonably necessary.

TELEVISION RIDER. No Additional Charge

The television rider license authorizes a Class A or Class A-1 licensee to place a single television on the licensed premises in an area where patrons are served, subject to the following conditions: (i) the screen of the television may not have a diagonal measurement greater than 30 inches; (ii) the television screen may not be visible from any bar, counter or waiting area in the restaurant; (iii) signs advertising the presence of the television are prohibited (iv) promotions or advertisements for the restaurant shall not include reference to the presence of the television. The Local Liquor Commissioner may impose such other conditions or limitations as he or she may deem necessary and appropriate, whether imposed in the general exercise of Commissioner's rulemaking powers, or as a specific condition or limitation related to the nature of the restaurant operated by the licensee.

CLASS B \$750 annually

Class B licenses authorizes the sale of package liquor in a full-service grocery store. Class B licenses authorize the licensee to use no more than 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.

SPECIAL CLASS C - \$25 per day, limited to \$75 per event extending beyond two days.

Special Class C licenses authorize the retail sale of alcoholic liquor by civic, fraternal, service or charitable not-for-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 the license. No more than 7 such licenses shall be issued to any one licensee within any calendar year.

CLASS D \$150 annually

Class D licenses authorize 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 other similar package delivery service.

CLASS D-1 \$250 annually

Class D-1 licenses authorize the sale of wine at wholesale in the original package by an importer/distributor to a Class D licensee as provided in Chapter 5.09 of the Winnetka Village Code.

CLASS E \$500 annually

Class E licenses authorize 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, only for consumption off the premises where sold, and not for consumption on the premises where sold.

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 of sale of wine in its original package that does not also include a charge for food to be consumed off the premises.

All wine sold under a Class E license must 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 percent (10%) 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 food sales and display area is separate from the meal service area.

CLASS E-1 \$500 annually

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

The limited food products store must have a total area of at least 3,500 square feet, and must have an area for table seating of at least 18 customers.

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 sale of wine in its original package 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 floor space of the limited food products store used by the licensee for the display and sale of merchandize 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, except that the display of beer for sale is prohibited.

CLASS E-2 \$500 annually

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

The specialty beverage store may not exceed 2,500 square feet, excluding storage areas not accessible to customers.

Hours of operation of the licensed business shall be limited to 11:00 a.m. to 10:00 p.m. on Friday and Saturday and 11:00 a.m. to 8:00 p.m. on all other days of the week. This limitation does not apply to special tasting events held at the store, provided the store is closed to the general public during the event. The purpose of the event must be for providing instruction pertaining to the production, qualities, selection and use of fine wines, imported beers or domestic craft beers. Special events must require advance registration, a fixed-price registration fee, a written agenda or curriculum and end by 9:00 p.m.

The beer or wine must be sold in its original package for consumption only off the premises where sold with the following exception: limited tastings served in winery tasting glasses shall be permitted at a counter used solely for that purpose and limited to four testing samples per person for which a fee may be charged, provided that the fee is applied to the contemporaneous purchase of a fine wine, imported beer or domestic craft beer.

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

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

The Class E-2 license also authorizes the service of fine wine, imported beer and domestic craft beer for immediate consumption on the licensed premises incidental and complementary to the concurrent service of meals sold for consumption on the premises at tables separated from the retail area by a rail or similar means. The meals may be pre-packaged meals that are prepared off-premises, but must be served in non-disposable dishes, glassware and utensils, and may not be served at a bar or counter. The table seating area must not exceed 30% of the total interior area of the licensed premises open to patrons, excluding restrooms.

No tobacco product of any kind shall be sold or offered for sale on the licensed premises.

CLASS P LICENSE - \$500 annually

The Class P License authorizes the Winnetka Park District to engage in the retail sale of alcoholic liquor in conjunction with the operation of the food service facility located in the clubhouses of the Winnetka Park District Golf Course, for consumption only in the food service area of the clubhouse, provided liquor sales are incidental and complementary to the sale and service of food, subject to the following terms and conditions and to Section 5.09.205 of the Winnetka Village Code:

Food and liquor may be served at a counter, bar or waiting area within the clubhouse food service facility.

Incidental and complementary sales of alcoholic liquor may include the occasional service of alcoholic liquor alone.

The counter, bar or waiting area shall be restricted to persons the attendant at the food service facility reasonably believes to be at the Winnetka Park District Golfing Facilities for the principal purpose of engaging in golfing activities.

The percentage of the total space available that is allocated to counter, bar and waiting area service shall not exceed ten (10) percent of the total space of the food service facility that is accessible to patrons.

The sale of alcoholic beverages shall be permitted only during the months of April through October.