

FEE FOR SECOND LICENSE (WITH PAYMENT OF FEE FOR MORE EXPENSIVE OF THE TWO)

- \$1000

CLASS OF LICENSE FOR WHICH APPLICATION IS BEING MADE FOR _____

NEW LICENSE APPLICATION FEE: \$ 500

ANY LICENSE APPLICATION WHICH IS NOT THE RENEWAL OF AN EXISTING LICENSE BY THE SAME LICENSEE SHALL BE CHARGED AN APPLICATION FEE TO COVER VILLAGE COSTS FOR FINGERPRINTING, BACKGROUND CHECKS AND PROCESSING.

3. THE BOND IN THE AMOUNT OF \$5,000 TO BE PAYABLE TO THE VILLAGE OF EAST DUNDEE IN THE EVENT OF DEFAULT IN PAYMENT OF FINE LEVIED AGAINST LIQUOR LICENSE HOLDER OR OTHERWISE PROVIDED BY STATUTE.

4. IF APPLICATION IS BEING MADE ON BEHALF OF THE PARTNERSHIP ASSOCIATION, CLUB OR CORPORATION, THEN IT SHALL BE SIGNED AND ATTESTED TO BY AT LEAST TWO MEMBERS, PARTNERS OR THE CORPORATE PRESIDENT AND SECRETARY, AS THE CASE MAY BE. IN THE CASE OF A CORPORATION TRADED ON ANY PUBLIC STOCK EXCHANGE AND SUBJECT TO THE REPORTING REQUIREMENTS OF THE SECURITIES EXCHANGE COMMISSION, THE APPLICATION MAY BE MADE BY THE STORE MANAGER.

5. ADDRESS OF LOCATION FOR WHICH LICENSE IS SOUGHT

6. NAME & TELEPHONE NUMBER OF ESTABLISHMENT FOR WHICH LICENSE IS SOUGHT

7. DATE OF FILING OF THE ASSUMED NAME OF THE BUSINESS WITH THE COUNTY CLERK

_____.

8. IF A CO PARTNERSHIP, STATE THE DATE OF THE FORMATION OF THE PARTNERSHIP

_____.

9. IF AN ILLINOIS CORPORATION: DATE OF INCORPORATION _____.

MAILING ADDRESS FOR CORPORATION _____

AGENT FOR CORPORATION _____

AGENT'S BUSINESS ADDRESS _____

SECRETARY OF CORPORATION _____

SECRETARY'S BUSINESS ADDRESS AND TELEPHONE NUMBER _____

10. IF A FOREIGN CORPORATION, STATE:

WHERE INCORPORATED _____

DATE OF QUALIFICATION UNDER THE ILLINOIS BUSINESS CORPORATION ACT _____

11. IF THE PREMISES ARE LEASED, STATE:

NAME OF LANDLORD _____

ADDRESS AND TELEPHONE NUMBER OF LANDLORD _____

12. IF APPLICANT HAS EVER ENGAGED IN THE BUSINESS OF SALE OF ALCOHOLIC LIQUOR AT WHOLESALE OR RETAIL, LIST DATES AND ADDRESSES OF ALL LOCATIONS AND THEIR RESPECTIVE DESCRIPTIONS.

DATES _____ TO _____

NAME OF BUSINESS _____

TYPE OF BUSINESS _____

LOCATION OF BUSINESS _____

APPLICANT'S POSITION _____

DATES _____ TO _____

NAME OF BUSINESS _____

TYPE OF BUSINESS _____

LOCATION OF BUSINESS _____

APPLICANT'S POSITION _____

DATES _____ TO _____

NAME OF BUSINESS _____

TYPE OF BUSINESS _____

LOCATION OF BUSINESS _____

APPLICANT'S POSITION _____

13. APPLICANT'S CURRENT ILLINOIS LIQUOR LICENSE NUMBER, IF APPLICABLE

14. APPLICANT'S RETAILER'S OCCUPATION TAX REGISTRATION NUMBER

15. IF APPLICANT IS OR WAS DELINQUENT IN THE PAYMENT OF RETAILER'S OCCUPATION TAX (SALES TAX) STATE THE REASONS.

16. IF APPLICANT IS DELINQUENT UNDER THE CASH BEER LAW, STATE THE REASON.

17. IF APPLICANT IS DELINQUENT UNDER THE 30-DAY CREDIT LAW, STATE THE REASON

18. HAVE ANY OF THE APPLICANTS MADE AN APPLICATION FOR A LOCAL OR STATE LIQUOR LICENSE, WHICH HAS BEEN DENIED? _____

19. LIST DRAM SHOP INSURANCE COVERAGE, INCLUDING NAME, ADDRESS, AND POLICY NUMBERS FOR BOTH THE LICENSEE AND OWNER OF THE BUILDING IN WHICH THE ALCOHOLIC LIQUOR WILL BE SOLD FOR THE DURATION OF THE LICENSE.

20. HAVE ANY OF THE APPLICANTS EVER HAD A PREVIOUS LIQUOR LICENSE REVOKED?

_____. IF YES EXPLAIN FULLY _____

21. HAVE ANY OF THE APPLICANTS EVER BEEN CONVICTED OF A FELONY OR A GAMBLING OFFENSE? _____ IF YES, EXPLAIN FULLY _____

22. DO ANY OF THE APPLICANTS POSSESS A CURRENT FEDERAL WAGERING OR GAME DEVICE STAMP? _____

23. ARE ANY OF THE APPLICANTS PUBLIC OFFICIALS, OR IS ANY OTHER PERSON, DIRECTLY OR INDIRECTLY RELATED IN ANY WAY TO THE BUSINESS ENTITY, A PUBLIC OFFICIAL? _____.

24. DESCRIBE THE OFF STREET PARKING FACILITIES OWNED BY THE BUSINESS.

25. DESCRIBE THE OFF STREET PARKING FACILITIES BY ANOTHER BUT AVAILABLE BY WRITTEN AGREEMENT BETWEEN THE BUSINESSES.

CHECKLIST

A complete application for alcoholic liquor license must contain the following. Please confirm that all required documentation is provided.

- All questions on the application completed in full. Application signed.
- Signature of applicant at the bottom of page 6 of application swearing all statements are true and correct, witnessed and notarized by an Illinois Notary Public. *(Do not sign in advance, a notarized signature must be signed in the presence of a Notary. Village Hall has notaries on staff that will do so at NO cost)*
- 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.
- Surety Bond in the sum of \$5,000. Should the bond 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 purchase documentation) 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.
- 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.
- If this is a new application or ownership or management has changed, please be advised that 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.

Fingerprints are to be taken at the East Dundee Police Department. Any person required to submit fingerprints who does not live in the area should call the East Dundee Police Department at 847-428-8784 so that a fingerprint card can be mailed to them. They should bring that card to their local police department for fingerprinting and then mail it back to the East Dundee Police Department.
- Copy of BASSET Certificates for all employees permitted to serve alcohol. The Village of East Dundee requires BASSET Certification for all employees permitted to serve alcohol. New Employees must complete this training with 90 days of hire. BASSET training completed in person certifies the employee for life. BASSET certification class taken online is valid for three (3) years. There is a \$5.00 fee for each basset certified employee.
- Floor plan drawing or rendering. (For New Applicants or if Floor Plan has been amended)
- A check or cashier's check for the appropriate license fee and basset fee (\$5.00 per basset certified employee).