

2. License Period: Commencing on May 1, 2018 and ending April 30, 2019

3. Type of Business Entity (check one):

Individual Corporation
 Partnership Other (specify) _____

4. 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 _____

SOCIAL SECURITY # _____ BIRTHDATE _____

HOME ADDRESS _____

DRIVER'S LICENSE # _____ HOME PHONE # _____

BUSINESS STATUS _____

PERCENTAGE OF STOCK HELD _____

NAME _____

SOCIAL SECURITY # _____ BIRTHDATE _____

HOME ADDRESS _____

DRIVER'S LICENSE # _____ HOME PHONE # _____

BUSINESS STATUS _____

PERCENTAGE OF STOCK HELD _____

NAME _____

SOCIAL SECURITY # _____ BIRTHDATE _____

HOME ADDRESS _____

DRIVER'S LICENSE # _____ HOME PHONE # _____

BUSINESS STATUS _____

PERCENTAGE OF STOCK HELD _____

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

5. Is applicant a citizen of the United States? _____

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.

6. State the character of the applicant's business, and in case of a corporation, the objects for which it was formed.

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

8. State whether the applicant has ever had a liquor license issued by the Federal government, any State government or any municipality.

If answer is in the affirmative, state the name of the licensing unit of government, when and where said license was issued.

9. Has the applicant ever had any previous liquor license revoked? _____

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

10. 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?

11. 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.

12. 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.

Note: *This application will remain incomplete and will not be considered until Question #12 can be answered in the affirmative.*

13. Has the applicant attached proof of in-force Dram Shop (Liquor Liability) Insurance to this application?

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. .*

14. 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?

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

15. Has the applicant ever been convicted of a felony offense under any Federal or State law?

16. Has the applicant ever been convicted of a violation of any Federal or State law concerning the manufacture, possession or sale of alcoholic liquor?

17. 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?

18. 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 school books, school supplies, food, lunches or drinks for such minors?

19. 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?

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 5 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.)*

- 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 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 West Dundee Police Department. Any person required to submit fingerprints who does not live in the area should call the West Dundee Police Department at 847-551-3810 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 West Dundee Police Department.

- Copy of BASSET Certificates for all 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. BASSET training completed in person certifies the employee for life. BASSET certification class taken online is valid for three (3) years.

- A check or cashier's check for the appropriate license fee.