

# Liquor License Not-For-Profit Application



License applied for: **Not For Profit – Class “E”**

## PART I: GENERAL INFORMATION

Name of Organization: \_\_\_\_\_

Business Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Business Telephone: \_\_\_\_\_ Business Email: \_\_\_\_\_

Description of Event for the Premises being requested: \_\_\_\_\_

Hours and Days of Operation for the Event: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Home Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Has the applicant or Organization have a previous license by any state, other municipality, or by the federal government revoked. If yes, please list reason: \_\_\_\_\_

If applicant has ever engaged in the business or sale of alcoholic liquor at retail, please list address of location: \_\_\_\_\_

Is the location of the Organizations' Event for which this license is being sought within two hundred (200) feet of any church, school, hospital, home for the aged or indigent person or veterans their wives or children, or any naval military station or post? If yes, explain exemption that allows this license to be issued. \_\_\_\_\_

List, and include as an Exhibit, Dram Shop Insurance Coverage including name and address of Insurance Company for both licensee and owner of building / site at which alcoholic liquor will be sold for the duration of the license: \_\_\_\_\_

Has the Applicant ever been convicted of a felony? No \_\_\_\_\_ Yes \_\_\_\_\_

Has the Applicant ever been convicted of a gambling offense? No \_\_\_\_\_ Yes \_\_\_\_\_

**AFFIDAVIT**



COUNTY OF MCHENRY            )  
COUNTY OF KANE             ) ss.  
STATE OF ILLINOIS            )

I (or we) swear that I (or we) are a not-for-profit corporation and will not violate any of the laws of the Village of Huntley, State of Illinois or of the United States of America in the conduct of the place of business described herein and that the statements contained in this application are true and correct to the best of my (our) knowledge and belief.

**The Applicant(s) understands that in the event there is a change of ownership in a licensed business, or change of managers, or partners in a partnership, or shareholders in a corporation who own more than 5 percent (5%) of the stock of a corporation, or members in a limited liability company notification must be provided to the Village of Huntley.**

The Applicant(s) understand that any and all licenses issued pursuant to Chapter 110 of the Municipal Code shall be subject to any and all changes or amendments which may be hereafter made, and any and all rules adopted by the Liquor Commission. Any and all licenses shall be subject to any restrictions or conditions deemed desirable to the Liquor Commission.

The Applicant notes by signing below that they have been provided a copy of Chapter 110 of the Village of Huntley Code of Ordinances Alcoholic Beverages, Video Gaming & Electronic Sweepstakes Machines.

Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Applicant Printed Name: \_\_\_\_\_

Notary: Subscribed and sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public

(seal)

## REQUIRED SUBMISSIONS

1. Completed Application with Notarized Affidavit
2. Huntley Economic Interest Disclosure Form
3. Insurance Information
4. 501(c)3 Disclosure Form Document
5. Payment
6. Outside Event Request
7. Sound Amplification Permit ***Obtain from Police Department***
8. Sign Permit Application ***Obtain from Development Services Department***



## OFF PREMISE - OUTSIDE EVENT

***Examples include - major events such festivals, music events, off-site catered events, etc that will infringe upon property not-owned by applicant***

Event Title/Theme: \_\_\_\_\_

Location:

- **Must include a detailed map layout of the area and how the event will be set up.**

Date: \_\_\_\_\_

Hours: \_\_\_\_\_

Details

- Type of liquor provided: \_\_\_\_\_
- Type of food provided: \_\_\_\_\_
- Type of entertainment provided: \_\_\_\_\_

### Requirements to conduct an Off-Premise Outside Event:

1. A Temporary Use Permit must be applied for and obtained from the Development Services Department.
2. All conditions of approval regarding the serving and/or selling of alcohol must be met.
3. Letter of authorization for the event to be held on off-premise property owners.
4. The petitioner agrees to meet with Village Staff no later than 30 days prior to the event to present final security, parking and any other pertinent logistical information for the safe and orderly operation of the event.
5. The petitioner shall provide the Village with a valid Certificate of Insurance naming the Village as an additional insured.
6. The petitioner agrees to enter into an agreement to indemnify and hold the Village harmless from and against any and all claims arising from the event.
7. Notification to all adjacent property owners.
8. Any music or noise generated during the event will comply with the Village's Noise Ordinance.
9. The site shall be kept free of trash throughout the event.



**NOT-FOR-PROFIT APPLICANT**  
**PROFILE FORM**

- Personal contact information and private identifiers will be kept confidential.
- For corporate applicants, complete all profile information for every officer, director and manager of the corporation; every stockholder or owner owning in the aggregate more than 5% of the stock or shares of the corporation; and the manager or agent (if any) who will be responsible for operating the premises to be licensed. Use additional sheets if necessary.
- Every question must be answered. Please write clearly.

Organization Name: \_\_\_\_\_

Applicants Name: \_\_\_\_\_

Position in Organization: \_\_\_\_\_

Applicants Phone Number: \_\_\_\_\_

Applicants Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

Drivers License Number: \_\_\_\_\_

Have you ever been known by another name? If yes, explain: \_\_\_\_\_

Are you a citizen of the United States? \_\_\_\_\_

Have you ever been arrested? If yes, explain: \_\_\_\_\_

**Applicants Signature:** \_\_\_\_\_