



VILLAGE OF GLENCOE

675 Village Court, Glencoe, Illinois 60022
p: (847) 835-4114 | info@villageofglencoe.org | Follow Us: @VGlencoe

www.villageofglencoe.org

IMPORTANT INFORMATION FOR VILLAGE OF GLENCOE LIQUOR LICENSE APPLICANTS

The Village of Glencoe licenses a certain number of establishments to sell alcohol by the Comprehensive Fee and Fine Schedule in the Village Code. Open licenses are not maintained. The Village's Comprehensive Fee and Fine Schedule is amended to provide for only the number of licenses which have been approved for issuance. The Village President serves as the Liquor Commissioner and reviews a liquor license request upon initial submission of an application, after which the Village Board of Trustees must approve an amendment to the Fee and Fine Schedule regulating the number of licenses issued. The Village Board meets on the third Thursday of each month and materials for the meeting including proposed code amendments are finalized and provided to the Board one week prior to the meeting.

Processing Time

Please allow **six weeks** for the processing of your liquor license application (new or renewal) in order for background checks to be completed, the Liquor Commissioner to review the application and for the Village Board to have the opportunity to amend the Fee and Fine Schedule regulating the number of licenses issued. The Village will make every effort to process liquor license applications within the six-week period; however, please note that the actual time to process an application may vary. We encourage you to allow as much time as possible to process your application.

Background Checks - For NEW and RENEWAL Applicants

The Village of Glencoe requires that all on-premises officers, agents and managers listed on the Liquor License Application submit for a background investigation **at the time of the initial application and then annually as part of the renewal process**. "On-premises officers" means that only officers, agents and managers who are on-site at the business. Corporate board members located in different states who are not on-site at a business do not need to be fingerprinted. To complete this process, the applying business must ensure that:

- All on-premises officers, agents and managers complete the Liquor License Application Background Investigation Authorization and Release form (page 7) and provide a copy of a driver's license or state ID;
- All on-premises officers, agents and managers appear in person at Glencoe Public Safety, 325 Hazel Avenue, Glencoe IL 60022, with a driver's license or state ID to be fingerprinted and;

- A \$50.00 fee is paid to the Village of Glencoe per the Village's Comprehensive Fee and Fine Schedule for **each person fingerprinted**.

Required Documents - For NEW and RENEWAL Applicants

The following documents are required to be submitted:

- Completed Village of Glencoe Application for Liquor License (begins on the following page) with any additional pages attached and signed Affidavits (page 6) attached for all on-premises officers, agents and managers;
- Signed Liquor License Application Background Investigation Authorization and Release form (page 7) with a copy of a driver's license or state ID for all on-premises officers, agents and managers listed on the application;
- Copy of State of Illinois Liquor License or Application (once issued the license must be submitted prior to the service of alcoholic beverages and within 30 days of receipt of Village license, failure to do so may result in revocation of a Village Liquor License);
- A certificate of insurance with evidence of liquor liability/dram shop insurance in the amount of at least \$1,000,000 per occurrence;
- A current Village of Glencoe Business License (or application in process) for the same address and business name;
- A roster of all officers, agents and employees who sell, serve or prepare alcoholic beverages and evidence of current Beverage Alcohol Sellers and Servers Education and Training (BASSET) certification. For more information visit:
www.illinois.gov/ilcc/Education/Pages/BASSET/Home.aspx;
- A business income statement if the classification fee is a lesser amount for alcohol sales of less than 15% of gross sales (or is expected to be for a new business). If a business income statement is marked with the words "Proprietary and Confidential" the Village will take every lawful action to prevent disclosure of it under the Freedom of Information Act (FOIA);
- Payment of all applicable fees including fingerprinting fees and the appropriate liquor license classification fee (an appendix is attached listing the classifications with descriptions and fees, see page 9) and;
- For corporate applicants, the application should include a copy of the State of Illinois certificate of incorporation, and, if incorporated in a state other than Illinois, a copy of the State of Illinois certificate showing the date that the applicant became qualified under the Business Corporation Act of 1983, 805 ILCS 5/1.01 et seq., to do business in Illinois.

Return all application materials to:

Village of Glencoe, Village Manager's Office
675 Village Court
Glencoe, IL 60022
847-835-4114
info@villageofglencoe.org



VILLAGE OF GLENCOE

FORMS & APPLICATIONS

675 Village Court, Glencoe, Illinois 60022
p: (847) 835-4111 | info@villageofglencoe.org | Follow Us: @VGlencoe

Last Updated: April 2022

www.villageofglencoe.org

Liquor License Application

This is a fillable PDF form. You may complete the form electronically and e-mail a saved copy to info@villageofglencoe.org or print and mail, fax or deliver the form to the department listed at the end of this form.

This application is made pursuant to the provisions of Chapter 4: Alcoholic Beverages of the Glencoe Village Code. See the appendix for a synopsis of license classifications, conditions and fees. The application must be completed in its entirety along with all requirements listed on the previous page. State liquor licenses can be obtained through the Illinois Liquor Control Commissioner at (312) 814-2206 or www.illinois.gov.

The undersigned hereby makes application for the issuance of a Village retailer's license for the sale of alcoholic liquor for the term beginning January 1 and ending December 31 the same year and hereby certifies to the following facts:

Section A: General Information

Applicant(s) Full Name(s): _____
(Give names of all owners of more than 5%.)

Business Name: _____

Doing Business As: _____

Business Phone: _____ Cell Phone: _____

E-mail Address: _____ Website: _____

Location of place of business for which license is sought:

(A) _____
(Exact address by street and number) (Zip Code)

(B) _____
(Full description of location, place or premises, specifying floor, room, etc.)

State principal kind of business (i.e. restaurant, salon, bar, etc.): _____

Does applicant own premises for which this license is sought? Yes ☐ No ☐

Has applicant a lease on such premises covering the full period for which the license is sought? Yes ☐ No ☐

Class of license applied for (See attached Appendix): _____

Is the location of applicant's business for which license is sought within 100 feet property line to property line from institutions of higher learning, or any school, hospital, home for aged or indigent persons, or 100 feet building to building from a church? Yes ☐ No ☐

Is any law-enforcing public official, Village President, Village Board Trustee, Commissioner, or any president or member of a county board directly interested in the business for which this license is sought? Yes ☐ No ☐

Is the applicant or any affiliate, associate, subsidiary, officer, director or other agent engaged in the manufacture of alcoholic liquors? Yes ☐ No ☐

If yes, at what location or locations? _____

Is the applicant engaged in the business of an importing distributor or distributor of alcoholic liquors? Yes ☐ No ☐

If yes, at what location or locations? _____

Will the business be conducted by a manager different than the owner(s)? Yes ☐ No ☐

If yes, give name and residence address of such manager and complete Section X. This person is also required to sign the affidavit, provide a copy of a driver's license and complete a Background Investigation (release on page 5).

Full Name: _____

Address: _____

Do you hold any other current business licenses issued by the Village? Yes ☐ No ☐

If yes, what type of license do you currently hold and what is the address of the licensed premises?

License Type: _____

Address: _____

Section B: Individual Applicant or Co-Partnership/Corporate/LLC Member/Club Applicant

This section must be filled out for ALL officers, directors, partners, agents, managers and shareholders (with the exception of publicly traded companies). Copy and attach additional pages as needed.

Applicant Name: _____ Date of Birth: _____

Home Address: _____
(Exact address by street and number) (State) (Zip Code)

Home Phone: _____ E-mail: _____

Place of birth: _____ Are you a United States citizen? Yes ☐ No ☐

If a naturalized citizen, when naturalized? _____ Where naturalized? _____
(Month, Day, Year) (City, State)

Court in which (or law under which) naturalized? _____

Have you ever been convicted of any felony under any Federal or State law? Yes ☐ No ☐

If yes, give date and state offense: _____

Have you ever been convicted of being the keeper of a house of ill fame; or of pandering or other crime or misdemeanor opposed to decency and morality? Yes ☐ No ☐

Have you ever been convicted of a violation of a Federal or State liquor law? Yes ☐ No ☐

If yes, give date and state offense: _____

Have you ever permitted an appearance bond forfeiture of any of the violations mentioned in (g)? Yes ☐ No ☐

Have you made application for other similar license for premises other than described in this application?

Yes ☐

No ☐

If yes, give date, location of premises and disposition of application:

Has any license previously issued to you by State, Federal or local authorities been revoked, suspended or fined?

Yes ☐

No ☐

If yes, state reasons therefore and date(s):

Section C: Liquor License Application Affidavit

This page must be filled out for EACH on-premises officer, director, partner, agent, manager and shareholder.

STATE OF ILLINOIS)
COUNTY OF COOK)

- The applicant, and all directors, officers, partners, managers and shareholders thereof, have not received or borrowed money or anything else of value, and will not receive or borrow money or anything else of value or accept or receive credit (other than merchandising credit in the ordinary course of business for a period not to exceed 30 days, or as otherwise permitted pursuant to the Liquor Control Act), directly or indirectly from any manufacturer, importing distributor or distributor of alcoholic liquor, or from any officer, manager, agent, representative, or family member thereof;
- The applicant has not been a party in any way, directly or indirectly, to any violation of the Liquor Control Act by a manufacturer, distributor or importing distributor;
- The applicant, and all directors, officers, partners, managers, and shareholders thereof, are not disqualified to receive a local liquor license by reason of any provision of this Chapter, the laws of this State, or the ordinances of the Village;
- The applicant will not violate any of the laws of the State of Illinois, or of the United States, or any ordinance of the Village in the conduct of the applicant's place of business, including, without limitation, the responsible alcohol service training requirements set forth in Section 4-21 of this Chapter;
- The applicant has paid all taxes due and owing to the Village as of the date of the application;
- The applicant may be held liable for any violation of this Chapter by an officer, director, manager, or employee of the applicant, as set forth in Section 4-44 of this Chapter;
- The issuance of a new or renewal local liquor license pursuant to this Chapter will not be deemed as vesting any right to the applicant, or to any partner, officer, director, manager, shareholder, agent, or employee thereof, of an additional local liquor license or to future local liquor licenses; and
- If the applicant is a club, no member, officer, agent, or employee of the applicant is paid or directly or indirectly receives, in the form of salary or other compensation, any profits from the distribution or sale of alcoholic liquor to the club or the members of the club or its guests, beyond the amount of such salary as may be fixed and voted at any annual meeting by the members or by its board of directors or other governing body out of the general revenue of the club

Subscribed and Sworn to before me this day of

_____, 20 _____

Signature of Applicant

Section D: Liquor License Application Background Investigation Authorization and Release

Please read carefully before signing.

This page must be filled out for EACH on-premises officer, director, partner, agent, manager and shareholder and brought in person to Glencoe Public Safety, 325 Hazel Avenue, Glencoe IL 60022 with the applicant with a government issued photo ID to be fingerprinted. A \$50 fee must also be paid at the time of fingerprinting.

Pursuant to Sections 4-4 and 4-7 of the Glencoe Municipal Code, I hereby consent to providing my fingerprints in consideration of my Village of Glencoe (hereinafter referred to as the "Village") liquor license application (hereinafter referred to as the "Application") or renewal thereof.

By applying for a Village liquor license, I hereby authorize any person to disclose, and the Village to investigate, all information pertaining to my background, qualifications and any other matter relevant to my Application.

I hereby waive any and all claims against the Village and hereby agree to indemnify and hold harmless the Village and its elected and appointed officials, boards, commissioners, attorneys, employees and agents from any and all claims resulting from or arising out of, or alleged to result from or arise out of, the aforesaid activities.

Name of Applicant: _____

Date of Birth: _____ Social Security #: _____

Home Phone: _____ E-mail: _____

Business Name: _____

Signature: _____ Date: _____

The Village's collection, use and disclosure of Social Security numbers is conducted in accordance and compliance with the Illinois Identity Protection Act (5 ILCS 179/).

Please e-mail, mail, fax or deliver this form with any supporting material to:

Village Manager's Office
Village of Glencoe
675 Village Court
Glencoe, Illinois 60022

Phone: (847) 835-4114 | Fax: (847) 835-1785 | E-mail: info@villageofglencoe.org

APPENDIX

CLASSIFICATION OF LOCAL LIQUOR LICENSES

- (A) ***Class A: Primary On-Premises Consumption***, which shall authorize the retail sale of alcoholic liquor in establishments where on-premises consumption of alcohol is the primary source of revenue for the establishment. The incidental sale or service of food is permitted but not required in Class A licensed establishments. The alcoholic liquor sold may only be consumed on the premises where sold. Patrons entering a Class A licensed establishment must be at least 21 years old or accompanied by a parent or legal guardian. Class A Licenses shall be issued in two subcategories permitting the retail sale of the following types of alcoholic liquor:
- (1) Class A-1: Beer and wine.
 - (2) Class A-2: Spirits, beer, and wine.
- (B) ***Class B: Incidental On-Premises Consumption***, which shall authorize the retail sale of alcoholic liquor by restaurants, golf clubs, private clubs and other venues where on-premises consumption is permitted. The sale of alcoholic liquor pursuant to a Class B license must be incidental to the sale and service of food, and the alcoholic liquor may only be consumed on the premises where sold. Class B Licenses shall be issued in two subcategories permitting the retail sale of the following types of alcoholic liquor:
- (1) Class B-1: Beer and wine.
 - (2) Class B-2: Spirits, beer, and wine.
 - (3) Class B-3: Spirits, beer, and wine by a recreational facility owned or operated by a governmental entity.
- (C) ***Class C: Consumer Retail/Service On-Premises Consumption***, which shall authorize the retail sale of alcoholic liquor for on-premises consumption by establishments whose primary business is to offer non-alcohol related consumer goods and services. Examples of such establishments include beauty salons, art galleries, and bookstores. Alcoholic liquor may only be offered for value and may not be offered by a Class C licensee as an inducement to purchase any consumer good or service. The alcoholic liquor may only be consumed on the premises where sold. Class C Licenses shall be issued in two subcategories permitting the retail sale of the following types of alcoholic liquor:
- (1) Class C-1: Beer and wine.
 - (2) Class C-2: Spirits, beer, and wine.
- (D) ***Class D: Off-Premises Consumption***, which shall authorize the retail sale of alcoholic liquor, in the original package, for consumption off the premises where sold only, and not for consumption on the premises where sold. Class D Licenses shall be issued in two subcategories permitting the retail sale of the following types of alcoholic liquor:
- (1) Class D-1: Beer and wine.
 - (2) Class D-2: Spirits, beer, and wine.
- (C) ***Class E: Special Events***, which shall authorize the retail sale of alcoholic liquor at a

Special Event, which Class E license shall not be valid for a period exceeding eight (8) consecutive hours. Class E licenses may permit the sale of alcoholic liquor either for consumption within the area specifically designated in such license or for consumption off of the premises of the special event, subject to such conditions as the liquor commissioner may impose and record on the license.

(1) Class E licenses shall be issued in two subcategories depending on the status of the applicant:

A. Class E-1: For applicants that are registered educational, political, civic, fraternal, religious, or other non-profit organizations.

B. Class E-2: For all other applicants seeking a Special Event license.

(2) A Class E Special Event license will be required for events at which:

A. Alcoholic liquor is sold or offered for value (including the operation of cash bars, the exchange of purchased drink tickets, or the offering of complimentary drinks with paid admission), regardless of whether the special event is open to the general public or by invitation only; or

B. The special event is open to the general public.

(3) A Class E license will not be required if:

A. The special event is by invitation only, not open to the general public; and

B. Alcohol is not sold or offered for value at the special event.

(D) ***Class F: Live Performance Theatres***, which shall authorize the retail sale of alcoholic liquor, including beer, wine, and spirits by theatres for consumption on the premises as an incidental and complementary activity to the presentation of live stage performances, provided that:

(1) Such sales shall be limited to the period commencing one hour prior to the start of the live stage performance and terminating either (a) one hour after the end of live stage performance or (b) midnight, whichever occurs earlier;

(2) Such sales are restricted to the area of the theatre presenting the live stage performance that serves as the lobby; and

(3) Alcoholic liquor may only be dispensed by agents or employees of the licensee theatre.

(E) ***Class G: Combination On-Premises and Off-Premises Consumption***, which shall authorize the retail sale of alcoholic liquor for consumption on-premises and/or off-premises at restaurants or retail establishments. Class G Licenses shall be issued in two subcategories permitting the retail sale of the following types of alcoholic liquor:

(1) Class G-1: Beer and wine.

(2) Class G-2: Spirits, beer, and wine.

(F) ***Class H: Brew Pubs and Craft Breweries***, which shall authorize alcohol production facilities including brew pubs and craft breweries to offer alcohol for on- and/or off-premises consumption. Food must be offered for service at all Class H Licensed establishments that permit on-premises consumption.

FROM THE COMPREHENSIVE FEE AND FINE SCHEDULE

Fee Description	Fee Amount
Class A-1 Primary On-Premises Consumption (Beer & Wine)	\$4,000
Class A-2 Primary On-Premises Consumption (Spirits, Beer & Wine)	\$5,000
Class B-1 Incidental On-Premises Consumption (Beer & Wine)	\$500 if less than 15% of gross sales attributed to alcohol; \$1,000.00 if 15% or more of gross sales attributed to alcohol
Class B-2 Incidental On-Premises Consumption (Spirits, Beer & Wine)	\$1,000 if less than 15% of gross sales attributed to alcohol; \$2,000.00 if 15% or more of gross sales attributed to alcohol
Class B-3 Annual; Spirits, Beer and Wine by a recreational facility owned or operated by a governmental entity	\$100.00
Class C-1 Consumer Retail/Service On-Premises Consumption (Beer & Wine)	\$250.00
Class C-2 Consumer Retail/Service On-Premises Consumption (Spirits, Beer & Wine)	\$500.00
Class D-1 Off-Premises Consumption (Beer & Wine)	\$1,000 if less than 15% of gross sales attributed to alcohol; \$1,500.00 if 15% or more of gross sales attributed to alcohol
Class D-2 Off-Premises Consumption (Spirits, Beer & Wine)	\$2,000 if less than 15% of gross sales attributed to alcohol; \$3,000.00 if 15% or more of gross sales attributed to alcohol
Class E-1 & E-2 Special Events	\$50.00 per day
Class F Live Performance Theatres	\$200.00
Class G Combination On-Premises and Off-Premises Consumption (Beer & Wine)	\$1,000 if less than 15% of gross sales attributed to alcohol; \$1,500.00 if 15% or more of gross sales attributed to alcohol
Class G Combination On-Premises and Off-Premises Consumption (Spirits, Beer & Wine)	\$2,000 if less than 15% of gross sales attributed to alcohol; \$3,000.00 if 15% or more of gross sales attributed to alcohol
Class H Brew Pubs and Craft Breweries	\$4,000