



## **New Corporation Liquor License Application**

Thank you for your interest in obtaining a liquor license in the Village of Huntley. The following application includes all applicable documents to obtain a Village of Huntley liquor license and contact information for all Village Departments should you have any questions regarding establishing your business in the Village of Huntley.

The completed application with required documents should be submitted to:

Sarah Palaszewski, Deputy Village Clerk  
Village of Huntley  
10987 Main Street  
Huntley, IL 60142

The approval process normally takes 30 – 45 days.

New applicants and registered agents must be fingerprinted with a criminal history background conducted. This may be done at the Village of Huntley Police Department.

Thank you for your interest in the Village of Huntley.

Contact Information:

847-515-5261

[spalaszewski@huntley.il.us](mailto:spalaszewski@huntley.il.us)

# New Corporation Liquor License Application

## INSTRUCTIONS:

- Every question must be answered.
- Illegible answers will be considered incomplete and will delay the issuance of the license.
- False or misleading answers will be grounds to refuse the issuance of the license.

1. Name of Business: \_\_\_\_\_
2. Business Address: \_\_\_\_\_
3. Business Telephone: \_\_\_\_\_
4. Business Fax: \_\_\_\_\_
5. Business Contact email: \_\_\_\_\_
6. Name of Corporation: \_\_\_\_\_
7. Description of operation for the premises of which the business is to be operated: \_\_\_\_\_  
\_\_\_\_\_
8. Hours and Days of operation: \_\_\_\_\_
9. Name of Applicant completing this form *Please print*: \_\_\_\_\_  
***Applicant must be liquor license holder***
10. Applicants home address: \_\_\_\_\_
11. Applicants contact information
  - a. Home phone: \_\_\_\_\_
  - b. Cell phone: \_\_\_\_\_
  - c. Business phone: \_\_\_\_\_
  - d. Email address: \_\_\_\_\_
12. Type / Class of Liquor License sought: \_\_\_\_\_
13. If applicant has ever engaged in the business or sale of alcoholic liquor at retail, please list address of all locations: \_\_\_\_\_
14. If Corporation had a previous license by any state or subdivision thereof, or by the federal government revoked, please list reason: \_\_\_\_\_
15. If a lease or rental agreement exists on the property at which the business is to be conducted and for which this license is sought, a copy of the lease or rental agreement **must** be included in application.
  - a. Lease / rental agreement effective date: \_\_\_\_\_ Termination Date: \_\_\_\_\_

16. Is the location of applicants business for which license is 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.  
Yes: \_\_\_\_\_ No: \_\_\_\_\_
17. List, and include as an Exhibit, Dram Shop Insurance Coverage including name and address of Insurance Company for both the licensee and owner of building in which alcoholic liquor will be sold for the duration of the license. \_\_\_\_\_
18. Has the Corporation or the registered agent ever been convicted of any violations of any law pertaining to alcoholic liquor in relation to a dram shop establishment? If yes, explain.  
Yes: \_\_\_\_\_ No: \_\_\_\_\_
19. Has the Corporation or the registered agent ever been convicted of a felony? If yes, explain.  
Yes: \_\_\_\_\_ No: \_\_\_\_\_
20. Will you and all of the business employees refuse to serve or sell alcoholic liquor to an intoxicated person or a minor? Yes: \_\_\_\_\_ No: \_\_\_\_\_
21. Has the corporation or the registered agent ever been convicted of a gambling offense? If yes, explain. \_\_\_\_\_
22. Will you allow gambling devices or gambling on the premises except proper registered gaming terminals or devices pursuant to the Illinois Video Gaming Act? Yes \_\_\_\_\_ No \_\_\_\_\_
23. Do you plan to conduct any **outside / on-premise** events throughout the year?  
No \_\_\_\_\_ Yes, see attached sheets \_\_\_\_\_
24. **If any Outside –Off Premise events are planned, a Class “I” Caterer’s license must be obtained. Please contact the Village Clerk’s Office for the application.**
25.  **Holders of Class “D” Liquor Licenses Only** – if you plan to conduct liquor sampling/tasting events in the upcoming fiscal year, a schedule of all such sampling events must be attached to this application. (Ordinance (O)2005-09.71).

**Class/Description/Fees**

<b>Class</b>	<b>Description</b>	<b>License Fee</b>
CLASS A	Retail sale on premises. Consumption on premises. Other retail sale in original package.	\$1,500 / year
CLASS B	Retail sale in restaurants/banquet rooms. Only at tables in conjunction with meals.	\$1,500 / year
CLASS C	Retail sale for consumption on premises to an organized club. Retail sale and take-out of alcoholic liquor in the original package.	\$1,500 / year
CLASS D	Retail sale in sealed packages. Not for consumption on premises sold. Sampling/tasting events on licensed premises subject to specific regulations.	\$1,500 / year
CLASS E	Temporary/not to exceed three days. Only for not-for-profit organizations.	\$75 / event
CLASS F	Retail sale on premises. For country clubs only.	\$1,500 / year
CLASS I	Issued only to a business that is a caterer-retailer who presently holds a Class “A”, “B”, “C” or “F” liquor license issued by the Village and which authorizes the sale and delivery of alcoholic beverages by the drink for consumption either on site at the licensed premises, or off site.	\$250 / year and \$50 / event
CLASS J	The operation of a brew pub and/or taproom, in connection with a microbrewery. BYOB (wine only) allowed.	\$1,500 / year
CLASS K	Retail sale of wine produced by the licensee on the licensed premises in sealed packages for off-premises consumption.	\$1,500 / year
CLASS L	The operation of a brew pub, and in compliance with all applicable state and federal regulations and licenses authorizing the manufacture, storage, distribution, and sale of beer.	\$1,500 / year

***For more detailed class/description information, please reference the Village of Huntley Code of Ordinances / Chapter 110: Alcoholic Beverages & Video Gaming***

## Applicant Profile Information

- 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.

***Articles of Incorporation Documentation must also be submitted***

Corporation Name:
Applicants Name:
Position in Corporation:
Home Address:
Home Phone Number:
Email Address:
Place of Work:
Work Address:
Work Phone Number:
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:
<b><i>Applicants Signature:</i></b>

## Registered Agent Profile Information

- Personal contact information and private identifiers will be kept confidential.
- Every question must be answered. Please write clearly.

Registered Agents Name:
Home Address:
Home Phone Number:
Email:
Place of Work:
Work Address:
Work Phone Number:
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
<b><i>Agent's Signature:</i></b>

**ON PREMISE - OUTSIDE EVENT**

*Please use a separate sheet for each event.*

- a) Event Date(s) \_\_\_\_\_
- b) Event Time(s) \_\_\_\_\_
- c) Event Title / Theme \_\_\_\_\_
- d) Event Location \_\_\_\_\_
  - Include a detailed map layout of the event area showing tent layout, fencing, etc.
- e) Event details including the following:
  - Type of liquor provided \_\_\_\_\_
  - Type of food provided \_\_\_\_\_
  - Type of entertainment provided \_\_\_\_\_
- f) Owner(s) of ancillary property / parking lot
  - Must include written authorization for ancillary parking lot use from property owner.

*Examples include – outside horseshoes, festival-type events, etc.*

**AFFIDAVIT**

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

I (or we) swear that I (or we) 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 his/her signature below that he/she has been provided a copy of Chapter 110 of the Village of Huntley Municipal Code.

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

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

Notary:

Subscribed and sworn to before me this

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

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

(seal)



## CHECKLIST OF REQUIRED DOCUMENTS

**All required documents must be submitted  
with the license application.**

√ Included	Document
	Completed Application with Notarized Affidavit Including: <ul style="list-style-type: none"> <li>a. Application Profile Information</li> <li>b. Registered Agent Information</li> <li>c. Outside Event Request with Plans</li> </ul>
	Insurance Information Including: <ul style="list-style-type: none"> <li>a. Certificate of Insurance (example included)</li> <li>b. Surety Bond</li> <li>c. Proof of Best Policy Rating</li> </ul>
	State Liquor License <i>to be provided upon approval</i>
	Copy of Current Lease / Deed
	Articles of Incorporation/Disclosure Form <ul style="list-style-type: none"> <li>a. Economic Interest Disclosure Form</li> <li>b. State of Illinois Current Articles of Incorporation</li> </ul>
	Payment
	B.A.S.S.E.T. Training Cards and/or Employee Roster confirming employees are B.A.S.S.E.T. trained
	Sampling / Tasting Events Calendar
	Sound Application Permit <ul style="list-style-type: none"> <li>a. Required for outside event requests</li> <li>b. Obtain permit application from Police Department</li> </ul>
	Sign Permit Application <ul style="list-style-type: none"> <li>a. Necessary for temporary and exterior signage</li> <li>b. Obtain permit application from Development Services Department</li> </ul>
	Statement of Economic Interest Form

I have completed, attached and are submitting all documentation as required.

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

\_\_\_\_\_  
Date

## **INSURANCE DOCUMENTS:**

### **Certificate of Insurance (See example to follow)**

- The applicant hereby files Certificate of Insurance by a company authorized to do business in the State of Illinois, certifying that the applicant has in force and effect insurance required by the Village of Huntley, and agrees to maintain said insurance for the duration of this licensing period.
- Liquor Liability Insurance of not less than \$1,000,000.00 per occurrence and \$2,000,000.00 annual aggregates.
- General Liability Insurance of not less than \$1,000,000.00 per occurrence and \$2,000,000.00 annual aggregates.
- Certificate shall contain a provision that states that the insurance coverage is in conformity to the requirements of the Dram Shop Act or Illinois and that said insurance is not able to be canceled unless at least thirty (30) days prior written notice is given to the Village of Huntley.
- The certificate must be valid for current license year. New certificates must be submitted when renewed throughout the year.
- The Insurance Certificate **must** name the Village of Huntley as an additional insured.
- Must be the original document (copies will not be accepted).

### **Proof of Best Policy Holding Rating**

- Proof that the applicant's insurance company has a Best policyholder rating of at least a B+. (This can be obtained from your insurance agent.)

### **Surety Bond**

- Financial surety bond must be in the amount of \$1,000.00
- The bond must be valid for current license year. Updated certificates must be submitted when renewed throughout the license year.
- Must be the original document (copies will not be accepted)



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
08/16/2018

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b> INSURANCE COMPANY	<b>CONTACT NAME:</b> PHONE (A/C, NO, EXT): FAX (A/C, NO): E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE:      NAIC #
<b>INSURED</b> LIQUOR LICENSE HOLDER	INSURER A: INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES      CERTIFICATE NUMBER:      REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAME ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDTL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	X			06/01/2018	06/01/2019	EACH OCCURRENCE      \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea Occurrence)      \$ 1,000,000						
	MED EXP (Any one person)      \$ 10,000						
	PERSONAL & ADV INJURY      \$ 1,000,000						
							GENERAL AGGREGATE      \$ 2,000,000
							PRODUCTS - COMPY/OP AGG      \$ 2,000,000
							\$
							COMBINED SINGLE LIMIT (Ea accident)      \$
							BODILY INJURY (Per person)      \$
							BODILY INJURY (Per accident)      \$
							PROPERTY DAMAGE (Per accident)      \$
							\$
							EACH OCCURRENCE      \$
							AGGREGATE      \$
							\$
							PER STATUTE      OTHER      \$
							E.L. EACH ACCIDENT      \$
							E.L. DISEASE - EA EMPLOYEE      \$
							E.L. DISEASE - POLICY LIMIT      \$
A	LIQUOR LIABILITY				06/01/2018	06/01/2019	COMBINED SINGLE LIMIT      \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 INSURANCE CO is an "A" Best rated company.  
 This policy includes Liquor Liability coverage for \$1,000,000; this insurance covers the Dram Shop.  
 The Village of Huntley is listed as an additional insured.

<b>CERTIFICATE HOLDER</b> VILLAGE OF HUNTLEY 10987 MAIN ST HUNTLEY, IL 60142	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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## State of Illinois Liquor License

- Must provide a copy of current State of Illinois Liquor License.
- When the State of Illinois Liquor License is renewed during the liquor license year, the new license must be provided to the Village.

## Current Lease or Deed

- Lease / Deed on file must be signed and current.

## Articles of Incorporation and Ownership

- Village of Huntley Economic Interest Disclosure Form.
- State of Illinois current Articles of Incorporation.

Must include the following:

- Date of incorporation
- Objects for which it was organized
- Names, addresses, and percentage of ownership of all officers, managers, directors and all shareholders, members or owners who own, in the aggregate more than 5% of the stock or shares of the applicant corporation.

## Payment

- **Payment may be made by bank check, business check or online payment.** Online payments may be made on the Village's website [www.huntley.il.us](http://www.huntley.il.us). Online service fee charges apply.
- Indicate payment option:

\_\_\_\_\_ Full year license (\$1,500.00) License expires December 31<sup>st</sup>

OR

\_\_\_\_\_ Half year license. (\$750.00) Second installment due July 1<sup>st</sup>

## B.A.S.S.E.T. Program Training Requirement

- Village of Huntley Liquor Code of Ordinances Section 110.32 Additional Licensing Requirement (B.A.S.S.E.T.) states:

(A) *No liquor license shall be issued to any establishment and no existing liquor license shall be renewed without the applicant or license holder providing certification that the applicant or license holder and all individuals employed by the applicant or license holder to sell, serve or otherwise dispense any alcoholic liquor have successfully completed the B.A.S.S.E.T. program or some other comparable program approved by the liquor commission of the Village. **The failure of a license holder to certify all individuals employed by it to sell, serve or dispense alcoholic liquor shall be considered a violation hereof and shall subject the license holder to any penalty set forth in Chapter 110 including, but not limited to, the suspension of said license.***

(B) *All individuals required to complete the B.A.S.S.E.T. program shall have 90 days from the date of employment within which to complete the program and to provide the required certification of completion.*

**Employees must be B.A.S.S.E.T. certified within 90 days of being hired.** The Huntley Police Department offers B.A.S.S.E.T. training four times a year. B.A.S.S.E.T. training is from 8:00 am until 12:00 pm at the Huntley Police Department. Advanced registration and fee are required. To register for the training, contact the Huntley Police Department at (847) 515-5311.

## Sampling / Tasting Calendar

Village of Huntley Liquor Code states: The holder of a Class “D” liquor license shall be permitted to conduct sampling/tasting events on the licensed premises subject to the following regulations:

At the time of application and/or renewal of any Class “D” liquor license, any licensee who intends to conduct sampling/tasting events shall submit a list to the Liquor Commission identifying the date of any proposed sampling and the hours for any proposed sampling/tasting. The Liquor Commission shall have the absolute discretion to approve or deny any date set forth on the list submitted as part of the application. No amendments shall be approved during the course of the licensed year, and the failure to include a particular date on the list submitted as part of the application shall preclude sampling or tasting on any date not included on the list.

**VILLAGE OF HUNTLEY CONTACT INFORMATION**

**Development Services Department**

Phone: 847-515-5252 / Fax: 847-515-5241  
Building & Code Enforcement Division  
Planning & Zoning Division  
**Signage / Temporary Use Permits**  
Business Registration

**Water Billing (Establish new account)**

Phone: 847-515-5200

**Finance Department**

Phone: 847-515-5200  
Fax: 847-515-5272  
Water Bill Inquiries

**Police Department**

Emergency 9-1-1  
Non-Emergency 847-515-5311  
Fax: 847-515-5370  
**Sound Amplification Permits**  
Fingerprinting Information  
BASSET Program

**Public Works & Engineering Department**

Phone: 847-515-5222  
Fax: 847-669-5034  
Sewer & Water Division  
Street Division

**Village Clerk's Office**

Phone: 847-515-5261  
Fax: 847-515-5206

**Village Manager's Office**

Phone: 847-515-5240  
Fax: 847-515-5206