



Village of Lake Zurich Liquor License Application Requirements & Process Outline

At the Heart of Community

Applying for and being granted a new Lake Zurich Liquor license is comprised of a three-step process:

1) Staff interview/discussion about your business needs and community expectations.

- a) Depending on the applicable zoning and business needs a special use permit may be required.

2) Completion and review of the license application, including:

- a) Investigation fee of \$250.00 payable to Village of Lake Zurich to start process (non-refundable)
- b) Completed and notarized **Liquor License Application/Renewal**
 - i) Completed and notarized **Liquor License Statement of Compliance** for each individual or director (President and/ or Manager)
 - ii) Must be a Lake Zurich resident, if not, Incorporated
 - iii) If business name is different than Corporation, state dba/ "Doing business as..."
- c) Completed **Release for Background Check** form for each individual, including three personal references (name and phone number) and three credit references (business and phone number)
- d) Must be fingerprinted - Contact Vince McCormack at 847-719-1690 x 6161 for appointment (\$49.00 fee required)
- e) Employee handbook outlining alcohol management, training, etc. with Certificate of Compliance signed by Manager
- f) Copy of Incorporation Papers with list of Directors
- g) Certificate of Insurance
 - i) \$100,000/person
 - ii) \$300,000/occurrence
 - iii) \$150,000/property
 - iv) \$150,000/aggregate damage
 - v) Dramshop liability max amount recoverable (**\$2,000,000 Certificate of Insurance required for Classes F, G & G1**).
- h) Copy of Lease
- i) Business License (Building Department inspections, occupancy permit, etc.)
- j) Liquor License Fee for requested Class (No proration of fee) payable to Village of Lake Zurich
- k) B.A.S.S.E.T. Certification for Manager is required (Beverage Alcohol Sellers/ Servers Education Training can be taken on-line or at College of Lake County)

3) Approval of the license by the Village Board

- a) Meetings are held on the 1st and 3rd Monday of the month. Review of the application must be completed 8 days prior to the next board meeting in order to meet agenda requirements.

For questions, please contact:

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(847) 540-1690
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Classification of Liquor Licenses

General Provisions

1. The classes of liquor licenses in the village are those classes set forth in this section. There are no other classes of liquor licenses in the village.
2. No liquor license of any class may be issued by the village unless a license is authorized by section 3-3B-10 of the Village Code and has not already been issued.
3. No liquor license may be issued by the village until after the applicable fee for the license has been paid in full.
4. Licensed locations that serve alcoholic beverages for on premises consumption, other than event licensees, shall provide service with employees no less than 21 years of age that have completed the beverage alcohol sellers and servers' education and training (BASSET) program or training for intervention for procedures (TIPS) program or their recognized equivalent. That training must take place before the person engages in the activity for which training is required. In addition to every other penalty provided by this code, any failure to comply with this subsection will be cause for the denial, suspension, or revocation of a liquor license.
5. Alcoholic beverages shall only be sold by individuals no less than 21 years of age. The serving of alcoholic beverages of establishment employees at least 18 years of age is permitted.
6. The sale and service of alcoholic beverages, unless otherwise stated within a license class is limited to the hours between 6 AM and 2 AM (the following day).

License Classes	Fee / Early Renewal Discount ¹
Class A: Restaurant full service license. This license authorizes the retail sale of alcoholic beverage by restaurants for on-premises and off-premises consumption when such sales are incidental to and complementary to the sale and service of food.	\$2,350 / (\$250)
Class A-1: Restaurant outdoor cafe full service license. This license authorizes the retail sale of alcoholic beverage for consumption at an outdoor cafe accessory to a restaurant that holds a class A license. This license requires the specific prior approval of the Lake Zurich liquor control commissioner, who may establish standards for the service of alcoholic beverage at the outdoor cafe as a condition for issuance of this license.	\$250
Class B: Retail sales and delivery license. This license authorizes the retail sale and delivery of alcoholic beverage, in original package form, for consumption off the premises where sold. This license is not available for gas stations or convenience stores.	\$1,750 / (\$250)
Class B-1: Annual tasting license. This license authorizes an unlimited number of tasting events for a Class B establishment subject to the following conditions: <ol style="list-style-type: none"> 1. Service is incidental and complimentary and related to the business purposes of the establishment. 2. The sale or service of alcoholic beverage must be supervised by a full time employee of the licensee and may occur only within the licensed area. 3. Alcoholic beverage may be sold or served only to patrons within the licensed area. 4. All alcoholic beverage must be served in a container that must be disposed of before the patron leaves the premises or area designated in the license where alcoholic beverages are authorized to be sold or served. 	\$1,500
Class B-2: Single event tasting license. This license authorizes a one-time tasting event during the license term for a class B establishment subject to the same conditions as the Class B-1 license.	\$50
Class C: Retail sales at gas stations and convenience stores license. This license authorizes the sale, in original package form, for consumption off the premises where sold subject to the following conditions:	\$1,750 / (\$250)

License Classes	Fee / Early Renewal Discount ⁱ
<ol style="list-style-type: none"> 1. Not more than twenty percent (20%) of the total floor area of the licensed premises may be devoted to the storage and display of alcoholic beverages. 2. At least one store employee of twenty-one (21) years of age or older must be present on the licensed premises when alcohol is being sold. 	
<p>Class E: Club license. This license authorizes the retail sale of alcoholic beverage by clubs organized under the laws of Illinois that are not for pecuniary profit and that are for charitable, service, or fraternal purposes, for consumption on the premises where sold only: 1) to members or 2) to members and invited public at an event that is related to the charitable, service, or fraternal mission of the club.</p>	\$150
<p>Class F: Single private event license. This license authorizes the retail sale or distribution of alcoholic beverage on public or private grounds at events rented for one group with no general public admission, for consumption only on the premises specified in the license. This license is valid for 24 hours.</p>	\$50
<p>Class G: Single public event license. This license authorizes the retail sale or distribution of alcoholic beverages on public or private grounds at events for consumption only on the premises specified in the license. This license is subject to the following conditions:</p> <ol style="list-style-type: none"> 1. The license if is valid for a 24-hour period. 2. For events using public land, a copy of a certificate of liquor liability insurance, naming the village as additional insured in the amount of two million dollars (\$2,000,000.00) for the period during which liquor will be served. 	\$100
<p>Class G-1: Multi-Day public event license. This license authorizes the retail sale or distribution of alcoholic beverages on public or private grounds at events for consumption only on the premises specified in the license. This license subject to the following conditions:</p> <ol style="list-style-type: none"> 1. The license is valid for a 24-hour period and is limited to 15 events annually. 2. For events using public land, a copy of a certificate of liquor liability insurance, naming the village as additional insured in the amount of two million dollars (\$2,000,000.00) for the period during which liquor will be served. 	\$250
<p>Class H: License to permit complimentary dispensing of beer, wine, sparkling alcoholic beverage at a retail establishment without another liquor license, where the service is incidental and complementary to the operations of the business. This license is subject to the following limitations:</p> <ol style="list-style-type: none"> 1. The dispensation of alcoholic beverage must be supervised by a full time employee of the licensee and may occur only within the licensed area. 2. No signage is allowed indicating the dispensation of alcohol is available. 	\$250
<p>Class K: Gift boutiques license. This license authorizes the retail sale and delivery of alcoholic beverages as a component of a gift basket, in original package form, for consumption off the premises where sold.</p>	\$250

License Classes

Fee / Early
Renewal Discountⁱ

Class M: BYOB - corkage license (beer and wine only). A class M liquor license shall authorize restaurants to permit consumption of beer or wine brought onto the premises of a restaurant by an adult patron for personal consumption, including consumption by their adult dining guest(s), while the patron and dining guest(s) are being served a complete meal in the restaurant, subject to all of the following conditions:

1. Consumption of beer and wine is permitted by patrons who order and are served a meal by the licensee, but is restricted to the licensed premises, and only those portions of the premises designated (i.e., if outdoor dining or banquet area(s) are not included, it cannot be used for BYOB under license). "Wine" shall mean any alcoholic beverage obtained by the fermentation of the natural contents of fruits or vegetables, containing sugar, including such beverages when fortified by the addition of alcohol or spirits, as defined in 235 Illinois Compiled Statutes 5/1-3.01 and 5/1-3.02.
2. Where the licensee and/or its agents uncork, pour, place on ice or store alcoholic beverages, the licensee shall take and successfully complete a beverage alcohol sellers and servers education and training (BASSET) or training for intervention for procedures (TIPS) program or their recognized equivalent.
3. Patrons are prohibited from taking any opened alcoholic beverage outside of the premises, except for a recorked wine bottle that has been sealed in a carryout bag in accordance with state law¹.
4. Beer and wine may be consumed on the licensed premises, between 6 AM and 2 AM (the following day).
5. The restaurant may charge a corkage fee to the patron.

\$1,000

Class N: Craft distillery-alcoholic liquor license. "Distiller" means a person who distills, ferments, brews, makes, mixes, concocts, processes, blends, bottles or fills an original package with any alcoholic liquor. A class N license shall authorize the on site production and storage of alcohol in quantities not to exceed 100,000 gallons per year, the sale of such alcohol to persons of at least twenty-one (21) years of age for consumption off premises, and on site sampling of such alcohol. Sales of alcohol manufactured outside the facility, other than as provided below, is prohibited.

This license subject to the following conditions:

1. Offer samples of the alcohol permitted to be produced and sold pursuant to this classification. Licensees shall not provide more than four (4) free samples, each of which shall not exceed one-fourth (0.25) fluid ounce, to any person in a day.
2. Sale of on premises produced alcohol for off premises consumption.
3. Sale of alcoholic beverages from spirits (products) manufactured on premises for consumption on premises when packaged or prepared foods are available.
4. Ancillary sale of beer and wine in conjunction with products manufactured on premises for consumption on premises when packaged or prepared foods are available.
5. Must have a valid craft distiller license from the state of Illinois.

\$1,000 / (\$250)

License Classes

Fee / Early
Renewal Discountⁱ

Class O: Off site catering license. An "off site catering" license shall be required for any person or business who serves alcoholic beverage for consumption at an event and at a location within the village along with a planned food service. Catered events are those serving prepared meals and alcoholic beverage at a prearranged rate or fixed price to an invitation only group of persons. Such service of alcohol can include pre-meal, meal and post-meal service. "Off site" catering means the preparation of food at one location for service at another. The following conditions shall apply to this license:

1. Class O licenses authorize the sale of alcoholic beverages for consumption on the premises where served and approved in the license, solely to guests invited to the private, catered function. \$200
2. Under this license, alcoholic beverages are allowed only along with a planned food service.
3. The service of alcoholic beverages shall be by employees of the licensed catering business.
4. Class O licensees shall serve alcohol only to invited guests at catered functions.

Class P: Craft brewery license. "Craft brewer" means a licensed brewer or licensed nonresident dealer who manufactures up to nine hundred thirty thousand (930,000) gallons of beer per year and who may make sales and deliveries to importing distributors and distributors and to retail licensees in accordance with the conditions set forth in paragraph (18) of subsection (a) of section 3-12 of the Illinois liquor control act. A craft brewery class M liquor license shall authorize a licensee to produce at the licensed premises and store craft beer in quantities not to exceed thirty thousand (30,000) barrels of beer annually (or 930,000 gallons), the sale of such craft beer for consumption on and off premises, on site sampling and consumption of such craft beer by persons of at least twenty-one (21) years of age. Sale of craft beer manufactured outside the licensed premises is prohibited. The following conditions shall apply to this license:

1. Class P license holders may, during authorized hours of business, offer samples of the beer permitted to be produced and sold pursuant to this classification. Licensees shall not provide more than four (4) free samples, each of which shall not exceed three (3) fluid ounces, to any person in a day.
2. May offer retail sales of products manufactured on premises for consumption on premises when packaged or prepared foods are available.
3. Every class P licensee must have a valid craft brewer's license from the state of Illinois.

\$1,600 / (\$250)

Class V: Establishments licensed for video gaming license. For a licensed truck stop establishment, a licensed fraternal establishment and establishments holding a current liquor license when such establishment, business or applicant also holds an active license authorizing video gaming/video gaming terminals at or within the establishment. The following conditions shall apply to this license:

1. Establishments shall be equipped with a commercial-grade, multi-tap draft beer system for the sale of beer on tap. Existing 2016 and prior Class V license holders are exempt from this requirement. \$2,500
2. This license shall be required in conjunction with and in addition to annual liquor license already required to be held by the establishment for the service, sale, production or consumption of alcohol hereunder.

License Classes

Fee / Early
Renewal Discountⁱ

Class Y: A Brew Pub license shall authorize the sale of alcoholic beverages for consumption on premises and retail sales for off-premises consumption. A Class Y license shall be issued subject to the applicant's compliance with the following conditions:

1. Beer service is via a draft beer system.
2. The manufacture of no more than 155,000 gallons (5,000 barrels) per year only at a designated licensed premises to make sales to distributors, and to non-licensees for use and consumption only, who stores beer at a designated premises and who is allowed to sell at retail from the licensed premise provided that a brew pub licensee shall not sell for off-premises consumption more than 155,000 gallons (5,000 barrels) per year (ILCS 5/1-3.33).
3. The retail sale of beer intended for off-premises consumption shall only occur if the container is sealed for transport. Containers intended for off premises consumption shall not be opened or consumed on-premises.
4. Retail sales for off-premises consumption are limited to 55,000 gallons per year.
5. The Brew Pub shall make available packaged or prepared foods.
6. Complementary tastings shall not exceed four (4) servings of three (3) ounces each to any person in a day.

\$1,500 / (\$250)

Notwithstanding any other provision of law, new applications received between January and June will be charged the 100% of the annual license fee. New applications received between July and December will be charged 50% of the annual license fee. License renewals will be charged the 100% of the annual fee. Nor shall any such fee, except as provided in subsection 3-3B-11A of the Village Code, be reduced in proportion to the number of calendar months which have expired in the license year prior to the issuance of the license.

A nonrefundable administrative processing fee of two hundred fifty dollars (\$250.00) is due on application submission, plus, at the time of license issuance, a fee sufficient to cover all additional village costs in processing the application. No such fee is required for a class F, G, G-1, or H license. (Ord. 2007-09-525, 9-17-2007)

ⁱ Early Renewal Discount: A discount is available for the annual renewal fee provided the fee is paid on or before December 15th in the year which the application seeks to renew a license for the next year, with the exception of 2017 annual renewal fee paid on or before December 31, 2016.



At the Heart of Community

Business: _____

Village of Lake Zurich Liquor License Application Release for Background Check

NAME: _____
(Last) (First) (Middle Initial)

Alias/Nickname:	_____
Current Address:	_____
Previous Address #1:	_____
Previous Address #2:	_____
Previous Address #3:	_____
Telephone Number:	_____
Cell Phone:	_____
Date of Birth:	_____
Soc. Security No.:	_____
Place of Birth:	_____
Physical Description:	Sex: male female Race: _____ Height: _____ Weight: _____
	Scars, Marks, Tattoos: _____

Personal References:
1. _____
2. _____
3. _____
Credit References:
1. _____
2. _____
3. _____

The information provided upon this application is true and correct, to the best of my knowledge. I understand that this information will be used to conduct a background investigation for the purposes of the issuance of a license to sell alcoholic liquor, within the corporate limits of the Village of Lake Zurich, Illinois.

I hereby authorize the Village of Lake Zurich and its agents, employees, or representatives to obtain and use all information relating to my previous and current employment, education, military record, criminal conviction history, personal characteristics, credit history, and all other information which may bear favorably or unfavorably upon my application made to the Village of Lake Zurich for a license to sell alcoholic liquor. I further release from liability any person or persons providing or receiving any such information in connection with this investigation.

Signature: _____ **Date:** _____



At the Heart of Community

Village of Lake Zurich Liquor License Application Statement of Compliance

APPLICANT: _____
(Last Name) (First Name) (Middle Initial)

Applicant must fully answer the following questions in compliance with Lake Zurich Municipal Code Section 3B-1-C.

1. Does the applicant have a current license issued by the Illinois Liquor Commission?
YES NO State License Number _____
2. Has the applicant ever been convicted of a felony under any federal or state law?
NO YES Description of offense _____
3. Has the applicant ever been convicted of a violation of any federal or state law or local ordinance concerning the manufacture, possession, sale, or dispensing of alcoholic liquor, or ever forfeited his or her bond to appear in court to answer charges for any such violation?
NO YES Date/Jurisdiction _____
4. Has the applicant ever been convicted of a gambling offense as proscribed by any state or federal law or regulation?
NO YES
5. Has the applicant had revoked a similar license issued under state or federal law or under the ordinances of any municipality within 10 years immediately prior to the date of the present application?
NO YES Date/Jurisdiction _____
6. Has the applicant had suspended more than once a similar license issued under state or federal law or under the ordinances of any municipality within 1 year immediately prior to the date of the present application?
NO YES
7. Is the applicant a Village employee or a law enforcement official of any government agency?
NO YES
8. Has the applicant been issued a federal gaming device stamp or a federal wagering stamp for the current tax period? (not required for corporate stockholders of 20% or less of voting stock.)
NO YES
9. Has the applicant been issued a federal gaming device stamp for the current taxable year with respect to the premises for which the license is sought?
NO YES
10. Does the premises for which the license is sought comprise a store or other place of business where the majority of customers are under the age of 21 years, or where the principal business transacted consists of the sale of school books, school supplies, food, lunches, or drinks for such customers?
NO YES
11. Will the retail sale of alcohol on the premises for which the license is sought violate any provision of the Lake Zurich Zoning Code, or will such premises be within 100 feet of the property of any school, hospital, senior citizen housing, day care center, orphanage, transitional service facility, nursing or personal care facility, home for veterans and their spouses or children, or any military or naval station, or within 100 feet of the nearest part of any church building used for worship or educational purposes?
NO YES
12. Is the applicant a permanent resident of Lake Zurich? (not required for corporate applicants).
YES NO
13. Does the applicant beneficially own the premises for which the license is sought or have a lease thereon for the full period for which the license is to be issued?
YES NO
14. Is the applicant the beneficial owner of the business to be licensed? (applicant only)
YES NO
15. Will the applicant be personally, actively involved in the operation of the business to be licensed? (Not required for corporate applicants)
YES NO
16. Will the business to be licensed be managed by a manager or agent and if so, a statement from each manager or agent to the same extent as required from every individual applicant.
YES NO
17. State the amount of anticipated alcoholic liquor sales as a percentage of the gross annual sales of the business.
% of Gross _____

18. A statement that the applicant is not disqualified from receiving a license by reason of any matter or item contained in the laws of the state of Illinois, this chapter or any other code or ordinances of the village.
19. A statement that the applicant will not violate any federal or state of Illinois laws, or this chapter, or any other code or ordinances of the village in the conduct of the applicant's business.
20. If the applicant is a foreign corporation, whether it is qualified under the Illinois business corporations act, 805 Illinois Compiled Statutes 5/101 et seq., to transact business in Illinois.
21. A statement that, if the business to be operated pursuant to the license is operating under an assumed name, then the applicant has complied with the Illinois assumed business name act and other applicable laws. (Ord. 94-07-680, 7-18-1994)
22. A statement acknowledging that the applicant shall hire and retain on premises at all times during operation of a licensed premises, and during the entire term of any license, at least one employee who is currently certified in the beverage alcohol sellers and servers education and training ("BASSET") program. For purposes of this subsection, "currently certified" shall mean that the employee possesses a BASSET certification that is not more than five (5) years old. Failure to retain such a BASSET certified employee during all such times shall constitute a violation of this chapter. (Ord. 2004-11-318, 11-1-2004)

Affirmation and Certification

I, the applicant, hereby affirm that there have been no undisclosed changes in partnership, officers, directors, or persons holding directly or beneficially more than five percent of the stock of a corporation or ownership interest in the establishment licensed under this code.

I, the applicant, am not disqualified from receiving a license by reason of any matter or item contained in the laws of the State of Illinois or any code or ordinance of the Village of Lake Zurich.

I, the applicant, will not violate any federal or State of Illinois laws or any code or ordinance of the Village of Lake Zurich in the conduct of my business.

If the applicant is a foreign corporation, it is qualified under the Illinois Business Corporations Act, 805 ILCS 5/101 et seq., to transact business in Illinois.

If the business to be operated pursuant to the license is operating under an assumed name, it will comply with the Illinois Assumed Name Act and other applicable laws.

I, the applicant, will submit to being fingerprinted by the Lake Zurich Police Department, and I understand that fingerprints will be submitted to various investigative agencies for the purpose of a background check.

I, the applicant, understand that the Lake Zurich Police Department will conduct a thorough background investigation related to the issuance of a liquor license.

Under penalties as provided by law for false certification pursuant to Section 1-109 of the Illinois Code of Civil Procedure and perjury pursuant to Section 32-2 of the Illinois Criminal Code of 1961, and the revocation of the license applied for herein, the undersigned certifies that the statements and representations set forth in this application are true and correct.

Dated this _____ day of _____, 20____.

Applicant's signature

(Print applicant's name)

Subscribed and sworn to before me

This _____ day of _____, 20____.

Notary Public

(seal)