

**VILLAGE OF NORTHBROOK  
COOK COUNTY, ILLINOIS**

**APPLICATION FOR CLASS G-1, M OR Q LIQUOR LICENSE**

The undersigned hereby makes application for the issuance of a Village Liquor License for the sale of alcoholic beverages on a short-term basis in one of the categories listed below as established by Chapter 4 of the Municipal Code of Northbrook, Illinois, as amended.

<b>Check Box as Applicable</b>	<b>License Class and Brief Description (details in Section 4-48 of Northbrook Municipal Code noted in brackets)</b>	<b>Application Fee</b>
	<i>Class G-1: Catering—One Day Party or Event</i> [\$4-48(7)]	\$250.00
	<i>Class M: Pop-Up Temporary Restaurant Operated by current Northbrook Class A or E (Restaurant) Licensee</i> [\$4-48(13)]	\$ 25.00
	<i>Class M: Pop-Up Temporary Restaurant Operated by current licensee in another Illinois municipality equivalent to Northbrook Class A or E (Restaurant) License</i> [\$4-48(13)]	\$ 75.00
	<i>Class Q: Special Event by for-profit entities and organizations</i> [\$4-48(19)]	\$500.00 (or \$275.00 as secondary function for holder of current license)

**PART I. APPLICANT AND PREMISES INFORMATION**

Provide the information requested in the spaces below. ALL APPLICANTS MUST COMPLETE ALL PARTS OF THE APPLICATION. IF A SECTION IS NOT APPLICABLE, PLEASE MARK N/A.

1.	Name of Applicant (person who will hold license and operate the business):	
	Doing Business As Name (D/B/A), if any:	
2.	Applicant Street Address (and P.O. Box, if any), City, County, State, Zip Code	
3.	Contact Person Information for Applicant: Telephone Number: Mobile Number:	Contact Person Email Address:
4.	Address of Premises to be Licensed:	
5.	Contact Information at Premises to be Licensed: Telephone Number: Mobile Number:	Email Address:
6.	Location of Applicant's Principal Place of Business, if different:	
7.	Principal Kind of Business	Date Business Commenced at this Premises:
8.	Is Premises: Owned? <input type="checkbox"/> Leased? <input type="checkbox"/> Under Permit? <input type="checkbox"/>	If Leased, Commencement Date of Lease or Permit?  Attach Copy of Lease or Permit
9.	Name and Address of Landlord/Lessor/Entity Issuing Permit:	

10.	<p><b>Identify ALL AREAS in which alcoholic liquors are proposed to be prepared, served, sold and stored. Attach a drawing or sketch</b> of the Premises which shows ALL AREAS, and <b>specifically mark each area.</b> If this includes any areas outside buildings on the Premises, include a plat or site plan showing, and clearly indicate, the areas in which alcoholic liquors are proposed to be prepared and served, any doors for access to the buildings on the Premises, and any fencing required. <b>Class M applicants shall also</b> indicate location of any public right-of-way</p>												
11.	<p>If outdoor service is requested for Class M, has the Applicant applied for an outdoor seating license? <input type="checkbox"/>Yes <input type="checkbox"/>No</p>												
12.	<p>Provide the number, location, and expiration date of every State Liquor License issued to the applicant under the Illinois Liquor Control Act (attach additional sheets if necessary).</p> <table border="1" data-bbox="162 325 1534 451"> <thead> <tr> <th data-bbox="162 325 487 357">License Number</th> <th data-bbox="487 325 1177 357">Location</th> <th data-bbox="1177 325 1534 357">Expiration Date</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	License Number	Location	Expiration Date									
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13.	<p>Provide the number, location and expiration date of every existing liquor license issued to the applicant by any unit of local government in the State of Illinois (attach additional sheets if necessary; also include description of license class if not a Village of Northbrook license):</p> <table border="1" data-bbox="162 556 1534 682"> <thead> <tr> <th data-bbox="162 556 487 588">License Number</th> <th data-bbox="487 556 1177 588">Location</th> <th data-bbox="1177 556 1534 588">Expiration Date</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	License Number	Location	Expiration Date									
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14.	<p>Menu: Applicants for Class G-1, M, and Q shall attach a copy of the printed menu for food service on the premises</p>												
15.	<p>Insurance: All applicants must <b>attach to this application</b> the following certificates of insurance:</p> <p>A. For all Classes: Demonstrating that a policy of dram shop insurance is in force for the Premises at which the license is to be issued in an amount not less than \$500,000.</p> <p>B. For Class Q: Demonstrating that a police of commercial general liability insurance is in force for the Applicant, the Premises, the Village and such others as may be required by the Village local liquor control commissioner.</p> <p>Such certificates of insurance shall demonstrate that the required insurance will be in effect for the duration of the requested license, and that the Village shall be notified at least ten (10) days prior to the cancellation or modification of such policy.</p>												
16.	<p>BASSET: All applicants must <b>attach to this application</b> current proof of completion of a BASSET program by the manager of the licensed premises and all employees who mix, serve or sell alcoholic beverages to the public.</p>												
17.	<p><b>Applicant's Involved Manager must provide a copy of a Valid Driver's License or State ID (current).</b></p>												
18.	<p><b>Applicant's Involved Manager must document citizenship by attaching one of the following to this application:</b></p> <ul style="list-style-type: none"> <li>• U.S. Passport (current)</li> <li>• U.S. Naturalization Papers (certified)</li> <li>• U.S. Birth Certificate (certified)</li> <li>• Certificate of U.S. Citizenship (certified)</li> <li>• U.S. Citizen ID Card (current)</li> </ul>												
19.	<p>Indicate all types of alcoholic beverages proposed to be served (check all that apply):</p> <p>Beer <input type="checkbox"/> Wine <input type="checkbox"/> Beer &amp; Wine <input type="checkbox"/> Spirits <input type="checkbox"/> All types of alcoholic beverages <input type="checkbox"/></p>												
20.	<p>Event Details and Information: List on the table below the</p> <ul style="list-style-type: none"> <li>• Date(s) and time(s) that the event(s) will be held.</li> <li>• Name/type of event.</li> <li>• Determine the total number of event themes/types for which approval is requested.</li> </ul>												

	Type of Event	Date of Event: <b>Event Starts</b> (Month/Day/Year)	Event Time: <b>Time From</b> (AM/PM)	Event Time: <b>Time To</b> (AM/PM)	Date Event Ends: <b>Event Ends</b> (Month/Day/Year)
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**PART II. INVOLVED MANAGER(S)**  
**(Must Be Completed by each Manager if there are multiple managers)**

Section 4-47(b) of the Northbrook Municipal Code requires that the business for which this license is sought must be conducted by an involved manager. Each Manager must *complete this form* and *provide the information required by Part I, Questions 17 and 18.*

The following information must be supplied by the applicant, if an individual, or by the applicant's designated involved manager:

1.	Full Name (first, middle, last name):	
2.	Street Address (and P.O. Box, if any), City, County, State, Zip Code:	
3.	Telephone Number: Mobile Number:	Email Address:
4.	Previous Street Address (and P.O. Box, if any), City, County, State, Zip Code:	
5.	Date of Birth:	Place of Birth:
6.	Citizen of United States: Yes <input type="checkbox"/> No <input type="checkbox"/>	Naturalized Citizen? Yes <input type="checkbox"/> No <input type="checkbox"/>
7.	Driver's License or State ID Number:	Social Security Number:
8.	Previous Employer Name:	
9.	Previous Employer Street Address (and P.O. Box, if any), City, County, State, Zip Code:	
10.	Have you ever been convicted of any felony under any Federal or State Law? Yes <input type="checkbox"/> No <input type="checkbox"/> If "yes", state offense and date of offense:	
11.	Have you ever been convicted of a violation of a Federal or State Prohibition or Liquor Act? Yes <input type="checkbox"/> No <input type="checkbox"/> If "yes", give details:	

The involved manager hereby acknowledges and agrees that:

- 1) a Village of Northbrook Retail Liquor License is a privilege and may be revoked pursuant to the ordinances of this Village, or the laws of the State of Illinois or the United States of America;
- 2) the involved manager shall, upon the request of the Village Local Liquor Control Commissioner or designee, and in connection with this application and any Retail Liquor Licenses issued pursuant thereto, submit to fingerprinting by the Northbrook Police Department;
- 3) the involved manager has read, and will not violate any of, the ordinances of this Village, or the laws of the State of Illinois or of the United States of America, in the conduct of business on the Premises to be licensed;
- 4) the involved manager is not disqualified to receive the Retail Liquor License requested in this application by reason of any provision of the laws of the State of Illinois or Village codes and ordinances; and
- 5) the statements contained in this Part II are true and correct to the best of the involved manager's knowledge and belief.

\_\_\_\_\_  
Signature of Involved Manager

\_\_\_\_\_  
Print Name of Involved Manager

Subscribed and sworn to before me  
 this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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

**PART III. ACKNOWLEDGEMENT**

***The applicant hereby acknowledges and agrees that:***

- 1) a Village of Northbrook Retail Liquor License is a privilege and may be revoked pursuant to the ordinances of this Village, or the laws of the State of Illinois or the United States of America;
- 2) the applicant, the applicant's agent, officers, the owner, and/or the applicant's involved manager shall, upon the request of the Village Local Liquor Control Commissioner or designee, and in connection with this application and any Retail Liquor Licenses issued pursuant thereto, submit to fingerprinting by the Northbrook Police Department;
- 3) the applicant shall pay the administrative expenses, including without limitation court costs and attorneys' fees, incurred by the Village of Northbrook in connection with any hearing before the Village Local Liquor Control Commissioner concerning this application or any Retail Liquor Licenses pursuant thereto;
- 4) the applicant has read, and will not violate any of, the ordinances of this Village, or the laws of the State of Illinois or of the United States of America, in the conduct of business on the Premises to be licensed;
- 5) the applicant is not disqualified to receive the Retail Liquor License requested in this application by reason of any provision of the laws of the State of Illinois or Village codes and ordinances;
- 6) the statements contained in this application are true and correct to the best of the applicant's knowledge and belief;
- 7) the Village of Northbrook, or its authorized agent, shall have the right to enter the Premises for the purpose of inspecting to ensure compliance with all applicable laws, codes and ordinances;
- 8) the applicant has paid in full, by cashier's check, certified check, money order or cash, any and all taxes owed by the applicant to the Village of Northbrook; and
- 9) the undersigned warrants and represents to the Village of Northbrook that he or she is authorized to execute this application on behalf of the applicant, and is authorized to bind the applicant to the requirements of this Application and applicable law.

<b>INDIVIDUAL OWNER <input type="checkbox"/> or PARTNERSHIP <input type="checkbox"/></b>  _____ Signature of Applicant  _____ Printed Name of Applicant  _____ Signature of Applicant  _____ Printed Name of Applicant	<b>CORPORATION <input type="checkbox"/> or CLUB <input type="checkbox"/></b>  _____ Signature of Applicant's President  _____ Printed Name of President  _____ Signature of Applicant's Secretary  _____ Printed Name of Secretary	<b>LIMITED LIABILITY COMPANY <input type="checkbox"/></b>  _____ Signature of Managing Member  _____ Printed Name of Managing Member  _____ Signature of Additional Member (if required)  _____ Printed Name of Additional Member
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***THIS NOTARIZATION REQUIRED FOR ANY OF THE ABOVE SIGNATURES.***

Subscribed and sworn to before me

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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

**FOR OFFICE USE ONLY:**

Approved \_\_\_\_\_ Date \_\_\_\_\_

**Village Seal:**

Not Approved \_\_\_\_\_ Date \_\_\_\_\_