



Village of Huntley

Business / Individual

Liquor License Application

Village Contact Information

Rita McMahon

Village Clerk

847-515-5261

rmcmahon@huntley.il.us

VILLAGE OF HUNTLEY



VILLAGE PRESIDENT
Charles H. Sass

BOARD OF TRUSTEES
Ronda Goldman
Timothy Hoeft
Niko Kanakaris
Harry Leopold
John Piwko
JR Westberg

VILLAGE MANAGER
David J. Johnson

Village of Huntley Liquor License Application Information

Thank you for your interest in obtaining a liquor license in the Village of Huntley. The following documents include the liquor license application and contact information for all Village Departments.

New applicants, registered agents and owners with more than 5% interest must be fingerprinted with a criminal history background conducted. This may be done at the Village of Huntley Police Department. The completed application with required documents should then be submitted to:

Rita McMahan, Village Clerk
Village of Huntley
10987 Main Street
Huntley, IL 60142

The approval process normally takes 30 – 45 days. The application will first be presented to the Committee of the Whole for a recommendation to the Village of Huntley Liquor Commission for consideration.

Please feel free to contact me at 847-515-5261 or email rmcmahan@huntley.il.us should you have any questions.

Thank you again for your interest in the Village of Huntley.

Sincerely,

Rita McMahan

Rita McMahan
Village Clerk/Executive Assistant

Individual / Business 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. Description of operation for the premises of which the business is to be operated:

7. Hours and Days of operation: _____
8. Name of Applicant completing this form *Please print*:

 - ***Applicant must be liquor license holder***
9. Applicants home address: _____
10. Applicants contact information
 - Home phone: _____
 - Cell phone: _____
 - Business phone: _____
 - Email address: _____
11. Type / Class of Liquor License sought: _____
12. If applicant has ever engaged in the business or sale of alcoholic liquor at retail, please list address of all locations: _____
13. Have you, or your business ever have a previous license by any state or subdivision thereof, or by the federal government revoked, please list reason. _____

14. 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.

▪ Lease / rental agreement effective date: _____ Termination Date: _____

15. 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. _____

16. 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.

17. Have you or the registered agent ever been convicted of any violations that pertain to alcoholic liquor in relation to your liquor establishment? If yes, explain.

18. Have you or the registered agent ever been convicted of a felony? If yes, explain.

19. Have you or the registered agent, ever been convicted of a gambling offense? If yes, explain.

20. 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 ___

21. Do you plan to conduct any outside / on-premise events throughout the year?

No _____ Yes. _____ See attached sheets

22. 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).

AFFIDAVIT

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

The Applicant(s) 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: _____

Registered Agent Signature: _____

Notary: Subscribed and sworn to before me this

_____ day of _____, 20____

Notary Public

(seal)

Class/Description/Fees

Class	Description	License Fee
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
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

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

ON PREMISE - OUTSIDE EVENT

Please use a separate sheet for each event.

- a) Event Date / Time
- b) Event Title / Theme
- c) Event Location
 - Attach a **detailed** map layout of the area and how it will be set up.
- d) Event details including the following:
 - Type of liquor provided
 - Type of food provided
 - Type of entertainment provided
- e) Owner(s) of ancillary property / parking lot
 - Must include written authorization for ancillary parking lot use from property owner.

LIST OF REQUIRED DOCUMENTS

Please find enclosed a coversheet for each exhibit that you will be submitting. Attach each exhibit to the provided coversheet when submitting your application. Each coversheet indicates the special requirements of the exhibit that you are required to attach.

All required documents must be submitted as one packet at the same time.

X	ATTACHMENT	DOCUMENT
		Completed Application w/Affidavit
	Exhibit A	Payment
	Exhibit B	Certificate of Insurance (Sample Certificate included)
	Exhibit C	Proof Best Policy Holder Rating
	Exhibit D	Surety Bond
	Exhibit E	Applicant Profile Information Sheet(s)
	Exhibit F	Registered Agent Profile Information Sheet(s)
	Exhibit G	Copy of State Liquor License
	Exhibit H	Copy of Lease/Deed
	Exhibit I	B.A.S.S.E.T. Training Program Requirement
	Exhibit J	Additional Documents; Sound Permit, etc.,

I have completed, attached and submitted all documentation as required.

Applicant Signature

Date

EXHIBIT A

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. Online service fee charges apply.

- Indicate which payment option that you have attached:

_____ Payment for full year license. (\$1,500.00) License expires December 31st

OR

_____ Payment for half year license. (\$750.00) Second installment due July 1st

EXHIBIT B

Certificate of Insurance

- 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 cancelable 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).

EXHIBIT C

Proof of Best Policy Holder Rating

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

EXHIBIT D

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)

EXHIBIT E

Applicant Profile Forms

If you need additional forms, please feel free to copy the provided form or ask for additional sheets.

- Profile Information form must be signed by applicant.
- Every question must be answered.

Individual / Business Applicant Profile Form

Business Name:
Individuals Name:
Position in Business:
Home Address:
Home Phone Number:
Place of Work:
Work Address:
Work Phone Number:
Date of Birth:
Place of Birth:
Drivers License Number:
Social Security 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
<i>Applicants Signature:</i>

EXHIBIT F

Registered Agent Profile Information Form

- If you need additional forms, please feel free to copy the provided form or ask for additional sheets.
- Profile Information form(s) must be signed by agent.
- Every question must be answered.

Registered Agent Profile Form

Registered Agents Name:
Home Address:
Home Phone Number:
Place of Work:
Work Address:
Work Phone Number:
Date of Birth:
Place of Birth:
Drivers License Number:
Social Security 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
<i>Agent's Signature:</i>

EXHIBIT G

State of Illinois Liquor License

- Must provide a copy of your current State of Illinois Liquor License.
- When your State of Illinois Liquor License is renewed during the Village of Huntley Liquor License term, it is your responsibility to provide the Village Clerks Office with a copy of your new State of Illinois Liquor License.

EXHIBIT H

Copy of Lease / Deed

- Lease / Deed must be signed and current.

EXHIBIT I

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.*

****An employee roster must be submitted along with copies of all employees B.A.S.S.E.T. certification cards. Both items must accompany your liquor license application.****

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.

EXHIBIT J

The following documents included should be processed if you are planning an event which would require a Temporary Use Permit with additional signage or sound amplification permits.



SOUND AMPLIFICATION PERMIT APPLICATION - \$25 FEE

Village of Huntley Police Department 10911 Main Street Huntley, IL 60142 Phone: 847-515-5311 Fax: 847-515-5370

Event Information

Date of Event _____ Time of Event Start _____ End _____

Location of Event _____ Type or Name of Event _____

Responsible Party or Organization _____

Date of Last Event at Same Location _____

Type of Noise at Event

Live Band _____ Stereo _____ Loudspeaker _____ Noise Vehicle _____ DJ _____ Other _____

Name of Band or DJ _____

Description of Sound Equipment or Band _____

Type of Music (General) _____

Attendees:

Private Party _____ Invitation Only _____ Open Party _____ Advertised _____ Other _____

Estimated Number of Attendees _____

Applicant Information

Name _____ E-mail Address _____

Address _____

Home Phone _____ Work Phone _____ Cell Phone _____

Person(s) in Attendance with Authority to Control Noise or Closure

Name _____ Name _____

Address _____ Address _____

Phone _____ Phone _____

Will there be private security present? Yes _____ No _____ If yes, name of Company _____

Alcohol Present / Provided

Is alcohol provided? Yes _____ No _____ Will there be alcohol at event? Yes _____ No _____

Are minors allowed? Yes _____ No _____ Are tickets sold? Yes _____ No _____

Do you have a license from the Village of Huntley Liquor Commission to sell or provide alcohol? Yes _____ No _____

What type / quantity of alcohol will be served? _____

I, _____ (applicant) DECLARE UNDER PENALTIES OF LAW THAT THE INFORMATION PROVIDED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND AND WILL COMPLY WITH THE CONDITIONS OF THIS PERMIT AND THE PROVISIONS OF THE VILLAGE OF HUNTLEY NOISE ORDINANCE. FURTHERMORE, I UNDERSTAND THAT THE PERMIT MAY BE CANCELLED AT THE DISCRETION OF THE HUNTLEY POLICE DEPARTMENT FOR FAILURE TO OBEY THE TERMS OF THE ORDINANCE.

Applicant's Signature _____ Date _____

FOR OFFICE USE ONLY

Received by _____ Date _____ Fee Received _____ Check No. _____

Approved _____ Denied _____ Date _____ Signature _____

If denied, reason(s) for denial _____ Hours Approved _____

Notification to Sergeants Yes _____

Village of Huntley
Development Services Department
(847) 515-5252 Fax (847) 515-5241

SIGN PERMIT APPLICATION
For Exterior Signs, Temporary Signs and Temporary Tents

CUSTOMER DATA

Name of Business: _____ Subdivision: _____
Property Address: _____ Township: _____ Zoning: _____
Daytime Phone # _____ E-Mail _____ Fax # _____

CONTRACTOR DATA - Additional Contractors Attached

Name: _____ Contact: _____
Address of Contractor: _____
Phone # _____ E-Mail _____ Fax # _____
Registration Number: _____

PROPOSED SIGNAGE DATA

CONSTRUCTION VALUE: \$ _____ (Including Installation Costs)
Type of Sign: Ground Wall Roof Post Marquee Canopy Temporary Other _____
Sign Area _____ Sq. Ft: Height _____ Width _____ Length _____
Single Face _____ Double Face _____
No. of Existing Signs on Property: _____ Non-Illuminated _____ Illuminated _____

Property Owner's Signature of Permission Printed Name Date

*ATTACH PLAT OF SURVEY & ELEVATION OF SIGN WITH DIMENSIONS

FEE DATA

Approved By: _____ Date: _____
PERMIT NUMBER: _____ DATE RECEIVED: _____ BY: _____
Permit Fee: _____ Electric Fee: _____ TOTAL PERMIT FEE: _____

VILLAGE OF HUNTLEY CONTACT INFORMATION

Development Services Department

Phone: 847-515-5252

Fax: 847-515-5241

Building & Code Enforcement Division

Economic Development Division

Planning & Zoning Division

Engineering 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 and 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