



APPLICATION

FOR A LICENSE TO SELL ALCOHOLIC LIQUOR AT RETAIL

Date: _____ License Application Fee: \$5,000.00

Applicant:

Full name: _____
(Full name of individual or legal entity in ownership is required)

If An Individual:

Date of birth _____

Address: _____

Driver's License Number: _____ State Issued: _____

If A Partnership:

Please list, on a separate sheet, the name, date of birth, address, and driver's license number of each general partner and any limited partner holding five per cent (5%) or more interest in the partnership.

If A For-Profit Corporation Or A Club:

Identify the objects for which the for-profit corporation or club was organized: _____

Please list, on a separate sheet, the name, date of birth, address, and driver's license number of each officer and/or director of the corporation or other legal entity, and each person owning five per cent (5%) or more of the outstanding shares of stock, stating each person's share of interest in the corporation.

Date And State Of Incorporation Or Formation: _____

Tax Identification Number: _____

Interest In Premises To Be Licensed (Own/Lease): _____

Please Attach Evidence Of Ownership Or A Copy Of Any Lease.

Business To Be Licensed:

Name: _____

Address: _____

Class Of License Requested: _____

Zoning Classification Of Premises To Be Licensed: _____

17W 275 Butterfield Road, Oakbrook Terrace, Illinois 60181

TX: 630-941-8300 FAX: 630-941-7254

Total Square Footage And Seating Capacity: _____
Except For A Hotel, Please Attach A Floor Plan For The Premises To Be Licensed, Drawn To Scale, And With Sufficient Detail To Depict Type Of Seating, Number Of Seats, The Location Type And Number Of Bars, The Location, Size And Design Of Area In Which Any Entertainment Will Be Offered, And Other Design Features.

Nature Of Business(es) To Be Conducted On The Licensed Premises: _____

Any Entertainment Proposed? Describe: _____

General Manager/Liquor Manager:

Name: _____ email: _____

Residence Address: _____

Length Of Time At Such Address: _____ Years

If Less Than One Year, Prior Address: _____

Length Of Time At That Address: _____

Place And Date Of Birth: _____

Driver's License Number: _____ State Issued: _____

Experience In Handling Alcoholic Liquor Or In Conducting A Business Of The Character For Which A License Is Being Applied: _____

Home And Business

Telephone: _____

Number Of Hours To Be On Premises: _____

One Manager (The Liquor Manager) Shall Be On Premises Not Less Than Thirty-Five (35) Hours Per Week.

Applicant's Business Experience:

Experience Of The Applicant In Any Business Of The Type Applied For:

Any Similar Application For Any Other License That Has Been Made For The Premises, And The Disposition Of Such Application, If Any: _____

Prior Or Current Liquor Licenses Of The Applicant, If Any: _____

Has Any Prior Liquor License Been

Revoked? _____

If Yes, Please Explain: _____

Liquor Dram Shop Insurance Carrier: _____

Policy Number: _____

AM Best Rating of Carrier: _____

**Insurance Carrier Must Be A Responsible Insurance Company Authorized
And Licensed To Do Business In The State Of Illinois.**

For Hotels Only:

Identify Any Privileges Associated With The Sale Of Alcoholic Liquor Which Are
Unique To The Operation Of The Hotel, Including But Not Limited To, Permission For
Any Ongoing Live Entertainment, In-Room Mini Bars And Periodic Outdoor
Events: _____

**Note: The Liquor Manager And All Sales Clerks, Security Personnel,
Bartenders, Servers, and Anyone Whose Job Description Involves the Checking
of Identification for the Purchase of Alcoholic Liquor For The Licensed
Premises Must Provide Certificates Of Completion Of The State Of Illinois
Certified Alcohol Awareness Program (BASSET) Prior To Opening.**

As applicant for the license requested herein, I do hereby authorize the Mayor/Liquor Commissioner
or any official designee, of the City of Oakbrook Terrace to conduct a background investigation,
including fingerprinting as required, to determine the qualifications of the applicant, the manager,
and the identified partners, officers, directors and shareholders of the business entity for a liquor
license under Illinois law and city ordinances. I further state that the answers given on this
application are true and correct.

I further state that the applicant, nor any officer, director, partner, or shareholder thereof, has been
convicted of a felony, or is otherwise disqualified to receive a license by reason of any matter or
thing contained in City of Oakbrook Terrace Liquor Control Code, any laws of the state or any other
ordinance of the City. The applicant hereby states that it will not violate any of the laws of the State
or of the United States, or any provision of the city's liquor control ordinance or any other ordinance
of the city in the conduct of the business proposed to be licensed.

Signature: _____

Title: _____

Printed Name: _____

Signed And Sworn To Before Me

This _____ Day Of _____, 20____.

Notary Public

17W 275 Butterfield Road, Oakbrook Terrace, Illinois 60181

TX: 630-941-8300 FAX: 630-941-7254

OAKBROOK TERRACE POLICE DEPARTMENT
 17W275 Butterfield Rd
 Oakbrook Terrace, IL 60181

Liquor License Application Background Investigation Information Sheet

Name of Corporation _____
 DBA Name of Business _____
 Address of Business _____
 Date of Incorporation in Illinois _____

CORPORATION OFFICERS

(If business owner is not involved in corporation, each partner must fill out the information asked for)

President Name: _____ Date of Birth: _____
 Spouses Name: _____ Date of Birth: _____
 Former and/or current Liquor Licenses You Are Involved with: _____

(list all resident addresses for past ten (10) years)

Address:	Number	Street	City	State	Zip
Address:	Number	Street	City	State	Zip
Address:	Number	Street	City	State	Zip
Address:	Number	Street	City	State	Zip
Address:	Number	Street	City	State	Zip
Address:	Number	Street	City	State	Zip

Vice Pres. Name: _____ Date of Birth: _____
 Spouses Name: _____ Date of Birth: _____
 Former and/or current Liquor Licenses You Are Involved with: _____

(list all resident addresses for past ten (10) years)

Address:	Number	Street	City	State	Zip
Address:	Number	Street	City	State	Zip
Address:	Number	Street	City	State	Zip
Address:	Number	Street	City	State	Zip
Address:	Number	Street	City	State	Zip
Address:	Number	Street	City	State	Zip

Secretary

Name: _____ Date of Birth: _____

Spouses Name: _____ Date of Birth: _____

Former and/or current Liquor Licenses You Are involved with:

(list all resident addresses for past ten (10) years)

Address:	Number	Street	City	State	Zip
Address:	Number	Street	City	State	Zip
Address:	Number	Street	City	State	Zip
Address:	Number	Street	City	State	Zip
Address:	Number	Street	City	State	Zip

Treasurer

Name: _____ Date of Birth: _____

Spouses Name: _____ Date of Birth: _____

Former and/or current Liquor Licenses You Are involved with:

(list all resident addresses for past ten (10) years)

Address:	Number	Street	City	State	Zip
Address:	Number	Street	City	State	Zip
Address:	Number	Street	City	State	Zip
Address:	Number	Street	City	State	Zip
Address:	Number	Street	City	State	Zip



APPLICATION

FOR LIVE ENTERTAINMENT AT AN ESTABLISHMENT LICENSED TO SELL ALCOHOLIC LIQUOR AT RETAIL

Date: _____

Licensee:

Full Name: _____
(Full Name Of Individual Or Legal Entity Is Required)

Address: _____

Telephone Number: _____

Experience With Offering Live Entertainment (Be Specific):

Number Of Parking Spaces Available At Location: _____

Nature Of The Surrounding Neighborhood (Uses And Zoning) And Likely Impact Of
Offering Live Entertainment: _____

Actions To Be Taken To Assure That Offering Live Entertainment Will Not Be Detrimental
To The Surrounding Area: _____

Person Responsible For Supervising The Event:

Full Name: _____

Residence Address: _____

Home And Business Telephone: _____

Description/Nature Of The Live Entertainment To Be Offered: _____

Ongoing: Yes: _____ No: _____

If Yes, State The Frequency And Times When Live Entertainment Will Be Offered: _____

Limited Occasion: Yes: _____ No: _____

If Yes, State The Specific Dates When Live Entertainment Will Be Offered: _____

17W 275 Butterfield Road, Oakbrook Terrace Illinois 60181

Phone: 630-941-8300 FAX: 630-941-7254

e-mail: administrator@oakbrookterrace.net

As applicant for the license requested herein, I do hereby authorize the Mayor/Liquor Commissioner, or any official designee, of the City of Oakbrook Terrace to conduct an investigation to determine the likely impact of the offering the proposed live entertainment on the surrounding community and the public interest, and the adequacy of parking and crowd control. I further state that the answers given on this application are true and correct.

I further state that the licensee will not violate any of the laws of the State of Illinois or of the United States, or any provision of the City's Liquor Control Ordinance or any other ordinance of the City in the conduct of the licensed business and the proposed live entertainment.

Signature: _____
Title: _____
Printed Name: _____

Signed And Sworn To Before Me
This ____ Day Of _____, 200_.

Notary Public

ORDINANCE NO. 04 - 37

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF OAKBROOK TERRACE, AS AMENDED, TITLE XI (BUSINESS REGULATIONS); CHAPTER 111 (FOOD AND BEVERAGES); SUBCHAPTER, *ALCOHOLIC LIQUOR CONTROL*; SECTION 111.010 (LICENSE FEES)

WHEREAS, the City of Oakbrook Terrace (the "City") is a home rule unit of local government under Article VII, Section 6 of the 1970 Illinois Constitution and, except as limited by such Section, it may exercise any power and perform any function pertaining to its government and affairs; and

WHEREAS, the City Council has determined that when the City's Alcoholic Liquor Control Ordinance ("Liquor Ordinance") was amended in 2002, certain provisions were inadvertently included to allow refunds of a prorated portion of the annual license fee for any portion of a year during which a licensee ceases to engage in the business of selling alcoholic liquor; and

WHEREAS, the City Council has further determined that no refunds of license fees should be granted in the event that a licensee ceases to engage in the business of selling alcoholic liquor during any license year, and that the Liquor Ordinance should be amended accordingly,

NOW THEREFORE, BE IT HEREBY ORDAINED by the Mayor and City Council of the City of Oakbrook Terrace, DuPage County, Illinois as follows:

Section 1. Title XI (Business Regulations), Chapter 111 (Food and Beverages), Subchapter *Alcoholic Liquor Control*, §111.010 (License Fees), is hereby amended by deleting Paragraph (C) in its entirety and substituting the following:

(C) The annual license fee shall be prorated on a monthly basis for any portion of a year prior to issuance of the license.

Section 2. All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed to the extent of the conflict.

Section 3. This Ordinance shall be in full force and effect after its passage, approval and publication in pamphlet form as provided by law.

PASSED AND APPROVED This 12th Day Of October, 2004.

AYES: Thomas, Vargas, M. Bojan, Sarallo, J. Bojan

NAYS: None

ABSENT: Donham

APPROVED:

Thomas S. Mazaika
Thomas S. Mazaika, Mayor

ATTEST:

Elaine K. DeLuca
Elaine K. DeLuca, City Clerk



BASSET TRAINING PROGRAM

Certain sections of the City's Liquor Code require that all applicants for a liquor license in the City, and all current licensees, shall provide the Mayor/Liquor Commissioner, through the Chief of Police, with photocopies of certificates of completion of the BASSET Program for all managers of liquor sales, sales clerks, security personnel, bartenders, servers and anyone whose job description includes checking of identification for the purchase of alcoholic liquor, in accordance with the following:

1. BASSET certificates for all employees required to be certified at licensed locations, must be provided to the City prior to the license being issued or renewed.
2. All employees of a new applicant shall be BASSET certified prior to issuance of any new liquor license in the City.
3. For each new employee hired by a licensee, BASSET training must be completed within ninety (90) days from the beginning of employment, and a certificate proving same must be provided to the Liquor Commissioner/Mayor, through the Chief of Police.
4. Twice during the license year, on November 1st and at the time of license renewal, a current licensee must supply a roster of current employees to the Mayor/Liquor Commissioner, through the Chief of Police, in order to assist the City in the compliance process.

All licensees must also maintain on the licensed premises, photocopies of BASSET certificates for all employees required to be trained, and must permit inspection of a current employee roster and the BASSET certificates, upon demand by any designee of the Mayor/Liquor Commissioner or by the liquor control authorities of the State of Illinois.

The City offers BASSET training for a cost of \$ _____ per attendee on the following dates and location: _____

Contact the reception desk of the Oakbrook Terrace Police Department at 630-941-8320 for further information and to register employees for training. If these dates are not convenient, other locations for training can also be provided.

Note: Need to work in the information on the BASSET training web site as an alternative to our training.

§ 111.015 CHANGE IN PERSONNEL.

(A) The occurrence of any one or more of the following events shall be deemed to constitute a change in ownership of licensed businesses for which a new license shall be required:

(1) With respect to any licensee that is a corporation, the replacement or addition of any shareholder owning directly or indirectly (including ownership by members of the same household) 20% or more of the outstanding share of any class of the capital stock of said corporation; provided that any sale or exchange of stock which results in a change in controlling ownership under the by-laws of the corporation shall be deemed to be a change of ownership hereunder regardless of the percentage of actual sale or exchange;

(2) With respect to any licensee that is a general partnership, the replacement or addition of any general partner;

(3) With respect to any licensee that is a limited partnership, the replacement or addition of any general partner or of any limited partner holding directly or indirectly (including ownership by members of the same household) 20% or more interest in the earnings of said limited partnership;

(4) The operation of a licensed business by an unlicensed individual or corporation under a management agreement which permits such unlicensed individual or corporation to control and direct the operation of the business, to retain all or a majority of the profits derived from such business, and to utilize the privileges of the liquor license issued to another for such business for any period in excess of 90 days. A management agreement shall not be deemed to include a contract for employment between a licensee and an individual manager or managers, who operate the licensed business on behalf of or at the direction of the licensee.

(B) At least 90 days prior to any of the events described in paragraph (A) hereof as constituting a change of ownership, the licensee shall apply for a new license pursuant to the requirements of § 111.005 of this subchapter, and shall pay the required application fee in conjunction therewith. The Commissioner shall act promptly thereon; however, the licensee shall not conduct its business following any change of ownership as defined herein until a new license has been issued.

(C) The occurrence of any one or more of the following events shall constitute a change in ownership of licensed businesses for which a new license shall be required, but shall not be subject to the application requirements established in § 111.005 of this subchapter. Within five business days following any change described below, the licensee shall notify the Commissioner in writing describing the event in detail: .

(1) With respect to any licensee that is a corporation, the replacement or addition of any officer or director of said corporation or any shareholder owning directly or indirectly (including ownership by members of the same household) more than 5% but

less than 20% of the outstanding shares of any class of the capital stock of said corporation;

(2) With respect to any licensee that is a limited partnership, the replacement or addition of any limited partner holding directly or indirectly (including ownership by members of the same household) more than a 5% but less than a 20% interest in the earnings of said limited partnership. Failure to give the notice required shall constitute a violation of this subchapter subjecting the licensee to revocation or suspension of the license. No additional license fee shall be payable for a new license required by virtue of changes described in this paragraph, and so long as an application therefor is pending and not yet acted upon by the Commissioner, the applicant may continue to conduct its business and operations under the license in effect immediately prior to such changes.

(D) Within ten days of any change of liquor manager conducting business for the licensee, the licensee shall report such change to the Commissioner, in writing, and shall provide information concerning such liquor manager as required in § 111.005(A)(9) of this subchapter. A fee of \$150 shall be paid in conjunction with any such change of manager.

(E) All new personnel shall meet all the standards of this subchapter and must otherwise qualify to hold a liquor license. All such changes in personnel shall be subject to review by the Commissioner, and if any new officer, shareholder, partner or liquor manager is ineligible for a license, the license shall terminate.

(F) A person convicted of a violation of the requirements established herein shall be subject to a fine of not less than \$100 nor more than \$750; provided, however, that nothing herein shall preclude the right of the Commissioner to suspend or revoke the license pursuant to the provisions of § 111.037 of this subchapter.