



### Instructions to Liquor License Applicants

Completed applications for liquor licenses along with all other required items should be returned to the Village of Hinsdale, Attention: Darrell Langlois, Assistant Village Manager/Director of Administration, 19 East Chicago Avenue, Hinsdale, IL 60521. For questions regarding the application process, please contact Mr. Langlois at (630) 789-7014 or via e-mail at [dlanglois@villageofhinsdale.org](mailto:dlanglois@villageofhinsdale.org). Following is information to help complete the application process.

#### Required Items to be Submitted

The following items are required to be submitted before the application will be processed:

1. Completed application with original signatures and notary public certification.
2. Administrative Processing Fee of \$250 plus license fee (see following schedule). Please make all checks or money orders payable to the "Village of Hinsdale".
3. For persons previously not fingerprinted, two (2) completed Illinois State Police Bureau of Identification "C Applicant Fingerprint Cards" for each required person with appropriate fees (see following instructions).

The following items are required to be submitted prior to issuance of a liquor license:

1. Proof of acquisition of a State of Illinois liquor license. For information on State liquor licenses contact the Illinois Liquor Control Commission at 100 W. Randolph, Suite 5-300, Chicago, IL 60621 telephone number (312) 814-2206.
2. Certificate of Insurance certifying that the applicant has general liability insurance in the amount of at least \$2,000,000.00 for injury or death to any person and \$2,000,000.00 for damage to property and dram shop liability insurance at least to the maximum amount recoverable under applicable State statutes.
3. Surety bond in the favor of the Village of Hinsdale in the amount of \$2,000.00.
4. Evidence of training in a "Beverage Alcohol Sellers and Servers Education and Training: (BASSET) or an approved equivalent training program.

#### Fingerprint Cards

All applicants (individual owner, all partners, each director and officer and every person owning or controlling more than five percent of the voting shares of each corporation and designated managers) are required to provide two (2) sets of Illinois State Bureau of Identification 'C Applicant Fingerprint Cards' along with a check or money order made payable to the Illinois State Police in the amount of \$44 per applicant (per set of fingerprints).

Appointments for fingerprinting may be made during normal business hours (9 a.m. until 5 p.m., Monday through Friday) by calling the Village of Hinsdale Police Department at (630) 789-7080. Fingerprints can also be obtained from any city, county or state law enforcement agency.

#### License Fees

Every applicant for a local liquor license or local liquor license renewal shall pay the following fees to the Village at the time of filing such application:

Administrative processing fee of \$250.00 **plus** the following application fee:

	<u>Initial Application</u>	<u>Renewal Application</u>
Class A1 Supermarket	\$3,000.00	\$2,000.00
Class A2 Gourmet Food	\$1,000.00	\$750.00
Class A3 Wine Boutique	\$2,000.00	\$1,500.00

	<u>Initial Application</u>	<u>Renewal Application</u>
Class A4 Wine Boutique	\$2,000.00	\$1,500.00
Class A5 Drug Store	\$2,000.00	\$1,500.00
Class A6 Convenience Store w/ Gasoline Sales	\$2,000.00	\$1,500.00
Class A7 Convenience Store w/o Gasoline Sales	\$2,000.00	\$1,500.00
Class B Full Service Restaurant	\$4,000.00	\$2,000.00
Class C Limited Service Restaurant	\$3,000.00	\$1,500.00
Class D Not For Profit Annual	\$500.00	\$500.00
Class D Special Event	\$75.00	N/A
Class E Special Event Annual	\$750.00	\$750.00
Class E Special Event	\$75.00	N/A
Class E Cooking Class Tasting	\$350.00	\$350.00
Class F New Year's Eve	\$300.00	\$300.00

The Hinsdale Liquor Control commissioner may waive all applicable license fees and charges for a class D special event license for a local charitable organization (as recognized by the Internal Revenue Service) conducting a one-day fundraising event, where the alcoholic liquor is served without charge.

The annual license fee shall be prorated if a liquor license is issued for a term of less than one (1) year pursuant to this section, but a licensee shall not be entitled to any refund if a licensee surrenders its license or if a license is otherwise terminated, revoked or suspended. No fee shall be discounted or waived for any reason, except as otherwise provided above.

### License Categories

In the application, please indicate for which license(s) the application is filed from the following categories. Please note applicable regulations to each license category:

#### A. Supermarket and Limited Retail Licenses:

1. **Class A1 - Supermarket License:** A Class A1 Supermarket License shall authorize the retail sales of beer and wine only, in the original package, by a supermarket. Such license shall be subject to all of the following conditions:
  - a. Hours Limited: Sales of beer and wine are permitted only between the hours of 8:00 a.m. and 9:00 p.m. Monday through Saturday and 12:00 p.m. and 8:00 p.m. on Sunday.
  - b. Off Premises Consumption Only: Sales of beer and wine shall be for consumption off the licensed premises only.
  - c. Limited Display: No more than five percent of the total display and sale space of the licensed premises shall be allocated to the display and sale of beer and wine.
  
2. **Class A2 - Gourmet Food Store License:** A Class A2 Gourmet Food Store License shall authorize the retail sale of, and the limited tasting of, bottled wines at a gourmet food store. Such license shall be subject to all of the following conditions:
  - a. Not For Consumption On Premises: All sales of wines shall be not for consumption on the premises where sold.
  - b. No Other Alcoholic Liquors: Such license shall authorize the sale only of bottled wines and of no other alcoholic liquors.
  - c. Tasting Without Compensation Only: Tasting of wines at the licensed premises shall be subject to the provisions of Subsection 3d of this Chapter. No charge, cost, fee, or other consideration of any kind shall be levied for any such tasting, except only for pre-registered events or classes when the store is closed to the general public.
  - d. Gourmet Food and Gift Products: Such license may be issued only to an establishment whose principal stock in trade is gourmet food products such as seafood, fine meats, specialty sauces, cheeses, gourmet chocolates, and similar products and specialty gift products such as fine food accessories, and not quick preparation foods or general supermarket foods or household products.
  - e. Tobacco Prohibited: No tobacco product of any kind shall be sold or displayed on the licensed premises.
  - f. Store Size: Such license may be issued only to an establishment that does not exceed 1,500 square feet in net sales area.

- g. Hours Limited: Sales of alcoholic liquor are permitted only between the hours of 10:00 a.m. and 8:00 p.m. Monday through Saturday and 12:00 p.m. and 6:00 p.m. Sunday.
  - h. Display Area: The wine display area shall not exceed 10 percent of the total net sales area.
- 3. Class A3 - Wine Boutique License:** A Class A3 Wine Boutique License shall authorize the retail sale of, and the limited tasting of, bottled wines and premium beers at a small boutique that specializes principally in fine bottled wines. Such license shall be subject to all of the following conditions:
- a. Not For Consumption On Premises: Except as provided in Section 3C., all sales of wine and premium beer shall be not for consumption on the premises where sold.
  - b. No Other Alcoholic Liquors: Such license shall authorize the sale only of bottled wines and premium beers and of no other alcoholic liquors.
  - c. Wine and Beer Sales by Glass; Seating: Such license shall authorize the sale of wine and premium beer by the glass, only for consumption on the premises. Seating for customers ordering wine or premium beer by the glass within the premises shall not exceed thirty (30) seats.
  - d. Fine Wines and Related Products Only: Such license may be issued only to an establishment whose principal stock in trade is fine wines and whose ancillary sales are limited to wine-related accessories, premium beers, small gourmet food products, and specialty gift products such a fine food accessories, and not quick preparation foods, or general supermarket foods, or household products.
  - e. Tobacco Limited: No tobacco product of any kind except only premium cigars shall be sold or displayed on the licensed premises.
  - f. Store Size: Such license may be issued only to a store that does not exceed 2,000 square feet in net sales area.
  - g. Hours, Consumption Limited: Sales of wine and premium beer by the glass shall be authorized only during the hours specified in the license. All consumption of wine or premium beer shall be discontinued within thirty (30) minutes after the service of those beverages has ended.
- 4. Class A4 - Premium Higher Alcohol Content Spirits License:** A Class A4 Premium Higher Alcohol Content Spirits License shall authorize current Class A3 Wine Boutique license holders only to sell premium higher alcohol content spirits, such as cognac, scotch and vodka. Such license shall be subject to all of the following conditions:
- a. Not for Consumption on Premises: All sales of premium higher alcohol content spirits shall be not for consumption on the premises where sold.
  - b. Minimum Bottle Size: Sales shall be by the bottle only with a minimum volume of 750 milliliters and shall not be by the glass.
  - c. Limited Net Sales Area: No more than twenty percent (20%) of the total net sales area of the licensed premises shall be dedicated to beer and higher alcohol content spirits.
- 3. Class A5 - Drug Store License:** A Class A5 Drug Store License shall authorize the retail sale of beer and wine only in the original package. Such license shall be subject to all of the following conditions:
- a. Hours, Limited: Sales of beer and wine are permitted only between the hours of seven o'clock (7:00) a.m. and nine o'clock (9:00) p.m. Monday through Saturday and between twelve o'clock (12:00) noon and eight o'clock (8:00) p.m. on Sunday.
  - b. Not for Consumption on Premises: All sales of beer and wine shall be for consumption off the premises where sold.
  - c. Limited Display: No more than five percent (5%) of the total display and sale space of the licensed premises shall be allocated to the display and sale of beer and wine.
  - d. Floor Area: The gross floor area of a licensee under this category shall not be less than 10,000 square feet.
- 4. Class A6 – Convenience Store w/ Gasoline Sales License:** A Class A6 Convenience Store License shall authorize the retail sale of beer and wine only in the original package. Such license shall be subject to all of the following conditions:
- a. Hours, Limited: Sales of beer and wine are permitted only between the hours of seven o'clock (7:00) a.m. and ten o'clock (10:00) p.m. Monday through Saturday and between twelve o'clock (12:00) noon and eight o'clock (8:00) p.m. on Sunday.
  - b. Not for Consumption on Premises: All sales of beer and wine shall be for consumption off the premises where sold.
  - c. Limited Display: No more than five percent (5%) of the total display and sale space of the licensed premises shall be allocated to the display and sale of beer and wine.
  - d. Floor Area: The gross floor area of a licensee under this category shall not be less than 2,000 square feet.

- e. Employees: A licensee shall have a minimum of two persons on staff at all times during the hours that the sale of beer and wine are permitted.
- 5. Class A7 – Convenience Store w/o Gasoline Sales License:** A Class A7 Convenience Store License shall authorize the retail sale of beer and wine only in the original package. Such license shall be subject to all of the following conditions:
- a. Hours, Limited: Sales of beer and wine are permitted only between the hours of seven o'clock (7:00) a.m. and ten o'clock (10:00) p.m. Monday through Saturday and between twelve o'clock (12:00) noon and eight o'clock (8:00) p.m. on Sunday.
  - b. Not for Consumption on Premises: All sales of beer and wine shall be for consumption off the premises where sold.
  - c. Limited Display: No more than five percent (5%) of the total display and sale space of the licensed premises shall be allocated to the display and sale of beer and wine.
  - d. Floor Area: The gross floor area of a licensee under this category shall not be less than 2,000 square feet.
  - e. Employees: A licensee shall have a minimum of two persons on staff at all times during the hours that the sale of beer and wine are permitted.
- B. Class B - Full-Service Restaurant License:** A Class B Full-Service Restaurant License shall authorize the retail sale of alcoholic liquor at a full-service restaurant. To qualify for a Class B Full-Service Restaurant License, a restaurant must have seating available for not fewer than 30 persons. Such license shall be subject to all of the following conditions:
- 1. Hours Limited: Sales of alcoholic liquor are permitted only between the hours of eleven o'clock (11:00) a.m. and twelve o'clock (12:00) midnight Friday and Saturday and eleven (11:00) a.m. and ten thirty o'clock (10:30) p.m. Sunday through Thursday. All consumption of alcoholic liquor shall be discontinued within thirty (30) minutes after the service of those beverages has ended.
  - 2. Consumption on Premises Only: Sales of alcoholic liquor shall be for consumption on the licensed premises only.
  - 3. Service with Food:
    - a. Except as provided for sales by the glass in subsection B3d of this section, sales of alcoholic liquor shall be permitted only when food service is available at the licensed premises and such sale is made incidental to the service of a meal.
    - b. Sales of beer and wine shall be permitted when made in conjunction with the purchase of a meal regardless of whether patrons are attended by a waitstaff. Sales of alcoholic liquor other than beer and wine shall be permitted only when patrons are served while seated for a meal ordered from a menu and are attended by a full service waitstaff.
    - c. Notwithstanding the provisions of subsections B3a and B3b of this section, the licenses premises may include a patron waiting area in which alcoholic liquor may be served to persons waiting to be seated at a dining table. The ratio of seating for meals to seating in the waiting area must be equal to or greater than five to one (5:1)
    - d. Notwithstanding the provisions of subsections B3a and B3b of this section, such license shall authorize the sale of alcoholic liquor by the glass, only for consumption on the premises. Seating for customers ordering alcoholic liquor by the glass within the premises shall not exceed twenty percent (20%) of all customer seating within the premises and shall be pursuant to a seating plan approved by the liquor control commissioner or her or his designee.
- C. Class C - Limited-Service Restaurant License:**
- 1. All Class C Licenses (Except 5425 South Madison Street): A Class C Limited-Service Restaurant License shall authorize the retail sale only of beer and wine at a limited-service restaurant or a full-service restaurant. Such license shall be subject to all of the following conditions:
    - a. Hours Limited: Sales of beer and wine are permitted only between the hours of eleven o'clock (11:00) a.m. and twelve o'clock (12:00) midnight Friday and Saturday and eleven o'clock (11:00) a.m. and ten thirty o'clock (10:30) p.m. Sunday through Thursday. All consumption of alcoholic beverages shall be discontinued within thirty (30) minutes after the service of those beverages has ended.
    - b. Consumption On Premises Only: Sales of beer and wine shall be for consumption on the licensed premises only.
    - c. Service With Food: Sales of beer and wine shall be permitted only when food service is available at the licensed premises and shall be made only in conjunction with the purchase of a meal.
  - 2. **Class C - License for 5425 South Madison Street:** For the property commonly known as 5425 South Madison Street, an existing business annexed by the Village on March 15, 2005, a class C limited service restaurant license shall authorize the retail sale of alcoholic liquors at a combination alcoholic beverage

drinking place (SIC 5813) and limited or full service restaurant (SIC 5812). Such license shall be subject to all of the following conditions:

- a. **Hours Limited:** Sales of alcoholic beverages are permitted only between the hours of eleven o'clock (11:00) a.m. and two o'clock (2:00 a.m.) Friday and Saturday and eleven o'clock (11:00) a.m. and one o'clock (1:00) a.m. Sunday through Thursday.
- b. **Consumption on Premises Only:** Sales of alcoholic liquor shall be for consumption on the licensed premises only except for the limited exception in subsection C2c of this section.
- c. **Limited Exception to Consumption on Premises:** The sale of alcoholic liquors not for consumption on the premises where sold shall be permitted, but only for so long as there is no change in the ownership of the licensed premises as of January 1, 2005. At any time there is any change in the ownership of the licensed premises, all sales of alcoholic liquors of any kind not for consumption on the premises where sold shall be discontinued and shall not be resumed. Thereafter, this license shall not authorize any sales of any alcoholic liquor at any time not for consumption on the premises where sold. In accordance with subsection 3-3-6H of this chapter, the license holder shall notify the Village at any time there is any change in the ownership of the licensed premises. In addition, at the time of any application for renewal of this license, the applicant shall provide the Village with detailed documentation of the ownership of the licensed premises.

**D. Class D - Annual and Special Event Licenses for Not-For-Profit and Civic Organizations:**

**1. Annual License:** A Class D civic organization annual license shall authorize the retail sale of alcoholic liquor by an educational, civic, religious, charitable, or other not for profit organization at any number of special events such as fundraising events, picnics, outings, festivals, and similar events. Such license shall be subject to all of the following conditions:

- a. **Consumption at Event Only:** Sales of alcoholic liquor shall be for consumption at the licensed special event only. The organization shall notify the village at least thirty (30) days in advance of each event it intends to hold pursuant to the license.
- b. **Designation of Authorized Areas:** If the license application specifies a location for events to be held pursuant to the license, then the license shall authorize sales of alcoholic liquor only within the area specifically designated in the license. The organization is not required to specify authorized locations, but the liquor control commissioner may require such specificity and may limit in the license the authorized locations for the service and consumption of alcoholic beverages. If the organization is granted a license that does not specify a location for the use of the license, then the following conditions shall apply to the use of the license:
- c. The organization may hold events at any location subject to a valid, properly issued class A, B, or C license without seeking any additional approvals from the village.
- d. The organization shall be required to apply to the village for permission to use any specific location, except as provided in subsection D1b(i) of this section. Such application shall be made at least thirty (30) days prior to the event for which permission is sought. No fee shall be required for such an application. The liquor control commissioner may approve or reject the proposed location in the exercise of his or her sole discretion. The fact that permission was previously granted for a different event at a specific location shall have no precedential effect and shall not obligate the liquor control commissioner to approve any other application. The license shall authorize sales of alcoholic liquor only within the area specifically approved by the village, which area may include publicly owned property.
- c. **Premises Authorization:** The applicant for such license shall file with the Village satisfactory evidence from the owner of the premises indicating authorization of the applicant to use the premises for which the license is sought, for the entire period of time for which the license is requested.
- d. **Residency:** At least one officer of the organization to which such license is issued must be a resident of the village and must sign the local liquor license application.
- e. **Hours Limited:** No sale or dispensing of alcoholic liquor pursuant to such license shall occur between the hours of eleven o'clock (11:00) P.M. and eleven o'clock (11:00) A.M.
- f. **Membership Discount:** No discount of any kind may be offered on admission or sale of alcoholic liquor at an event held pursuant to a class D annual license based on membership in any organization, including membership in the host organization.
- g. **Caterer License Requirement:** If an organization hires a caterer to serve alcoholic liquor at a special event, then the caterer must be separately, additionally, and properly licensed by the village pursuant to subsection 3-3-4D of this chapter.
- h. **State Licenses:** The holder of a class D annual license must provide to the village evidence of all required state licenses.

**2. Class D - Special Event License:** A Class D not for profit special event license shall authorize the retail sale of alcoholic liquor by an educational, political, governmental, civic, fraternal, religious, charitable, or

other not for profit organization at one special event such as a fundraising event, picnic, outing, festival, or the like. Such license shall be subject to all of the following conditions:

- a. Consumption at Event Only: Sales of alcoholic liquor shall be for consumption at the licensed special event only.
- b. Particular Event Only: Such license shall be valid only for the particular special event stated in the license.
- c. Area Limited: Such license shall authorize sales of alcoholic liquor only within the area specifically designated in the license, which area may include publicly owned property.
- d. Premises Authorization: The applicant for such license shall file with the village satisfactory evidence from the owner of the premises indicating authorization of the applicant to use the premises for which the license is sought, for the entire period of time for which the license is requested.
- e. Residency: At least one officer of the organization to which such license is issued must be a resident of the village and must sign the local liquor license application.
- f. Duration Limited: Such license shall be valid for a period of time not exceeding ninety six (96) hours.
- g. Hours Limited: No sale or dispensing of alcoholic liquor pursuant to such license shall occur between the hours of eleven o'clock (11:00) P.M. and eleven o'clock (11:00) A.M.
- h. Number Limited: No organization may obtain more than four (4) class D special event licenses in any calendar year.
- i. Caterer License Requirement: If a caterer serves alcoholic liquor at a special event, then the caterer must be separately, additionally, and properly licensed by the Village pursuant to subsection 3-3-4D of this chapter.
- j. State Licenses: The holder of a class D special event license must provide to the Village evidence of all required state licenses.

**E. Class E - Business Special Event License:** A Class E Business Special Event License shall authorize the service of alcoholic liquor made without consideration by a retail, service, or other business establishment. Such license shall be subject to all of the following conditions:

1. Use Limited: Such service shall be permitted only incidental to, and complimentary to, a special event related to the business purposes of said retail, service, or other business establishment, such as a grand opening, a special promotion of a particular good or service, or the like.
2. Number of Events: An annual license shall authorize twelve (12) events. A single event license shall authorize one event. The licensee shall not conduct more than three (3) special events in any calendar quarter, nor more than twelve (12) events in any twelve (12) month period.
3. Hours; Consumption Limited: No service of alcoholic liquor pursuant to such local liquor license shall occur between the hours of eleven o'clock (11:00) p.m. and eleven o'clock (11:00) a.m. All consumption of alcoholic beverages shall be discontinued within thirty (30) minutes after the service of alcoholic beverages has ended.
4. Supervision: The service of alcoholic liquor shall be supervised by the owner or a full-time employee of the licensed establishment who has attained the age of 21.
5. Area Limited: The service of alcoholic liquor shall be permitted within the area designated in the license.
6. Patrons Only: Alcoholic liquor shall be served only to patrons of the establishment who enter said area designated in the license where such liquor may be served.
7. Containers: Alcoholic liquor shall be served in a container which shall be disposed of within the licensed premises.
8. No Advertisement: The applicant shall not have advertised, shall not advertise, shall not have otherwise published, and shall not otherwise publish the availability of such alcoholic liquor through any media or other means of communication in any way at any time. Such prohibition shall include, but not limited to, the use of printed signs or other method of advertisement located on the licensed premises.
9. Number Limited: No person or retail or service establishment may obtain more than two Class E licenses in any calendar year.

**F. Class F - New Year's Eve License:** A Class F New Year's Eve License shall authorize extended hours for the retail sale of alcoholic liquor at a full-service restaurant currently holding a valid Class B license and for the service of alcoholic liquor at an event for which a class D annual license or a class D special event license has been properly issued. Such extended hours shall be until two o'clock (2:00) a.m. New Year's Day.