



CITY OF CARBONDALE, ILLINOIS

APPLICANT INFORMATION

NEW LIQUOR LICENSE

LICENSE CLASSIFICATIONS AND FEES:

Class A1 - Authorizes the sale of beer and wine only, by the drink but not by the package (except wine), with food for consumption on the premises only. 51% of gross retail sales revenue must be from the sale of food and/or non-alcoholic beverages. **Class A1 establishments are subject to an audit by a Certified Public Accountant at their expense.** When full menu service is available, Class A1 establishments do not have a legal entry age. However, when the licensee discontinues complete menu service (i.e. reduces its menu to appetizers only), the licensee may no longer allow persons under the age of 19 to enter or remain upon the licensed establishment. FEE: Occupancy x \$4.50 (minimum of \$225.00 and maximum of \$675.00). For an additional fee of \$100.00, licensee may sell package beer and wine with the simultaneous sale of an entree for consumption off the premises.

Class A2 - Authorizes the retail sale of all alcoholic liquor, by the drink but not by the package (except wine), with food for consumption on the premises only. 51% of gross retail sales revenue must be from the sale of food and/or non-alcoholic beverages. **Class A2 establishments are subject to an audit by a Certified Public Accountant at their expense.** When full menu service is available, Class A2 establishments do not have a legal entry age. However, when the licensee discontinues complete menu service (i.e. reduces its menu to appetizers only), the licensee may no longer allow persons under the age of 19 to enter or remain upon the licensed establishment. FEE: Occupancy x \$13.50 (minimum of \$750.00 and maximum of \$2,250.00). For an additional fee of \$100.00, licensee may sell only package beer and wine with the simultaneous sale of an entree for consumption off the premises.

Class B1 - Authorizes the retail sale of beer and wine only, by the drink, for consumption on the premises only. Package sales are not permitted. **The holder of a B1 license shall not allow any person under the age of 19 years to enter into or remain upon the premises for which the license is held.** FEE: Occupancy x \$7.50 (minimum of \$375.00 and a maximum of \$1,125.00).

Class B2 - Authorizes the retail sale of all alcoholic liquor, by the drink, for consumption on the premises only. Package sales are not permitted. **The holder of a B2 license shall not allow any person under the age of 19 years to enter into or remain upon the premises for which the license is held.** FEE: Occupancy x \$13.50 (minimum of \$750.00 and maximum of \$2,250.00).

NOTE: THE TOTAL NUMBER OF CLASS B1 AND B2 LICENSES, COMBINED, ISSUED BY THE LOCAL LIQUOR CONTROL COMMISSION WILL NOT EXCEED SIXTEEN (16). CURRENTLY, THERE ARE FOURTEEN (14) CLASS B1 AND B2 LICENSES THAT HAVE BEEN ISSUED, PLUS ONE (1) PERMIT FOR LICENSE THAT HAS BEEN ISSUED.

Class C1 - Authorizes the retail sale of all alcoholic liquors, in their original package only, for consumption off the premises only. FEE: \$2,250.00. (Please contact the City Clerk's Office for other restrictions related to this license.)

Class C2 - Authorizes the retail sale of wine and beer, in their original package only, for consumption off the premises only. FEE: \$2,250.00

NOTE: THE TOTAL NUMBER OF CLASS C1 AND C2 LICENSES ISSUED BY THE LOCAL LIQUOR CONTROL COMMISSION WILL NOT EXCEED EIGHT (8). CURRENTLY, THERE ARE EIGHT (8) CLASS C1 LICENSES THAT HAVE BEEN ISSUED AND NO C2 LICENSES ARE CURRENTLY ISSUED.

Class D1 - Authorizes the retail sale of all alcoholic liquors by bed and breakfast establishments (5 or less rooms) only for consumption on the premises only. FEE: \$100.00

Class D2 - Authorizes the retail sale of all alcoholic liquors by hotels/motels (6 or more rooms) only for consumption on the premises only. FEE: \$2,250.00

Class E - Authorizes the retail sale of all alcoholic liquors by fraternal organizations only for consumption on the premises of the fraternal organization only. FEE: \$1,125.00.

Class F - Temporary Liquor License for a charitable or not-for-profit organization. (A different application process applies.)

Class G - Authorizes the retail sale of all alcoholic liquors at a conventional golf courses consisting of at least nine (9) holes. FEE: \$1,125.00

Class H - Authorizes the retail of wines, in their original package only, by any person who regionally produces, bottles or manufactures the wines. Wines shall be sold for consumption off the premises only, except that wine tasting or other sampling of wine products of the licensee may occur on premises. FEE: \$100.00

APPLICATION FEE: The \$100.00 application fee is included as part of the license fee. If your liquor license is denied by the Local Liquor Control Commission, all of your license fee except the \$100.00 application fee is refunded. The \$100.00 application fee is retained by the City to cover its costs in processing your application.

BEER GARDENS: The occupancy permit number for each licensed establishment shall be calculated in such a manner as to include any area that is used or intended for use as a beer garden as described in the Carbondale Liquor Code. An application for a beer garden should be filed in the manner prescribed by the Liquor Code. Any licensee desiring to operate a beer garden shall submit the following fees with its application in addition to the fees required above:

- a. \$100.00 if there will be no entertainment offered to the patrons of the licensed beer garden;
- b. \$400.00 if any entertainment is offered to the patrons of the beer garden. Entertainment is defined as "any music, whether live, pre-recorded, or broadcasted via radio or television or any sporting contests including but not limited to volleyball and horseshoes, and any dance, play, comedy presentation or motion picture."

HOW TO APPLY: When applying for a liquor license within the City of Carbondale, the following information must be submitted to the City Clerk's Office **before** the application is placed on the agenda for review by the Liquor Advisory Board or Liquor Commission:

1. Completed application. All blanks must be filled in and the application must be signed and notarized or it will not be accepted.
2. **Cash, certified check, credit card or money order** for the estimated license fee.
3. A Midwest Backgrounds Release of Personal Information form for each corporate officer, partner or individual applying for the license. This form is necessary to conduct the criminal history check. Under state law and city ordinance, no corporate officer, partner or individual with a felony conviction is eligible to hold a liquor license.
4. A copy of the interior floor plan, including kitchen and non-public areas as well as all public areas.
5. A completed "Business Operation Questionnaire" that is attached to this application information sheet.

REVIEW PROCEDURES:

LIQUOR ADVISORY BOARD: After you submit your liquor license application, the Carbondale Liquor Advisory Board will meet and consider your application. The date of the meeting will be set by the Chairman of the Local Liquor Control Commission; you will receive a LAB agenda through the mail prior to the meeting. You are **REQUIRED** to attend the LAB meeting to answer questions the Board may have concerning your application. The Board may or may not make a recommendation on this application at this meeting; the Board has the prerogative of holding your application for a second hearing one month later.

LOCAL LIQUOR CONTROL COMMISSION: After the Liquor Advisory Board makes a recommendation concerning your application, the Chairman of the Local Liquor Control Commission will schedule it for review before the full Commission (City Council). You will receive a Liquor Commission agenda through the mail prior to the Commission meeting. You are **REQUIRED** to attend the Liquor Commission meeting to answer any questions the Commission may have concerning your application.

GRANTING THE LICENSE: If the Local Liquor Control Commission grants your license, the license will not be issued until final approvals are obtained from the Fire Department and Building and Neighborhood Services. The Fire Department and Building and Neighborhood Services will jointly inspect the premises at the request of the applicant. As soon as the premises are ready for inspection, the applicant should notify the City's Building Inspector by calling 549-5302, ext. 251. In addition, all the following documentation must be on file in the City Clerk's Office before your license is issued:

1. A deed for the property or, in the alternative, a lease for the property extending at least through the end of the license year (June 30). This lease or deed may be contingent upon receipt of a liquor license.
2. If applicant is a newly-formed corporation, the Certificate of Incorporation received from the Secretary of State must be submitted.
3. If applicant is an existing corporation, a Certificate of Good Standing must be obtained from the Secretary of State. If the corporate name is not changing, but the officers of the corporation are changing, the applicant must submit verification from the Secretary of State that the corporate officers' names have been changed at the state level.
4. If the corporation was formed in a state other than Illinois, a Certificate must be submitted from the Illinois Secretary of State certifying that the corporation is authorized to do business in the State of Illinois.
5. If an individual or partnership is making application, proof of in-city residency must be submitted.
6. Certificate of Insurance or Insurance Binder for liability and dram shop insurance.
7. Proof of State ROT (Retailer's Occupation Tax) Number.
8. A copy of temporary or annual health permit.

9. An Affidavit of Server Training showing that the licensee and at least 50% of the employees have completed an **Illinois Liquor Control Commission approved beverage Alcohol Sellers and Servers Educational Training (BASSET) program**. TIPS is one of many of these types of programs. For information regarding server training, contact the Jackson County Health Department at 684-3143.

Your license fee is based on the date of issuance of the license, and is prorated according to the number of months remaining in the license year. For example, if your permitted occupancy is 100 and you receive a Class A1 license on November 14, your fee would be calculated as follows: 100 occupancy x \$4.50 = \$450.00. \$450.00 divided by 12 months = \$37.50/month. \$37.50 x 8 months (November 14 through June 30 = \$300.00 TOTAL PRORATED LICENSE FEE).

PERMIT FOR LICENSE: Once a license is approved, you will be issued a "Permit for License". You must meet the requirements for your liquor license within 180 days of approval or you must repeat the application procedure.

SALE OF ALCOHOL AT THE CARBONDALE CIVIC CENTER: The City Council may grant a Carbondale liquor licensee the authority to sell, deliver or serve alcohol in the Carbondale Civic Center, 200 S. Illinois Avenue. Licensees may obtain application forms for the "Civic Center Catering Option" at the City Clerk's Office. The licensee must submit proof of dram shop insurance naming the City of Carbondale as an additional insured and certifying that coverage includes events at the Civic Center is required. There is no fee for the Civic Center Option. The Civic Center Catering Option runs concurrent to the license year (July 1 - June 30), but the application to exercise such option may be submitted at any time during the license year. (NOTE: No one except a Carbondale liquor licensee may serve, deliver, sell or bring alcohol into the Civic Center.)

FURTHER INFORMATION: Information regarding licensing procedures may be obtained from City staff. All city staff may be reached at P. O. Box 2047, Carbondale, IL 62902-2047, phone (618) 549-5302. The staff persons to contact on the various items are:

City liquor licensing procedures and Business Operation Questionnaire: City Clerk's Office
City fire regulations or the calculation of occupancy permit limits: Fire Inspector, Fire Department
City building/construction regulations: Building Inspector, Building & Neighborhood Services

HEALTH DEPARTMENT INFORMATION: Inquires regarding Health Department regulations should be directed to the Jackson County Health Department, P. O. Box 307, Murphysboro, IL 62966, Phone (618) 684-3143.

RETAILER'S OCCUPATION TAX NUMBER INFORMATION: Inquiries concerning the Illinois Retailer's Occupation Tax number should be directed to the Illinois Department of Revenue, 204 W. College Street, Carbondale IL 62901, Phone (618)529-6450.

CERTIFICATE OF INCORPORATION INFORMATION: Inquiries concerning the Certificate of Incorporation, Certificate of Good Standing or the Certificate showing you are licensed to do business in the State of Illinois should be directed to the Illinois Secretary of State, Corporations Division, Springfield, IL 62756, Phone (217) 782-7880.

STATE LIQUOR LICENSE INFORMATION: Inquiries about State of Illinois liquor licenses should be directed to the Illinois Liquor Control Commission, 101 West Jefferson, Springfield, IL 62702, Phone (217) 782-2135