



## CITY OF CARBONDALE, ILLINOIS APPLICANT INFORMATION FOR 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 the licensee's 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, except that any class B1 licensee, upon application to and approval by the local liquor control commission, may manufacture and sell at retail micro brewed beer by the drink for consumption on the premises and by the package for consumption off the premises, provided that the beer is brewed on the premises and the licensee submits a fee of one hundred dollars (\$100.00) in addition to all fees as required pursuant to this title. **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, except that any class B2 licensee, upon application to and approval by the local liquor control commission, may manufacture and sell at retail micro distilled spirits or micro brewed beer by the drink for consumption on the premises and by the package for consumption off the premises, provided that the beer or spirits are brewed on the premises and the licensee submits a fee of one hundred dollars (\$100.00) in addition to all fees as required pursuant to this title. **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 TWENTY (20). PLEASE CHECK WITH THE CITY CLERK FOR THE CURRENT NUMBER OF LICENSES ISSUED.**

**Class B3** – Authorizes the retail sale of alcoholic liquors by the drink, for consumption on premises only, as a secondary business to the business of video gaming. This license shall only be issued to a business receiving at least 51% of its gross revenue from video gaming and such a business will not be approved for a Class B1 or Class B2 license. FEE: Occupancy x \$13.50 (minimum of \$500.00 and maximum of \$2,250.00)

**NOTE: THE TOTAL NUMBER OF CLASS B3 LICENSES ISSUED BY THE LOCAL LIQUOR CONTROL COMMISSION WILL NOT EXCEED FIVE (5). NO CLASS B3 LICENSE SHALL BE ISSUED FOR ANY LOCATION WITHIN FIVE HUNDRED FEET (500 FT) OF ANY OTHER CLASS B3 LIQUOR LICENSED ESTABLISHMENT.**

**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 SIXTEEN (16). PLEASE CHECK WITH THE CITY CLERK FOR THE CURRENT NUMBER OF LICENSES 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 H1** - Authorizes the retail sale of wines, beer, or spirits by any person who regionally produces, bottles or manufactures the wines, beer, or spirits. Said wines, beer or spirits shall be sold for consumption off the premises only, except that tasting or other sampling of regionally produced products of the licensee may occur on premises. FEE: \$100.00. For an additional \$100.00, the holder of a Class H1 license may sell regionally produced wine, beer, or spirits by the drink.

**Class H2** – Authorizes the retail sale of wine, beer, and spirits by any person who regionally produces, bottles, or manufactures the wine, beer, and spirits in a State-licensed winery, microbrewery, and/or micro distillery. The conditions regarding the number and volume of samples allowed for sampling, as well as for the permitted containers for beer and spirit sales for consumption off premises are detailed in the Carbondale Revised Code Section 2-4-9.H. FEE: \$900.00.

**Class I1** – Authorizes a farmer's market to conduct wine, beer, or spirits tastings on its premises for the purpose of informing and educating the tasters about the regionally produced wine, beer, or spirits being sampled. The tasting event area must be cordoned off from the rest of the market with signage indicating persons under the age of twenty-one are prohibited from the tasting area. Tastings are limited to one vendor per event date. The conditions regarding the number and volume of samples allowed for sampling are detailed in Carbondale Revised Code Section 2-4-9.I. FEE: \$50.00

**Class I2** – Authorizes a Farmers' Market to conduct retail sales of regionally produced beer, wine, or spirits by the package, for consumption off the premises. Sales are limited to one vendor of regionally produced beer, wine, or

spirits per event date per event date. Additional conditions include a requirement for the Farmers' Market to provide dramshop insurance providing coverage to each vendor. FEE: \$50.00

**Class J-** Authorizes the retail sale of all alcohol by the drink for consumption upon the specified premises during scheduled functions, by a bona fide corporation that is organized under the laws of this state, not for pecuniary profit and primarily for the public presentation of theatrical or musical performances, art exhibits, or oral presentations. FEE: \$100.00.

**Class K** – Authorizes the retail sale of all alcohol by the drink for consumption on the premises only, incidental to the operation of a movie theater. FEE: \$2,250.00

**Class L** – Allows for a temporary extended premises adjacent to a licensed Class A, B, E, H, or J facility to allow on premises consumption for a time period of no greater than three days. Requires the licensee to obtain a State-issued special use permit from the Illinois Liquor Control Commission. There is a separate application and administrative process to approve this add-on license. FEE: \$25.00 per day.

**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, your entire 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 Criminal History Release form for each corporate officer, partner, manager 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, manager, 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. Full listing of employees/servers and evidence of completing minimum server training requirements (50% for C1, C2, F1, F2 and all alcohol servers (as defined by Public Act 99-0046) for other classifications. For information regarding authorized server training, visit the Illinois Liquor Control Commission's website <https://www.illinois.gov/ilcc/Pages/Home.aspx>.

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 – June) = \$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.)

**VIDEO GAMING:** Any Carbondale liquor licensee whose establishment is eligible to operate video gaming terminals, in accordance with State and local regulations, must obtain video gaming terminal permits from the City of Carbondale in addition to a State of Illinois Gaming Establishment license. There is a cap of 100 on City video gaming terminal licenses. Please contact the City Clerk's Office regarding the licensing of video gaming terminals.

**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:** Inquiries 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, 2309 West Main Street Suite 114, Marion, Illinois, Phone (618) 993-7650.

**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 (800) 252-8980.

**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) 782-2136.



CITY OF CARBONDALE, ILLINOIS
LOCAL LIQUOR CONTROL COMMISSION
CITY ALCOHOLIC LIQUOR LICENSE

TO THE LOCAL LIQUOR CONTROL COMMISSION: The undersigned hereby makes application for the issuance of a city retailer's license for the sale of alcoholic liquor for the period beginning \_\_\_\_\_, 20\_\_\_\_, and ending on June 30, 20\_\_\_\_, and hereby certifies to the following facts, and agrees that any license issued shall be issued on the basis of the following facts, and that if any of the following facts are changed, without prior approval of the Liquor Control Commission, said license may be revoked or suspended at the sole discretion of the Liquor Control Commission.

Applicants are advised that the Liquor Advisory Board and Local Liquor Control Commission may request additional information not included on this application in order to make the determination whether a license will be approved.

Complete and accurate responses are required for each question on this application. Incomplete or inaccurate applications may result in the delay of approval or denial of the request for a liquor license.

- 1. Name of Establishment: \_\_\_\_\_ Phone: \_\_\_\_\_
2. Street Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_
Email Address: \_\_\_\_\_ Business Hours (list opening and closing hours for each day of the week): \_\_\_\_\_
3. Description of licensed premises (specify dimensions of interior and exterior serving areas, storage areas, and kitchen areas): \_\_\_\_\_
4. Description of additional premises under control of licensee, but not licensed (such as parking areas): \_\_\_\_\_
5. This application is being made as (check one): \_\_\_ Corporation \_\_\_ Partnership \_\_\_ Individual \_\_\_ LLC

If application is being made as a corporation or LLC, please complete the information below. If application is being made as an individual or partnership, please skip to question #8.

- 6. Name of Corporation or LLC: \_\_\_\_\_
7. Please complete the following corporate/LLC information:
President's/Member's Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_
Home Address \_\_\_\_\_ Zip \_\_\_\_\_ SSN \_\_\_\_\_
Driver's License No. \_\_\_\_\_ State of Issuance \_\_\_\_\_ Date of Birth \_\_\_\_\_
Place of Birth \_\_\_\_\_ Number of years resident of Carbondale \_\_\_\_\_ Jackson County \_\_\_\_\_ Illinois \_\_\_\_\_
Vice-President's/Member's Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_
Home Address \_\_\_\_\_ Zip \_\_\_\_\_ SSN \_\_\_\_\_
Driver's License No. \_\_\_\_\_ State of Issuance \_\_\_\_\_ Date of Birth \_\_\_\_\_
Place of Birth \_\_\_\_\_ Number of years resident of Carbondale \_\_\_\_\_ Jackson County \_\_\_\_\_ Illinois \_\_\_\_\_
Secretary's/Member's Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_
Home Address \_\_\_\_\_ Zip \_\_\_\_\_ SSN \_\_\_\_\_
Driver's License No. \_\_\_\_\_ State of Issuance \_\_\_\_\_ Date of Birth \_\_\_\_\_
Place of Birth \_\_\_\_\_ Number of years resident of Carbondale \_\_\_\_\_ Jackson County \_\_\_\_\_ Illinois \_\_\_\_\_
Treasurer's/Member's Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_
Home Address \_\_\_\_\_ Zip \_\_\_\_\_ SSN \_\_\_\_\_
Driver's License No. \_\_\_\_\_ State of Issuance \_\_\_\_\_ Date of Birth \_\_\_\_\_
Place of Birth \_\_\_\_\_ Number of years resident of Carbondale \_\_\_\_\_ Jackson County \_\_\_\_\_ Illinois \_\_\_\_\_

**IF APPLICATION IS BEING MADE AS AN INDIVIDUAL OR PARTNERSHIP, PLEASE COMPLETE QUESTION #8.  
IF APPLICATION IS BEING MADE AS A CORPORATION OR LLC, PLEASE SKIP TO QUESTION #9.**

8. The information in Question #8 must be given for all individuals or partners applying for a Carbondale alcoholic liquor license. Please attach additional sheets (if necessary) giving the required information for all partners.

Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
 Home Address \_\_\_\_\_ Zip \_\_\_\_\_ SSN \_\_\_\_\_  
 Driver's License No. \_\_\_\_\_ State of Issuance \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Place of Birth \_\_\_\_\_ Number of years resident of Carbondale \_\_\_\_\_ Jackson County \_\_\_\_\_ Illinois \_\_\_\_\_  
 Do you reside within the Carbondale city limits? \_\_\_yes \_\_\_no \_\_\_do not know (Proof of residency required)  
 Are you a citizen of the United States? \_\_\_yes \_\_\_no  
 If you are a naturalized citizen, when and where naturalized? \_\_\_\_\_

Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
 Home Address \_\_\_\_\_ Zip \_\_\_\_\_ SSN \_\_\_\_\_  
 Driver's License No. \_\_\_\_\_ State of Issuance \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Place of Birth \_\_\_\_\_ Number of years resident of Carbondale \_\_\_\_\_ Jackson County \_\_\_\_\_ Illinois \_\_\_\_\_  
 Do you reside within the Carbondale city limits? \_\_\_yes \_\_\_no \_\_\_do not know (Proof of residency required)  
 Are you a citizen of the United States? \_\_\_yes \_\_\_no  
 If you are a naturalized citizen, when and where naturalized? \_\_\_\_\_

9. Principal kind of business: (*check*) Restaurant \_\_\_ Bar \_\_\_ Liquor Store \_\_\_ Hotel/Motel \_\_\_ Fraternal Organization \_\_\_  
 Microbrewery Theater \_\_\_ Public Arts Venue \_\_\_ Golf Course \_\_\_ Winery \_\_\_ Distillery \_\_\_ Grocery Store \_\_\_ Video Gaming \_\_\_  
 Bed & Breakfast \_\_\_

**License Type & Options**

Please refer to the attached Liquor License Ordinance and check the type of license for which you are applying:

<u>License Types:</u>	<u>Annual Fee</u>
___ Class A1 (Beer & wine for consumption on-premises [Restaurant])	\$225-\$675.00
___ Class A2 (All alcoholic liquor by for consumption on premises [Restaurant])	\$750-\$2,250.00
___ Class A3 (All alcoholic liquor for consumption on premises [Pari-Mutual])	\$750-\$2,250.00
___ Class B1 (Beer & wine for consumption on premises [Bar])	\$375-\$1,125.00
___ Class B2 (All alcoholic liquor for consumption on premises [Bar])	\$750-\$2,250.00
___ Class B3 (All alcoholic liquor for consumption on premises – primary function video gaming)	\$500-\$2,250.00
___ Class C1 (All alcoholic liquor in original package only [Packaged Liquor Store])	\$2,250.00
___ Class C2 (Beer and wine in original package only [Grocery Store])	\$2,250.00
___ Class D1 (Bed & breakfast establishment of all alcoholic liquor)	\$100.00
___ Class D2 (Hotels & motels)	\$2,250.00
___ Class E (Fraternal organization all alcoholic liquor by glass only)	\$1,125.00
___ Class G (All alcoholic liquor [Golf Course])	\$1,125.00
___ Class H1 (Sale of wines, beer or spirits regionally produced)	\$100.00
___ Class H2 (Sale of wine, beer and spirits in a facility authorized to ship products)	\$900.00
___ Class I (Farmers' markets to conduct wine, beer or spirits tastings)	\$50.00
___ Class J (All alcoholic liquor for consumption on premises – Not for Profit public arts venue)	\$100.00
___ Class K (All alcoholic liquor for consumption on premises -Movie Theater)	\$2,250.00

**Options:**

Package (\$100) \_\_\_ Microbrewery (\$100) \_\_\_ Civic Center Catering \_\_\_ SIU Catering \_\_\_  
 Beer Garden (\$100/\$400) \_\_\_ By-the-Drink – Class H1 licenses (\$100)\_\_\_

10. For Class A1 or A2 (Restaurant) Applicants Only: Indicate what time kitchen closes and/or the time full menu service stops:

\_\_\_\_\_  
 \_\_\_\_\_

11. Estimate percentage of liquor sales \_\_\_\_%. Estimate percentage of food sales \_\_\_\_%. Estimate percentage of sales within the establishment other than liquor and food \_\_\_\_%. (Total of all should equal 100%.)

12. Is entertainment offered in this establishment? \_\_\_ yes \_\_\_ no If yes, please describe: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**NOTE: For the purpose of the following questions, the term "Applicant" refers to the Corporation, AND any officers, directors or registered agents of the corporation AND any stockholders owning 5% or more of the corporate stock AND any members, AND any individuals or partners listed on this application.**

13. Is applicant a club (fraternal organization)? \_\_\_ yes \_\_\_ no

If yes, has it the qualifications described in the State of Illinois Liquor control Act related to alcoholic liquors? \_\_\_ yes \_\_\_ no

14. Does applicant own the premises for which this license is sought? \_\_\_ yes \_\_\_ no

15. Does applicant have a lease on the premises extending through June 30 of the current license year? \_\_\_ yes \_\_\_ no

If yes, give the name and address of the lessor \_\_\_\_\_

16. Is the location of the building for which this license is sought located within 100 feet of any church, school, hospital, home for the aged or indigent person, home for veterans or their spouse or children, or any military or naval station (as measured from the nearest portions of the buildings)? \_\_\_ yes \_\_\_ no

17. Is any law enforcing public official, mayor, city council member, or any president/member of county board directly or indirectly interested in the business for which this license is sought? \_\_\_ yes \_\_\_ no

18. Has the applicant ever been convicted of a violation (other than a traffic violation) of any Federal, State or local law?  
\_\_\_ yes \_\_\_ no

If yes, give the name of the person(s), the date, the nature of the offense, and the disposition of the conviction:  
\_\_\_\_\_  
\_\_\_\_\_

19. Has the applicant ever permitted an appearance bond forfeiture related to the manufacture, sale, or distribution of alcoholic liquor? \_\_\_yes \_\_\_no

If yes, state particulars: \_\_\_\_\_  
\_\_\_\_\_

20. Has applicant ever made application for a liquor license for any premises other than those described in question 3?  
\_\_\_ yes \_\_\_no

If yes, give name(s) of governmental entities to which the applicant has submitted an application, date(s) of application, disposition of application: \_\_\_\_\_  
\_\_\_\_\_

21. Has the applicant ever had any liquor license suspended or revoked, or had fines imposed, as the result of a violation of the liquor code? \_\_\_ yes \_\_\_ no

If yes, list fine amounts, dates, and length of suspension and reasons therefor: \_\_\_\_\_  
\_\_\_\_\_

22. Has any license previously issued to this applicant been revoked, or application for a liquor license been denied by State, Federal, or local authorities \_\_\_ yes \_\_\_ no If yes, state date(s) and reason for revocation/denial: \_\_\_\_\_  
\_\_\_\_\_

23. Is the applicant engaged in the business of an importing distributor or distributor of alcoholic liquor? \_\_\_ yes \_\_\_no

If yes, at what location(s)? \_\_\_\_\_  
\_\_\_\_\_

24. Has applicant ever been employed by a local liquor licensee? \_\_\_ yes \_\_\_ no

If yes, provide applicant name, date of employment, and name/address of employer: \_\_\_\_\_  
\_\_\_\_\_



25. Has the applicant any relative, through blood or by marriage, engaged in the liquor business? \_\_\_ yes \_\_\_ no

If yes, give name, address, and type of license: \_\_\_\_\_  
\_\_\_\_\_

26. Has any manufacturer, importing distributor, or distributor directly or indirectly paid or agreed to pay for this license, advanced money, or anything else of value, or any credit (other than merchandising credit in the ordinary course of business for a period not to exceed 30 days) or is such person directly or indirectly interested in the ownership, conduct or operation of the place of business (signs, advertising materials, and paintings/trims exempted)? \_\_\_ yes \_\_\_ no

If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_

27. Does the applicant hold any other current business licenses issued by the federal, state, county, city or other local governmental jurisdiction? \_\_\_ yes \_\_\_ no

If yes, what type of license(s) are currently held and at what location(s)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

28. Does the applicant regularly and routinely pay all sales taxes, privilege taxes, property taxes, etc. applicable to the business to all governmental jurisdictions, including federal, state, county, city, etc. \_\_\_ yes \_\_\_ no

If no, state reason(s) why tax payments have been withheld: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

29. FINANCIAL INFORMATION:

Total Invested in Business:

Source of funds _____	\$ _____	 ^ These amounts must equal each other v v
Loans from financial institutions		
_____ \$ _____		
_____ \$ _____		
Loans from individual	+	
Investor(s) (list names)		
_____ \$ _____		
_____ \$ _____		
_____ \$ _____	\$ _____ =	
Total Source of Funds:	\$ _____	

30. Will the business be conducted by a manager or agent other than one of the officers, directors, registered agents, or stockholders of the corporation, LLC, partner, or the individual who will hold this liquor license? \_\_\_ yes \_\_\_ no

If yes, complete the attached manager's statement.

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ )

**A F F I D A V I T**

The undersigned do/does hereby swear (or affirm) that the applicant in whose name this application is made will not violate any of the ordinances of the City of Carbondale or the laws of the State of Illinois or 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 and I/we understand that violation of any ordinances or laws shall constitute grounds for suspension or revocation of the license. **(Note: In the case of a corporation, this application must be signed by the President and Secretary.)**

\_\_\_\_\_  
Signature & Title of Applicant

\_\_\_\_\_  
Signature & Title of Applicant

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

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

**FOR OFFICE USE ONLY**

Application Received: \_\_\_\_\_ Application Fee \$ \_\_\_\_\_ Form of Payment: \_\_\_\_\_

Total License Fee: \_\_\_\_\_ Prorated Calculation (if applicable) \_\_\_\_\_ Received: \_\_\_\_\_

**CARBONDALE LIQUOR CONTROL COMMISSION**  
**RESIDENT MANAGER'S/AGENT'S STATEMENT**

*Should the applicant not reside in Carbondale city limits, a resident manager or resident agent must be appointed. C-R-C 2-4-4.A.1 and A.7 and 235 ILCS 5/6-2(a)(1) and (a)(11).*

TO THE LOCAL LIQUOR CONTROL COMMISSION: This application is being submitted pursuant to 235 ILCS 5/6-2(11) and Carbondale Revised Code, Section 2-4-4.

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1. Name of Establishment \_\_\_\_\_
  2. Name of Manager or Agent \_\_\_\_\_ Phone \_\_\_\_\_  
Home Address \_\_\_\_\_ Zip \_\_\_\_\_
  3. Is applicant a citizen of the United States?    \_\_\_ yes    \_\_\_ no    If you are a naturalized citizen, please indicate when and where naturalized. \_\_\_\_\_
  4. Has applicant ever been convicted of a violation under Federal, State or local law (including Driving Under the Influence of Alcohol or Drugs, but excluding other types of traffic violations)?    \_\_\_ yes    \_\_\_ no    If yes, give the date, the nature of the offense, and the disposition of the conviction(s) \_\_\_\_\_
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5. In what capacity are you employed by the liquor establishment?    \_\_\_ manager    \_\_\_ agent  
Give name and title of person(s) who appointed you in that capacity. \_\_\_\_\_  
Date of Appointment \_\_\_\_\_

STATE OF ILLINOIS    )  
COUNTY OF JACKSON )

**A F F I D A V I T**

The undersigned does hereby swear (or affirm) that the manager/agent in whose name this affidavit is made will not violate any of the ordinances of the City of Carbondale or the laws of the State of Illinois or 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 his/her knowledge and belief and he/she understands that violation of any ordinances or laws shall constitute grounds for suspension or revocation of the license. I also acknowledge that this completed application and information contained in the files pertaining to this application is public record, except that information considered to be private information as defined under the Illinois Freedom of Information Act, and authorize its distribution and release.

\_\_\_\_\_  
Signature of Manager or Agent

Subscribed and sworn to before me this

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

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



**CITY OF CARBONDALE, ILLINOIS  
LOCAL LIQUOR CONTROL COMMISSION  
LIQUOR LICENSE BUSINESS  
OPERATION QUESTIONNAIRE**

**Section 2-4-5 of the Revised Code of the City of Carbondale states that the Local Liquor Control Commission must take into consideration a variety of criteria when deciding whether to issue a new liquor license or approve a renewal application, a change in ownership or location, or an expansion of an existing license. In order for the Liquor Advisory Board, the City Staff Liquor Advisory Committee and the Liquor Control Commission to better review your liquor license application and how you plan to operate your business, please complete the following questionnaire.**

**Please print legibly or type your answers. All questions must be fully and completely answered. This questionnaire must be filed with the City Clerk at the time your liquor license application is submitted.**

**Applicant's Name** \_\_\_\_\_ **Class of License Applied For** \_\_\_\_\_

**Business Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**1. What kind of impact or demand would you expect this business to have on city services?**

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**2. Describe the location of the proposed establishment and the probable impact of a liquor establishment at that location upon the surrounding neighborhood or the City as a whole. Specific items to be included are:**

**a. proximity to residential property**

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**b. proximity to schools, churches, public parks**

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c. proximity to gasoline stations or convenient stores which offer gasoline for sale

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d. potential impact on traffic safety

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e. potential adverse impacts on surrounding property values

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f. proximity to other liquor establishments

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g. street lighting on and surrounding the proposed property

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h. availability of on-street and off-street parking in the area

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i. availability of sidewalks in the area (if significant pedestrian traffic is anticipated)

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3. Describe the character and nature of the proposed establishment (restaurant, food service, size of facility, exterior, etc.) Be Specific. Include information on beergarden or outside cafe areas, if applicable. *IMPORTANT NOTE: If a beergarden is planned, please obtain specific information on beergarden requirements from the City Clerk's Office.*

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**4. FOR CLASS A1 & A2 LICENSE ONLY: How do you plan to document the required revenue breakdown between the sale of alcohol (maximum 49%) and the sale of food and non-alcohol drinks (minimum 51%)? NOTE: Your establishment is subject to an audit by a certified Public Accountant at your expense.**

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**5. FOR CLASS A1 & A2 LICENSE ONLY: Please describe and attach a layout of the establishment's kitchen facilities and equipment to be used in the preparation and serving of food. PLEASE ATTACHED PROPOSED MENU.**

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**6. Will entertainment be provided and, if so, what kind?**

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**7. Describe the proposed operation of the establishment, including the number of employees, the experience of management in the liquor business, the number of cooks, waiters/waitresses, bartenders and doormen, commitment to abide by the law (staff training, checking IDs, etc.). Be very specific on all points.**

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**8. Describe the financial responsibility of the applicant and the past performance of the applicant in the management of liquor sales.**

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**9. Why do you think the issuance of this liquor license would be in the best interests of the City of Carbondale?**

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**This Business Operation Questionnaire was completed by:**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**City/State/Zip**

(\_\_\_\_) \_\_\_\_\_  
**Area Code Phone Number**