



# City of Highland Park: Liquor License Application

## Class “D” Special Event

*\*Please apply for your license at least 2 months prior to your event*

A Class “D” Special Event license authorizes the retail sale of alcoholic liquor by an educational, political, civic, fraternal, religious, or other non-profit organization, at a Special Event, for consumption within the area specifically designated in such license only.

**A Class “D” license shall not be valid for a period exceeding 48 consecutive hours.**

### APPLICANT INFORMATION

1. Not-for-Profit Organization name: \_\_\_\_\_

2. Not-for-Profit Organization mailing address (including City, State & Zip):  
\_\_\_\_\_

3. Not-for-Profit Organization phone number: \_\_\_\_\_

4. Federal Employer ID Number: \_\_\_\_\_

***\*Please submit Illinois Department of Revenue Not-for-profit Determination letter***

### STATUS OF ORGANIZATION

Educational

Fraternal

Political

Civic

Religious

Other Not-for-Profit

Date of Incorporation: \_\_\_\_\_

***\*Please attach copy of Articles of Incorporation***

### SPECIAL EVENT DETAIL

5. Name/Type of Event: \_\_\_\_\_

6. Location of Event: \_\_\_\_\_

7. Dates of Event: \_\_\_\_\_

8. Times of Event: \_\_\_\_\_

9. If incorporated in a state other than Illinois, state the date that the not-for-profit organization became qualified under the Business Corporation Act of 1983, 805 ILCS 5/1.01 et seq., to do business in Illinois: \_\_\_\_\_

***\*Please attach a separate sheet with the following information regarding the applicant's OFFICERS, DIRECTORS, PARTNERS, MANAGERS & SHAREHOLDERS. \*\*A photocopy of each person's Driver's License or State-issued Identification is also required.\*\****

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Residence Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Place of Birth (City, State, Country): \_\_\_\_\_

Country of Citizenship (If naturalized, the date and place of naturalization): \_\_\_\_\_

Driver's License Number (photocopy of document also attached) \_\_\_\_\_

10. State the principal character of the business of the applicant: \_\_\_\_\_

11. Length of time applicant has been in business of such kind: \_\_\_\_\_

12. Is the applicant a club? \_\_\_\_\_ If so:

A. State the amount of yearly membership dues: \_\_\_\_\_

B. Has any member, officer, agent or employee been paid or directly or indirectly received, in the form of salary or other compensation, any profits from the distribution of sale of alcoholic liquor to the club or the members of the club or its guests, beyond the amount of such salary as may be fixed and voted at any annual meeting by the members or by its board of directors or other governing body out of the general revenue of the club? \_\_\_\_\_

13. Has the applicant filed an application with the City within the previous 12 months for a liquor license on premises of for a Special Event other than those described in this application? \_\_\_\_\_ If so, state the disposition of that application: \_\_\_\_\_

14. Does applicant own the premises for which the Special Event license is sought? \_\_\_\_\_

If not, when does the applicant's lease/rental expire? \_\_\_\_\_

***\*Please attach a copy of the applicant's lease agreement.***

15. Is the location of the Special Event for which the license is sought within one hundred (100) feet of any religious institution, school, hospital, home for aged or indigent persons or for veterans, their spouses or children, or military or naval station? \_\_\_\_\_

If "yes", A. Has the principal use or business on the premises established on or before, and has been continuous since, June 6, 1988? \_\_\_\_\_

B. Is the sale at retail of alcoholic liquor the principal use or business of the premises? \_\_\_\_\_

16. Is an elected public official or law enforcement officer directly or indirectly involved in the applicant's business? \_\_\_\_\_

17. Has the applicant been convicted of a gambling or related offense, in violation of Article 28 of the Illinois Criminal Code of 1961, 720 ILCS 5/28 *et seq.*, as amended? \_\_\_\_\_

18. Has the applicant or any of its directors, officers, partners, or managers ever been convicted of (a) a felony under the laws of the State of Illinois or the United States; or (b) a violation of any federal or state law or local ordinance concerning the manufacture, possession, or sale of alcoholic liquor? \_\_\_\_\_

19. Does a violation of Highland Park Zoning Ordinances exist for the premises for which this Special Event application is made? \_\_\_\_\_

20. Is the not-for-profit organization delinquent in the payment to the City of any tax or payment required pursuant to the Highland Park City Code? \_\_\_\_\_

21. Has any liquor license issued to the not-for-profit organization by the United States or by any state or subdivision thereof been previously revoked? \_\_\_\_\_

If so, state the reasons therefore: \_\_\_\_\_

22. Does the not-for-profit organization, or any director, officer, partner, or manager thereof, possess a current Federal Wagering or Gambling Device Stamp, or a current State or City bingo or charitable games license? \_\_\_\_\_

If so, state the reasons therefore: \_\_\_\_\_

23. Does a valid policy for Dram Shop Insurance exist for the premises and time period for which this Special Event license is applied? \_\_\_\_\_

***\*Please attach certificate of Dram Shop Insurance.***

Dated at Highland Park, Illinois this \_\_\_\_\_ day of \_\_\_\_\_ 20, \_\_\_\_\_

By: \_\_\_\_\_  
Signature of Applicant/Authorized Agent

Its: \_\_\_\_\_  
Title/Position

STATE OF ILLINOIS )  
COUNTY OF LAKE ) SS  
CITY OF HIGHLAND PARK )

On behalf of \_\_\_\_\_, the undersigned swears or (affirms) as follows;  
(applicant)

- (a) The applicant, and all directors, officers, partners, managers, and shareholders thereof, have not received or borrowed money or anything else of value, and will not receive or borrow money or anything else of value, or accept or receive credit (other than merchandising credit in the ordinary course of business for a period not to exceed 30 days, or as otherwise permitted pursuant to the Liquor Control Act), directly or indirectly from any manufacturer, importing distributor of alcoholic liquor, or from any officer, manager, agent, representative, or family member thereof;
- (b) The applicant, has not been a party in any way, directly or indirectly, to any violation of the Liquor Control Act by a manufacturer, distributor or importing distributor;
- (c) The applicant, and all directors, officers, partners, managers, and shareholders thereof, are not disqualified to receive a local liquor license by reason of any provision of Chapter 119 of the City Code, the laws of Illinois, or the ordinances of the City;
- (d) The applicant will not violate any of the laws of the State of Illinois, or of the United States, or any ordinance of the City in the conduct of the applicant's place of business, including, without limitation, the responsible alcohol service training requirements set forth in Section 119.410 of the City Code;
- (e) The applicant has paid all taxes due and owing to the City as of the date of this application;
- (f) The applicant may be held liable for any violation of Chapter 119 of the City Code by an officer, director, manager, or employee of the applicant, as set forth in Section 119.601 (A) (2) of the City Code;
- (g) The applicant acknowledges that the issuance of a new or renewal local liquor license pursuant to Chapter 119 of the City Code will not be deemed as vesting any right to the applicant, or to any partner, officer, director, manager, shareholder, agent or employee thereof, of an additional local liquor license or to future local liquor licenses; and
- (h) If the applicant is a club, the applicant affirms that no member, officer, agent, or employee of the applicant is paid or directly or indirectly receives, in the form of salary or other compensation, any profits from the distribution or sale of alcoholic liquor to the club or the members of the club or its guests beyond the amount of such salary as may be fixed and voted at any annual meeting by the members or by its board of directors or other governing body out of the general revenue of the club.

\_\_\_\_\_  
Name of Applicant

By: \_\_\_\_\_  
It's: \_\_\_\_\_

Subscribed & Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC