

Liquor Concept Committee: Pre-Application Form

Instructions: *Complete the application and attach a floor plan and menu or product list.*

Return to the Emy Trotz, Mayor's Office by 5:00 p.m. on the second Tuesday of the month in order to be scheduled for the monthly Concept Meeting. If you have questions, contact Emy Trotz, Executive Assistant/Mayor at 630-420-6018, via email at trotze@naperville.il.us.

SECTION ONE – GENERAL INFORMATION

APPLICANT CONTACT INFORMATION

Contact Name:

Title (ex. Owner, manager, attorney):

Mailing address:

City:

State:

Zip code:

Phone:

Fax:

E-mail:

BUSINESS/OWNER INFORMATION

Owner's Name(s):

Attach a chart showing the corporate structure

Business Phone Number:

Corporation Name:

Doing Business as Name:

Proposed Business Location:

City:

State:

Zip code:

List stockholders owning 5% or more shares.

List officers/directors of the business

Name: _____ % Owned: _____ State of Residence: _____	Name: _____ Title: _____ LLC Manager/President/Secretary/Treasurer/Director State of Residence: _____
Name: _____ % Owned: _____ State of Residence: _____	Name: _____ Title: _____ LLC Manager/President/Secretary/Treasurer/Director State of Residence: _____
Name: _____ % Owned: _____ State of Residence: _____	Name: _____ Title: _____ LLC Manager/President/Secretary/Treasurer/Director State of Residence: _____
Name: _____ % Owned: _____ State of Residence: _____	Name: _____ Title: _____ LLC Manager/President/Secretary/Treasurer/Director State of Residence: _____

Will any of the owners or corporate officers listed be involved in the day to day operation of the Naperville location? ***If yes, list name(s) and position(s).***

GENERAL CONCEPT/OTHER LOCATIONS

Website:

- Yes List website link: _____ :
- No

Chain or franchise: _____

Other Locations: Number _____ Where _____

Briefly explain the proposed concept.

Do you currently have or have you (as the owner(s) of this corporation) ever held a liquor license?

- Yes
- No

Describe your previous experience and list locations.

Have you ever had a liquor license suspended or revoked?

- Yes
If yes, explain below.
- No

SECTION TWO: NAPERVILLE LOCATION
LIQUOR

All applicants will need to obtain a liquor license from the State of Illinois Liquor Control Commission. Please visit their website for details <http://www.illinois.gov/ilcc/Pages/Home.aspx>.

1. Is obtaining a liquor license critical to your business model? Yes No
If yes, explain why?

2. **Class B only:** Is obtaining a late night permit critical to your business model? Yes No
(*The Late Night Permit is needed for a restaurant/tavern to sell liquor after 11 p.m.*)
If yes, explain why?

3. What percentage of your revenue will come from liquor sales?

4. What type of alcohol do you intend to sell?
(*Beer, wine, and/or spirits, etc.*)

5. What kind of drink specials will you be offering?
(*See Naperville Municipal Code, Section 3-3-17-4 and 3-3-17-8.*)

6. What is your anticipated opening date?

7. What are your proposed hours of operation?

Monday-Thursday: _____
Friday-Saturday: _____
Sunday: _____

8. All owners, managers, and assistant managers must be listed on the liquor license application in the City Clerk's Office and will be subject to fingerprinting, background, and criminal history check. Do you anticipate the City discovering any alcohol, drug-related, gambling or felony offenses?

9. At least one owner, manager or assistant manager must live within a 15 mile radius from the City boundaries; will you be able to comply with that requirement?

10. All owners, managers, assistant managers, bartenders and employees that serve or sell liquor must attend Naperville's BASSET training; will you be able to comply with that requirement?
(Contact Lynn Zilinsky at 630-305-5226 for registration details. Class costs \$30 per person.)

LOCATION

1. Is this a:
 - A new business
If yes, proceed to the *New Business Section* below.

 - An existing business adding liquor
If yes, go to *Existing Business Section* below.

NEW BUSINESS

1. Have you signed a lease?

2. What changes are you making to the leased space?

3. Have you attended a Tenant Build-Out (TBO) Meeting? When?
(Tenant Building Meetings are held every Tuesday morning beginning at 8:30 a.m. in the lower level of the Municipal Center located at 400 South Eagle Street, Naperville, IL. No appointment is necessary.)

4. Has the Fire Department conducted an occupancy inspection?
(Schedule with the Building Department (TED) permit counter at 630-402-6100x2.)

5. What type of security system is in place?

Existing Business

1. Are you proposing any construction or alteration to the existing premises?
(Electric, construction, etc.) Describe below.

2. Have you attended a Tenant Build-Out (TBO) meeting? When?
(Tenant Building Meetings are held every Tuesday morning beginning at 8:30 a.m. in the lower level of the Municipal Center located at 400 South Eagle Street, Naperville, IL. No appointment is necessary.)

3. Have you obtained the required permit(s)?

4. Does this business have any outstanding fire safety violations?
 - a. Has the Fire Department conducted a fire safety inspection within the past year?

5. How long has the business been open?

6. Are you current/up-to-date on all Food and Beverage Taxes and utilities owed to the City?
(Food and Beverage: Contact Lois Hacker at 630-420-4115; Utilities: Call Finance at 630-420-6059.)

12. What is the capacity of your location?
13. What is your procedure once capacity is reached?
14. What license are you applying for?
(Refer to Concept Intro Packet for liquor license class chart.)
15. Do you have a dress code for patrons in your establishment?
 Yes
 No
16. If yes, what is it?
17. What is the dress code for your employees and security personnel?
Be specific (e.g., Polos, v-neck t-shirts, dress shirts, pants, short skirts or shorts.)
18. Will you be applying for any of the following permits?
a. Entertainment Permit - \$500. *(Municipal Code Section 3-3-15)*
 Yes If yes, what kinds of entertainment will you feature?
Be specific (e.g., DJ's, live music, dance floor, entertainers.)

What type music is planned?

 No
b. Outdoor seating Permit - \$300 (Classes A,B,C, J, M OR U only)
(Municipal Code Section 3-3-11-22.)
 Yes
If yes, provide drawing of outdoor seating floor plan.

 No
c. Late Night Permit – \$200 (liquor after 11 p.m., Class B only)
*(Late Night Permits are capped and require approval by vote of the City Council.
Municipal Code Sections 3-3-1 – Definition; 3-3-11-2-7; 3-3-13-7; 3-3-17)*

 Yes
 No
19. Does your long term plan or concept involve any possible changes from your current concept (e.g., addition of a customer bar.)?

SECTION FIVE: OFF PREMISE LIQUOR

1. What is the primary business of your store?
Examples: liquor, grocery, convenience, specialty wine or craft beer, other (explain)
2. What is the name and address of the shopping center that the business is located in?
3. What is the gross building floor area (*square feet*) of the shopping center?
4. What license are you applying for? (*Refer to Concept Intro Packet for liquor license class chart.*)
5. What types of non-liquor products will you sell?
6. What types of liquor products will you sell (*i.e. Beer, wine, distilled spirits*)?
7. How will you segregate your liquor area? (***Supply a floor plan.***)
8. How will this area be monitored?
9. What are the dimensions of your liquor area?
10. What percentage of the floor space does this represent? _____%
11. What percentage of sales will be from liquor? _____%
12. Do you plan to have liquor tastings?
 - Yes
 - No
13. Will you be applying for any of the following permits?
 - a. Tasting – once per month, three (3) consecutive days - \$100. Yes No
 - b. Tasting – weekly, two (2) consecutive days - \$200. Yes No
14. Does your long-term plan or concept involve any possible changes from your currently proposed concept (e.g. addition of distilled spirits)?

SECTION SIX: RECREATIONAL FACILITIES

1. Explain the primary business of the facility.
2. Recreational facilities and art studios are required to provide a certified record of annual revenue with the license renewal application. Will you have a certified public account available to review and sign your records?
3. Go to SPORTS FACILITIES
or
Go to ART STUDIOS

SPORTS FACILITIES

1. What type of sports do you offer?
Examples: golf, bowling, billiards, indoor sports facility, other (explain)
2. What are the hours when the recreation portions of the business are open?
Monday-Thursday _____
Friday _____
Saturday _____
Sunday _____
3. Will your facility be open to the public or only paid members?
4. Where will the liquor be sold?
(Include a site plan of the facility. The liquor sales, sports field/golf course/bowling lanes, and lobby areas should be labeled and seats and tables included.)
5. Will there be food sales?
(Attach a menu.)
6. Will there be liquor service outside of your building?
Examples: Concession stands, golf cart service, outdoor patio.
 Yes *(List the type and provide a site plan.)*
 No
7. Do you have a restaurant or snack shop that will be used for banquets or dining when sports are not taking place?
 Yes (Complete SECTION FOUR)
 No

ART STUDIOS

1. What types of classes are offered?

2. Are the classes available by pre-registration or walk-in?

3. Is the facility open for workshop time when classes are not offered?
 - Yes (*List the workshop session times.*)
 - No

4. What are the scheduled hours for the facility?
(*List hours for Monday-Thursday, Friday, Saturday, Sunday.*)

5. Where will liquor be sold?
(***Include a site plan*** of the facility. *The liquor sales, classroom and/or workshop areas should be labeled and seats and tables included.*)

6. Will there be food sales?
(***Attach a menu.***)

7. What is the occupancy of the facility?

8. Who will be selling the liquor?

SECTION SEVEN: SPECIAL EVENTS/TEMPORARY LICENSES

Ownership Information

1. Event Organizer:
2. Event Name:
3. Contact person: Phone: Email:
4. Event Location:
5. Date(s) of event and times:
6. Expected attendance:
7. Will this event be held:
 - Indoors
 - Outdoors
8. What other events has the organizer produced? *(Provide names and website, if possible)*
9. Is this an annual event?

Naperville Concept

1. What class of license is requested?
 - Class E – Temporary *(on private property)*
 - Class L – Special Event *(on public property)*

Select the City of Naperville meetings completed to-date. As needed, the Liquor Concept Committee will review the required next steps during the Concept Meeting.

- Tenant Build-Out?
(Meetings are held every Tuesday at 8:30 a.m. in the lower level of the Municipal Center located at 400 South Eagle Street. No appointment is necessary. Sign-in with your contact information and building address. Bring a site plan with dimensions of any accessory structures (e.g., tents, stage, inflatable bounce house.)
 - The Special Events Committee?
(Contact Special Events Coordinator Pam LaFeber at 630-420-6047 or by email at lafeberp@naperville.il.us)
2. What kind of organization will this event be conducted by?
 - Educational Fraternal Political Civic Religious Not-for-profit Other
 - a. Organization name:
 - b. Organization address:
 - c. Organization phone number:
 - d. Organization contact person *(if different from event organizer)*:
 - e. Website:

Continued on the next page...

- f. 501(c) 3? Yes No If yes, for how long?
- g. Were any other liquor licenses held by the organization in the last two (2) years?
(List event names and dates below.)
3. Why is liquor necessary to the concept of the event?
4. Provide a site plan for the event.
(**Attach the plan** as a separate page and include entrance/exits, tents, stages, food booths, liquor booths, and other activity areas.)
5. What activities or attractions will occur at this event?
6. Where will liquor be sold?
(**Indicate locations on site plan provided for question 4**)
7. What type(s) of liquor will be offered?
8. What percentage of event revenue will be generated from beer or wine? _____%
9. How will liquor be sold and served?
10. Will the event card attendees, volunteers and any other participants? Will the event issue wristbands, punch cards or ticket systems?
Explain the proposed liquor sales process.
11. Who will be selling and serving the liquor?
(Volunteers, distributor's representative, other? Explain.)
12. What security will be provided at the event?
13. Where will you obtain liquor (i.e. distributor name)?
14. What is your plan to prevent over-service?