



CITY OF HIGHWOOD
 17 HIGHWOOD AVE - HIGHWOOD, IL 60040
 Phone 847.432.1924 / Fax 847.432.0735
 - www.cityofhighwood.org-



APPLICATION FOR LIQUOR LICENSE RENEWAL

\$100 LATE FEE IF FILED AFTER JUNE 30th

ALL LICENSES EXPIRE JUNE 30th FOLLOWING THEIR ISSUANCE

Please note liquor license fees are as follows:	ANNUAL	INITIAL
Class A: Restaurant or bar - full license	\$3,160	\$10,000
Class B: Restaurant or bar - full license with retail wine or beer.	\$3,500	\$10,000
Class C: Restaurant or bar - beer and wine only	\$ 1,465	\$2,500
Class D: Restaurant or bar - beer and wine only with retail wine or beer	\$1,875	\$3,000
Class E: Liquor store	\$3,160	\$10,000
Class F: Convenience store with liquor	\$3,160	\$10,000
Class G: Convenience store with beer and wine only	\$740	\$5,000
Class H: Grocery or retail store with liquor	\$7,000	\$10,000
Class I: Nonprofit	\$100	\$100
Class J: Catering	\$1,000	\$1,000
Class K: Special event (per day)	n/a	\$50
Class L: Beer and wine production and sampling	\$2,000	\$10,000
Class M: Craft Distiller	\$1,875	\$3,000
Class N: Craft Distilleries/Breweries	\$1,875	\$3,000
Late Filing Fee	\$50	n/a

Please note that at the option of the applicant, renewal fees for Class 1, 2, 2A, 2B, 2W, 2WC, 3A, 3B, 3W, 5, 6, and 6A establishments may be paid in two (2) installments as follows: 50% of the renewal fee (plus a service fee of \$50.00) paid with the renewal application, on or before June 30th; and the second installment of 50% of the renewal fee (plus a service fee of \$50.00) paid on or before the last day December immediately following.

1. Do you wish to make two installment payments?

YES	NO	N/A
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2. I hereby apply for renewal of my Class: _____ Liquor License for (year _____).

3. Business and Applicant Information:

<i>Business Information</i>	
Business Name:	
Business Address:	
Business Phone Number:	
Business Website:	

<i>Applicant Information – Individual completing the application</i>	
Name:	
Home Address:	
Phone Number:	
Email Address (required)	

4. Please attach to this application a copy of the most recent State of Illinois liquor license issued to this business.
5. Please refer to your original application for Liquor License. Review the answer to each question on your original application and determine if any of the answers and/or information in your original application changed.

Has any of the information or any answers in your original application changed? (Please remember that this includes any violations of law, change of stock ownership, officers, directors, managers, etc.) Please circle your response.	YES	NO
If you answered "Yes", please either obtain a new long form application from the City or attach additional sheets to this application. Indicate the question number which any information/answer has changed and furnish all new information and any appropriate explanation(s).		

6. Please attach a list **of all of your employees** (including managers). For each employee, indicate their date of birth, driver's license number, address, phone number, and position held.
7. Further, for each person (employee, owner, manager) that is required to have BASSET training, please attach a copy of the person's current BASSET certification card. If the card does not provide a photograph or is not a good copy, please provide a photograph of that employee.
8. Please attach a certificate of insurance indicating current compliance with the City's ordinance requirements.
9. Please answer the question below which applies to your liquor license category. As to any renewal application for a Class A, B, C, D, F or G license, please include the following information regarding the preceding license year:

The gross amount of food sales (if applicable)	
The gross amount of alcoholic liquor sales	
The gross amount of all other sales	
Total Sales (should equal the above)	

10. Have you installed, and do you maintain in good condition an enclosure for your refuse area, as required by Highwood ordinance:

YES	NO	N/A
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11. Have you paid all fees due the city under any applicable ordinance:

YES	NO	N/A
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12. Have you installed, and do you maintain in good condition a grease interceptor, as required by Highwood Ordinance:

YES	NO	N/A
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Name of Service Provider:	
Frequency of Service:	

13. Each person certifies that by signing this application that he has read the current City of Highwood Liquor Ordinance, has the authority to bind the applicant, and agrees that the applicant and its employees and agents agree to be bound by each provision therein, including Section 29, and that they shall fully comply with its terms and all future amendments. The applicant agrees that it will not seek refunding of any fee paid. The applicant does indemnify and hold harmless the City from any and all claims relative to the application, granting or denial of the license, and further agrees that any license granted is subject to the terms of the ordinances of the City and requires renewal on an annual basis. Each person further certifies by signing this application, that no information or any answer to the original application has changed, except, and only to the extent as specifically indicated in attachments to this Renewal Application. **FAILURE TO PROVIDE UPDATED INFORMATION IS GROUNDS FOR SANCTIONS UNDER THE LIQUOR ORDINANCE, INCLUDING REVOCATION OF ANY LICENSE ISSUED.**

I hereby affirm that I am of good character and reputation and that I will not violate any of the Laws of the State of Illinois, the United States, or any Ordinance of the City of Highwood in the conduct of the business. **FURTHER, I AFFIRM THAT I HAVE TRUTHFULLY ANSWERED ALLOF THE QUESTIONS AND THAT NO INFORMATION OR ANY ANSWER TO THE ORIGINALAPPLICATION HAS CHANGED, EXCEPT, AND ONLY TO THE EXTENT AS SPECIFICALLY INDICATED IN ATTACHMENTS TO THIS RENEWAL APPLICATION, AND THAT I WILL PROVIDE WHATEVER ADDITIONAL INFORMATION IS REQUESTED FOR CONSIDERATION OF THIS APPLICATION.**

PLEASE HAVE SIGNATURE ON THIS PAGE NOTARIZED

Signature Of Person Preparing Application:	
Print Name & Title/Position:	
Date:	

SUBSCRIBED and SWORN to before me

This _____ day of _____ 20_____

Notary Public

PLEASE HAVE APPLICABLE INDIVIDUALS SIGN AND HAVE SIGNATURES NOTARIZED

I hereby affirm that I am of good character and reputation and that I will not violate any of the Laws of the State of Illinois, the United States, or any Ordinance of the City of Highwood in the conduct of the business. Further, I affirm that the information provided in this application is accurate and complete and that I will provide whatever additional information is requested for consideration of this application.

For Partnerships	
Signature of Partner:	
(Please print name)	
Signature of Partner:	
(Please print name)	

For Corporations/LLC (indicate proper title)	
Signature of President:	
(Please print name)	
Signature of Secretary:	
(Please print name)	
Signature of Director:	
(Please print name)	
Signature of Shareholder:	
(Please print name)	
Signature of Shareholder:	
(Please print name)	

SUBSCRIBED and SWORN to before me

This _____ day of _____ 20____

 Notary Public