



Village of Rantoul
333 South Tanner St.
Rantoul, Illinois 61866
(217) 892-6802

To: Potential Temporary Liquor License Applicants

Re: Procedure for Processing Liquor License Application

- I. An applicant for a temporary liquor license must be the holder of a valid Class A, Class GC or Class C liquor license of a resident of the Village of Rantoul, a corporation incorporated in the State of Illinois, or a foreign corporation that is qualified under the Illinois Business Corporation Act to transact business in Illinois.
- II. Applications should be submitted to the Mayor's office with the following:
 1. Completed Application, including layout of area where alcohol will be sold (page 7)
 2. Copy of agreement with Event sponsor (Class T-3)
 3. Copy of insurance certificate showing Village of Rantoul and specific location (such as Wabash Park) as an additional insured for the length of the event
- III. Fees are based on the Class of the temporary license as indicated on the application
- IV. It is the responsibility of a liquor licensee to be familiar with all local and State requirements. All licensees shall instruct each employee in the provisions of the Village of Rantoul Liquor Ordinance, Chapter 4. See www.myrantoul.com.
- V. Applications received in this office are routed as follows:
 1. Public Works Department (217) 892-6510 –Review electric or water needs, street closures requirements and any traffic control equipment.
 2. Police Department (217) 892-2103) – Review of type of event, location to determine public safety concerns.
 3. Attorney (217) 359-6494 – Reviews application, documents showing authorization by owner of property or proof of possession, dramshop insurance, and other legal requirements.
- VI. After all departments have completed their review, the application is sent to the Liquor Commissioner's Office for determination of whether the license shall be issued, and preparation of the license.

If you have any questions please contact Janet Gray at 892-6802 or jgray@village.rantoul.il.us



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LIQUOR LICENSE APPLICATION – TEMPORARY

ESTABLISHMENT NAME _____

CONTACT PERSON & PHONE _____

1. Class of license applied for:

- Class T-1 Issued to educational, fraternal, political, civic, religious or other nonprofit organization other than a club for certain premises or area located in any zoning district other than any residential district. Permit issued for any specified period of time not to exceed two (2) consecutive days. No more than one (1) class T-1 permit shall be issued to any organization in a calendar year. \$50.00

- Class T-2 Issued to the holder of any valid class A, class GC, or class R license issued by the village for any premises or area immediately adjacent to and extending no more than 100 feet from the licensed premises. Permit issued for any specified period of time of not to exceed eight (8) consecutive hours. No more than two (2) class T-2 permits during any license year. \$50.00

- Class T-3 Issued to the holder of any valid class A, a general retail license under this chapter to sell or offer for sale any alcoholic liquor at any public special event which has been authorized, sanctioned or otherwise permitted by the village on any village-owned or controlled property or any public right-of-way; provided that such holder of a class A, general retail license shall procure and maintain dram shop liability coverage in maximum coverage limits in which the insurance carrier agrees to defend, indemnify and save harmless but such licensee and the village from all financial loss, damage or harm arising out of any such sale or transfer of alcoholic liquor. No more than three (3) class T-3 permits may be issued in connection with the same special event. A class T-3 permit can be issued for any period of time not to exceed the duration of a special event \$150.00

2. Registered corporate name of applicant _____
- a. Corporate headquarters address: _____
 Telephone (____) _____ Fax (____) _____
- b. Date of incorporation ____/____/____ State Incorporated _____
- c. If foreign corporation, date qualified to do business in Illinois under the Illinois Business Corporation Act ____/____/____
- d. If foreign corporation, give name and address of registered agent in Illinois

- e. Object of corporation as set forth in Charter _____
3. Date of event for which application is made _____
 Date(s)/Hours during which alcohol is to be served _____
4. Address of property where event is to be held _____
- a. Is applicant owner of record of this property? Yes No If application is not the owner of record give name of owner and attach Owner Authorization Form _____

5. Corporate Officers (please print all information)
- a. Name – President _____ % of stock owned _____
 Resident Address (include city & zip code) _____
 Telephone (____) _____ Driver's License No. _____
- b. Name – Vice President _____ % of stock owned _____
 Resident Address (include city & zip code) _____
 Telephone (____) _____ Driver's License No. _____
- c. Name – Secretary _____ % of stock owned _____
 Resident Address (include city & zip code) _____
 Telephone (____) _____ Driver's License No. _____
- d. Name – Treasurer _____ % of stock owned _____
 Resident Address (include city & zip code) _____
 Telephone (____) _____ Driver's License No. _____
- e. Name – Registered Agent _____ % of stock owned _____
 Resident Address (include city & zip code) _____
 Telephone (____) _____ Driver's License No. _____

6. Name of manager responsible for alcohol at the event _____
 Resident Address (include city & zip code) _____
 Office Phone (_____) _____ Cell Phone (_____) _____
 Email address _____
 Signature _____ Date _____
7. Are any monies owed to the Village by applicant, whether for bills, taxes, licenses or otherwise?
 Yes No If Yes, amount and length of time owned _____
8. Is the location of the premises for which license is sought within one hundred (100) feet of any church, school, hospital, home for the aged or indigent persons, or for veterans, their wives or children, or any naval or military station. Yes No
 If Yes, is the applicant's place of business a hotel offering restaurant service, a regularly organized club, a food shop, or other place where the sale of liquor is not the principal business? Yes No
 If Yes, how long has the place of business been in operation? _____
9. Is any person who is a part of this application, or any other person, directly or indirectly interested in the business, a public official as defined in Sec. 2(14) Art. VI of the Illinois Liquor Control Act? Yes No
 If Yes, list office held _____
10. Name of contact person regarding this license _____
 Resident Address (include city & zip code) _____
 Office Phone (_____) _____ Cell Phone (_____) _____
 Email address _____
 Signature _____ Date _____
11. Manager Supplement completed and attached Yes No
12. If applicable, is Fingerprinting Fee attached Yes No
13. Diagram of event area has been provide Yes No

AFFIDAVIT

I swear that I am an authorized agent of the business above described, that the premises specified in this application complies with all respects with the requirements of the Illinois Liquor Control Law and ordinances of the Village of Rantoul, and that I and my manager are qualified and eligible to obtain the license applied for herein under the Illinois Liquor Control Law.

I swear that I will not violate any of the laws of the State of Illinois or of the United States of America or the ordinances of the Village of Rantoul in the conduct of the place of business described herein and that the statements contained in this application are true and correct and are made for the purpose of inducing the Village of Rantoul to issue the license herein applied for.

Applicant Name _____

Applicant Signature _____

Subscribed and sworn to before me this _____ day of _____, _____.

(Notary Public)

Approved by the undersigned President of the Village of Rantoul, Illinois,
and Liquor Control Commission, Rantoul, Illinois

Liquor Control Commissioner

License No. _____ issued this _____ day of _____, _____

CRIMINAL BACKGROUND AND CREDIT CHECK AUTHORIZATION

I authorize and empower the Liquor Commissioner of the Village of Rantoul or agent thereof or any other outside service company engaged by said Commissioner for this purpose now or subsequently, to obtain, prepare, use and furnish information concerning my current and former employment, education, credit, general reputation, criminal history information through correspondence, contact, or personal interviews with law enforcement agencies.

Upon written request, I understand that said Commissioner will provide me with information regarding the nature and scope of the investigation if one is made.

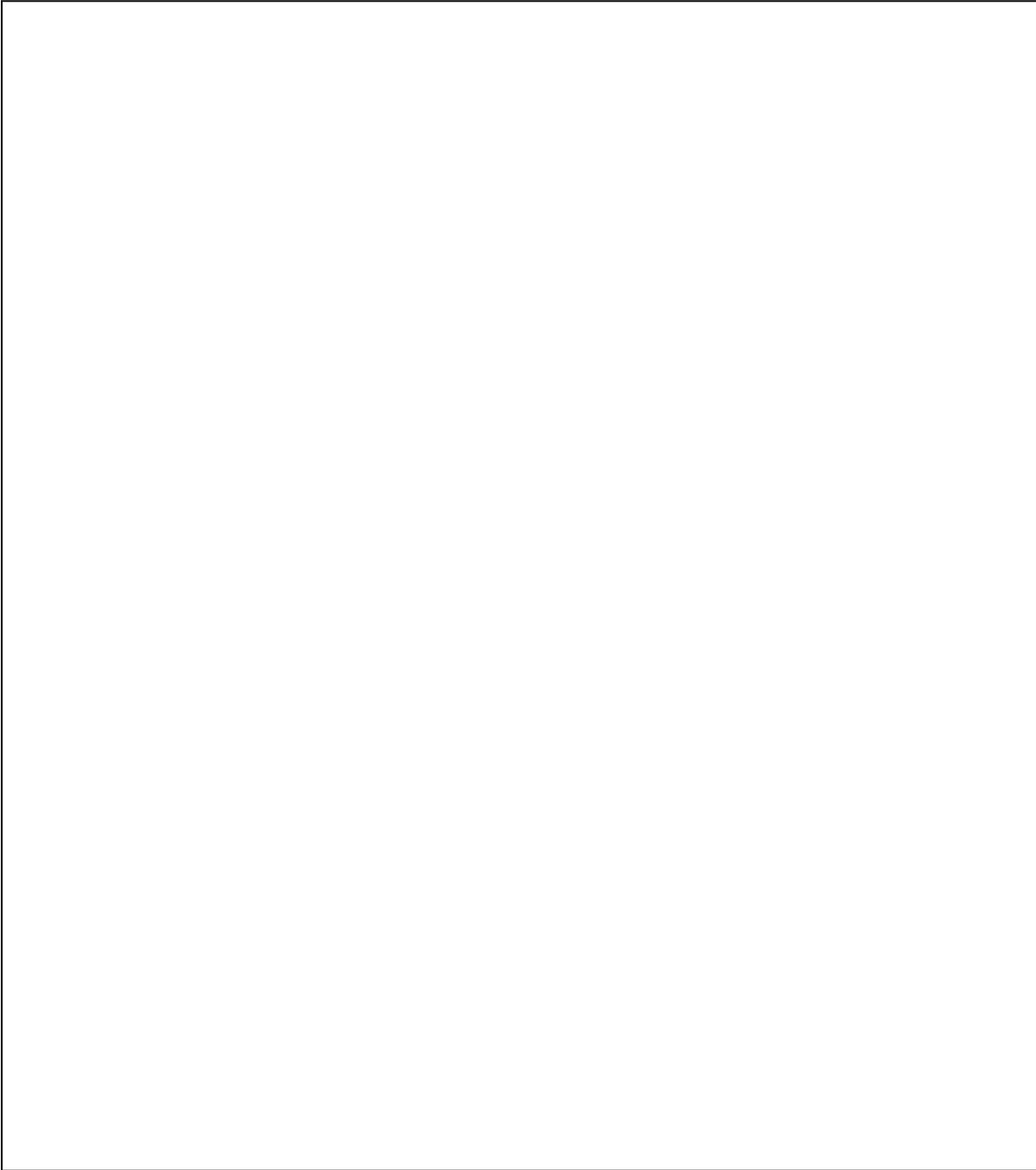
Applicant	(print name)	_____
	(signature)	_____
President	(print name)	_____
	(signature)	_____
Vice President	(print name)	_____
	(signature)	_____
Secretary	(print name)	_____
	(signature)	_____
Treasurer	(print name)	_____
	(signature)	_____
Director	(print name)	_____
	(signature)	_____
Director	(print name)	_____
	(signature)	_____
Manager	(print name)	_____
	(signature)	_____

EVENT DESCRIPTION					
<input type="checkbox"/> Public Event		<input type="checkbox"/> Private		<input type="checkbox"/> Outdoor Music	
<input type="checkbox"/> Other (describe) _____					
Event Location					
Purpose of Event (Describe event)					
Number expected to attend			Number of Event Staff		
SPONSOR'S REPRESENTATIVE (S)					
Name			Work Phone		
Address			Cell Phone		
City/State/Zip			Email		
Name			Work Phone		
Address			Cell Phone		
City/State/Zip			Email		
SPECIAL NEEDS/EQUIPMENT					
The Event will need the following					
Traffic Control Equipment					
<input type="checkbox"/> Barricades		#	<input type="checkbox"/> Traffic Cones		#
<input type="checkbox"/> No Parking Signs		#	<input type="checkbox"/> Police Officers		#
			<input type="checkbox"/> Traffic Vests		#
			<input type="checkbox"/> Other		#
Tents/Temporary Structures					
Will Tents be used		<input type="checkbox"/> Yes <input type="checkbox"/> No	# of Tents		Sizes
Will other Temporary Structures be used			Describe		
<input type="checkbox"/> Yes <input type="checkbox"/> No					
Will electricity be needed			Describe		
<input type="checkbox"/> Yes <input type="checkbox"/> No					
Will water be needed			Describe		
<input type="checkbox"/> Yes <input type="checkbox"/> No					
ALCOHOL					
Alcohol Served		Beer and Wine		Alcoholic Beverages	
		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Served In	Plastic Cups	Bottles	Cans		
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
MUSIC					
Starting Time		Ending Time		Type of Music	
# Sound Amplification Equipment to be used			Maximum Amps Available		
Direction Amplifiers will face			Other		
OTHER					
Has this event been held before			If Yes, when?		
<input type="checkbox"/> Yes <input type="checkbox"/> No					
Were there any concerns?			Describe		
<input type="checkbox"/> Yes <input type="checkbox"/> No					
I have reviewed the Special Events Requirements and Procedures and accept the responsibilities associated With this event. I have provided a diagram with this application. I request approval of this event.					
_____				_____	
Signature of Applicant				Date	

EVENT DIAGRAM

Diagram to include

- Location of building and parking areas
- Egress to streets
- Location of outside area, if applicable
- North arrow



OWNER AUTHORIZATION FORM
for a
TEMPORARY LIQUOR LICENSE APPLICATION

The undersigned Owner (or Agent), hereby joins in the application submitted by: _____

for a Class _____ Temporary License for the dates of _____

The Undersigned states that they are the Owner (or the Agent) of property located at
_____, Rantoul, Illinois.

The undersigned understands that the premises must be cleaned up within twenty-four (24) hours after the event (or within the extension approved by the Local Liquor Control Commissioner for a good cause).

By: _____
Name of Corporation/Business

By: _____
Authorized Officer, Agent

Dated: _____