



NEW RETAIL LIQUOR LICENSE APPLICATION & INSTRUCTIONS

Completed applications for a retailer’s liquor license should be submitted through the City’s permits & applications portal, by email to the City Clerk’s Office, or in person at City Hall, 200 South Illinois Avenue, Carbondale.

New Applicants

Optional Preliminary Review

Applicants have the option of requesting the review of their application by Liquor Advisory Board prior to the application being considered by the Local Liquor Control Commission for final action. This can be beneficial for individuals who have not had prior experience in business or in the retail sales of alcohol. To request this review option, check the “Yes” box at the top of Page 3.

New applicants are required to attend the Local Liquor Control Commission meeting in order to respond to questions from the Commissioners.

Additional License Options

In addition to the base liquor license, there are a variety of additional options/special conditions/license riders (e.g. outdoor service, live entertainment) for which the applicant can submit application. See the attachment entitled “Liquor License Special Condition – License Rider Application” for details or ask the City Clerk’s Office Staff for assistance.

Approval Contingent Upon Receipt of Outstanding Items

Upon approval by the Local Liquor Control Commission, all outstanding items, approvals, and fees must be submitted prior to issuing the Carbondale Liquor License. A copy of the Carbondale license is needed in order to obtain the Illinois retailers or manufacturers license.

Call the City Hall Switchboard for the following departments at (618) 549-5302 for assistance with the following questions:

Questions about completing the application and/or attending the Local Liquor Control Commission meeting where the application will be considered should be addressed to the City Clerk’s Office.

Questions about scheduling an inspection by the Building and Fire Inspector should be directed to the Community Development Department.

Questions about payment of Food and Beverage taxes and Package Liquor taxes should be directed to the Revenue Office.



LIQUOR CLASSIFICATIONS AND FEES

Liquor Classifications are based on whether alcohol will be sold for consumption on the premises or off of the premises, whether alcohol or video gaming is the principal source of revenue or is secondary to the primary function of the business, whether a business is for profit or not for profit, or whether the business is an alcohol manufacturer in addition to a liquor retailer.

Retail Liquor License Classifications, Description, and Base License Fees

On-Premises Primary	Sales of alcohol for consumption on the business premises is the principal source of revenue. A minimum entry age of 18 applies unless a special condition or license rider is granted or unless accompanied by a parent or legal guardian.	\$1,750.00
On-Premises Secondary	Sales of alcohol and/or video gaming revenues are ancillary to the operation of the business. There is not a minimum entry age.	\$750.00
On-Premises Secondary – Restaurant	Sales of alcohol are secondary to the purpose of the business, which is the sale of nonalcoholic beverages and food. The minimum percentage of revenues for nonalcoholic beverages and food shall be 51%. There is no minimum entry age for the premises when full menu service is available.	\$750.00
Not-for-Profit On-Premises Primary or On-Premises Secondary with Video Gaming	Non-profit entity selling alcohol for on-premises consumption. Alcohol may be the primary source of revenue or, if the entity has video gaming terminal, alcohol revenues may be ancillary.	\$750.00
Not-for-Profit On-Premises Secondary (No Video Gaming)	Non-profit entity selling alcohol for on-premises consumption. No video gaming is on the premises and alcohol sales are ancillary to the primary function of the business.	\$100.00
Off-Premises Primary	Retail sales of alcohol in the original manufacturer-sealed and labeled packages for off-premises consumption as the principal source of revenue.	\$1,750.00
Off-Premises Secondary	Retail sales of beer and wine in the original manufacturer-sealed and labeled packages by a grocery store for off-premises consumption which is not the principal source of revenue.	\$1,750.00
Manufacturer	Producer of beer, wine, or spirits, that is eligible to conduct on-premises sales in accordance with the Illinois Liquor Control Act of 1934, as amended.	Same as State Fee for Classification
Video Gaming Parlor	On-premises alcohol consumption is secondary to the purpose of video gaming. The principle source of revenue shall be video gaming revenues. Minimum entry age of 21 for areas where video gaming terminals are located; 18 years of age for remaining areas unless a special condition or rider is issued to modify such entry age.	\$2,000.00

Do you want the application to be reviewed by and to meet with the Liquor Advisory Board prior to the application being considered by the Local Liquor Control Commission? 9 Yes 9 No

Business Type

Check the applicable box which corresponds to your business’ annual filing with the Illinois Secretary of State:

- Sole Proprietorship
- Partnership
- Limited Liability Company (LLC)
- Corporation

General Business Information

Legal Entity Name (Corporation/LLC Name)	
Doing Business As (d/b/a) OR Establishment Name	
Legal Entity Address (Street/City/State/ZIP)	
Legal Entity Phone Number	
Legal Entity Email Address	
Establishment Address	
Establishment Phone Number	
Establishment Email Address	
*Email Address for ALL City Communications	
*Note that all City communications related to this Application and/or the resulting license, if approved, will be sent by email to the email address designated for all City communications. It is the responsibility of the business to notify the City of any changes.	

Ownership Information

Owner/President/LLC Member	
Owner/Vice President/LLC Member	
Owner/Secretary/LLC Member	
Owner/Treasurer/LLC Member	
Additional details (home address and personal identification for purposes of a background check) must be included in the Background Release form attached.	

when/where it occurred, and any evidence which would assist the the Commission in determining whether such violation would impair the individual in engaging in the licensed practice.)

- 7. Yes No Have not been issued a federal wagering stamp, unless authorized to be issued a license under the Raffles and Poker Runs Act or the Illinois Pull Tabs and Jar Games Act.
- 8. Yes No Are eligible to hold a liquor license in accordance with 235 ILCS 5/6-2 of the Illinois Liquor Control Act of 1934, as amended.
- 9. Yes No Are of good character and reputation in the community which they reside and the City of Carbondale
- 10. Yes No Has held or currently holds an Illinois liquor license. If YES, please provide information about past or current liquor licenses.

- 11. Yes No Has not had any fines, suspensions, or revocation of a liquor license. If NO, provide details about the dates, reasons, and lengths of suspension/revocation.

Nature of License:

- 1. Which Retail Liquor License Classification is being requested (refer to page 2 for classifications)

- 2. Describe the type of establishment to be operated with this license (e.g. restaurant, club, lounge)

- 3. Yes No Will the establishment apply for video gaming licenses from the State and City? (on-premises consumption businesses only)

- 4. Describe the dimensions of the licensed premises and the control premises. “Control Premises” includes the licensed service premises, parking lots, sidewalks, or other areas adjacent to and utilized by the business and its customers or guests.

- 5. Is the premises for which the license is sought owned by the applicant?

Yes No Attach a deed or lease which is valid for the full period for which the license is to be issued.

6. Provide an **estimate** of the expected percentages which will come from the sale of alcohol, video gaming revenues, the sale of food/non-alcoholic beverages, or “other”.

Alcohol	Video Gaming	Food/Non-alcoholic Beverages	Other

7. If application is for an On-Premises Restaurant liquor license, describe in detail the equipment to be used for preparing and serving food, and the hours that the kitchen will be open and preparing food.

Impact of Establishment:

1. What are the proposed hours of operation?

Day	Time Open	Closure Time	Time Kitchen Closes
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

2. Description of surrounding neighborhood:

Proximity to residential property (approximate distance from nearest residential property)

Proximity to schools, churches, public parks (approximate distance from nearest school, church, and public park)

Proximity to other liquor establishments (approximate distance from the nearest liquor establishment)

Proximity to gasoline stations or convenience stores which offer gasoline for sale (approximate distance to the nearest gasoline retailer)

3. Detail the availability of any and all on-street and off-street parking



CARBONDALE
All Ways Open

CITY OF CARBONDALE

**Liquor License Special Condition
– License Rider Application**

Submit completed applications and supplemental documents to Carbondale City Clerk’s Office, 200 South Illinois Avenue, Carbondale.

Applicant Business: _____

Sidewalk Restaurant \$25.00 _____	Outdoor Service \$25.00 _____
<i>On-Premises Secondary Restaurants located in BPR Zoning – Fee waiver for businesses in Downtown Entertainment District</i>	<i>On-Premises Secondary and On-Premises Secondary Restaurants not located in BPR Zoning</i>
Beer Garden \$100.00 _____	Package Sales \$25.00 _____
<i>On-Premises Primary-Use or On-Premises Secondary when outdoor sales located on private property– Fee waiver for businesses in Downtown Entertainment District</i>	<i>On-Premises Primary or Secondary licenses – sales of alcohol in original container or sealed grower/crowler; also cocktails to go per 235 ILCS 5/6-28.8</i>
Amplified Sound \$150.00 _____	Live Entertainment \$100.00 _____
<i>Amplified sound in outdoor service spaces or beer garden - Fee waiver for businesses in Downtown Entertainment District</i>	<i>Live entertainment including music, dancing, DJ, or similar acts- Fee waiver for businesses in Downtown Entertainment District</i>
Video Gaming Terminals \$25.00 _____	Sixteen Plus (Age 16+) Events \$25.00 _____
<i>Allows video gaming terminals at locations other than video gaming parlors; additional video gaming licensing required</i>	*see information and regulations on page 2; event details must be received no fewer than 7 days prior to event
Catering No Fee _____	
<i>(requires dramshop certificate of insurance with City as additional insured and coverage at all events held at off-site premises)</i>	

Explanation/Description of how business plans to utilize the endorsement(s) selected above:

Submitted By: _____ Signature: _____

Title: _____ Date: _____

Office Use:

Application Received: _____

Approved/Denied: _____

Issued: _____

Fee(s) Submitted \$ _____

* Age Sixteen Plus (16+) Live Events – Information/Regulations

Minors sixteen years of age and older may be present on the premises of a licensed establishment during a live instrumental, vocal, musical, theatrical, or dance performance, live poetry reading, or other similar live performance open to the public for which the following conditions are met:

1. Request for permit must be submitted with the City Manager (or designee) at least seven (7) days prior to the event and are subject to the review and discretion of the Liquor Chair (or designee).
2. The live entertainment event must be age-appropriate to the audience targeted or anticipated to be present for the live performance.
3. Performances registered as an "Sixteen Plus Show" must conclude no later than 10:00 p.m. Sunday through Thursday and no later than 11:00 p.m. on Friday and Saturday;
4. Tickets for performances registered as a "Sixteen Plus Show" are made available for purchase by the general public in advance of the event.
5. Minors under eighteen (18) years of age may be present only during the performance or within one (1) hour before and after the performance.
6. A performance that consists of singing along with recorded music using a microphone and public address system in which the voice of the original singer is removed or reduced and substituted with the live singer's voice, with or without lyrics displayed to the live singer, commonly known as karaoke, is not a live musical performance within the scope of this section.
7. The licensee shall actively conduct age-checking at all entrances to the licensed establishment and shall provide supervision throughout the event by persons age twenty-one (21) or older;
8. Adults twenty-one (21) years of age and older shall be identified by tamper-proof wristbands that are destroyed by removal;
9. Alcoholic beverages shall be served in distinctly different containers than those in which non-alcoholic drinks are served;
10. Alcoholic beverages shall not be sold or served in pitchers, and no person shall be served or allowed to purchase more than two (2) alcoholic beverages at the same time;
11. Licensees shall post and enforce a ban-and-bar policy that bans from the premises for a period of no less than one (1) year any person who allows or enables a minor to possess or consume alcohol on the premises, as well as any minor who possesses or consumes alcohol on the premises; individuals who violate a ban under this section shall be prosecuted for trespassing;
12. The application and renewal shall include the licensee's certification of compliance with this subsection and the permit shall be conditioned upon full compliance with the Liquor Code.