



# ***LIQUOR LICENSE APPLICATION***

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*For questions or further information, contact:*

*Office of Local Liquor Control Commissioner  
619 16<sup>th</sup> Street, Moline, IL 61265*

*Ph: (309) 797-0434*

*Fx: (309) 797-0479*

*This application is effective January 1, 2007*



**LIQUOR APPLICATION CHECK LIST**  
(and necessary documentation to return to City Clerk's Office)

- \_\_\_\_\_ Fingerprints/Pictures taken  
\*\*\*\*\*Note: Background checks may take up to 8 weeks to complete)  
Contact (736-5603) Moline Police Department, 1630 6<sup>th</sup> Avenue, to make arrangements.  
\_\_\_\_\_ Individual Applicant  
\_\_\_\_\_ Liquor Manager  
\_\_\_\_\_ Individuals identified in questions 19-21
  
- \_\_\_\_\_ Application complete with \$2,000 non-refundable fee for for-profit organization
  
- \_\_\_\_\_ Application complete with \$1,000 non-refundable fee for a not-for-profit organization.
  
- \_\_\_\_\_ Liquor Manager's Application complete
  
- \_\_\_\_\_ List of Property Owners' Consents obtained (if necessary)  
(Contact City Clerk at 797-0434. Allow five working days for the list to be created)
  
- \_\_\_\_\_ Copy of Lease (if necessary)
  
- \_\_\_\_\_ Corporation Papers: (note, if new corporation, Certificate of Good Standing may be obtained at the same time as the Articles of Incorporation)  
\_\_\_\_\_ Articles of Incorporation  
\_\_\_\_\_ Certificate of Good Standing  
\_\_\_\_\_ Other state filed proof of foreign corporations
  
- \_\_\_\_\_ Inspection arrangements made (after application is submitted)  
(Health Inspector 797-0477)
  
- \_\_\_\_\_ Dram Shop Insurance (to be submitted prior to issuing a license)

A STATE OF ILLINOIS LIQUOR LICENSE IS REQUIRED. CONTACT THE BELOW FOR FURTHER INFORMATION AND NECESSARY REQUIREMENTS

Chicago Address  
100 W. Randolph, Ste. 5-300  
Chicago, IL 60601  
Phone: 312-814-2206

Springfield Address  
101 West Jefferson  
Springfield, IL 62706  
Phone: 217-782-2136

or visit <http://www.state.il.us/lcc>

(Information concerning local Ordinances is contained in the Moline Code of Ordinances specifically Chapter 4 - Alcoholic Beverages.)



# LIQUOR LICENSING PROCEDURES

1. **Complete the Application for Liquor License and return, along with the required documents and \$2,000 non-refundable application fee for a for-profit organization or a \$1,000 non-refundable application fee for a not-for-profit organization.**
  - ✓ Individual owner or one partner MUST be a resident of Moline.
  - ✓ Prior to filing application, the applicant and all persons required to be named in questions 19, 20 and 21 of the application form shall be photographed and fingerprinted by the Moline Police Department.
  - ✓ If at any time there is a change of information from that provided by the applicant, the Mayor's office must be notified in writing within five (5) days (including partnership or corporation changes).
    - ✓ **Failure to give the above notice of any new information different from the original application shall be grounds for revoking or suspending the license, and shall be punishable by a fine of not less than \$100.00.**
2. **Complete the Application for Liquor Manager.**
  - ✓ A Liquor Manager must reside in Moline and be a citizen of the United States.
  - ✓ If at any time there is a change of information from that provided by the Liquor Manager, the Mayor's office must be notified in writing within five (5) days. If at any time a new Liquor Manager is employed, the applicant or licensee shall cause the new persons to be photographed and fingerprinted within five (5) days if said new persons have not resided within Rock Island County for more than one (1) year prior to the date of change.
  - ✓ If at any time a new Liquor Manager is employed, an application for Liquor Manager must be completed and returned to the Mayor's office immediately.
    - ✓ **Failure to give the above notice and new completed Liquor Manager application shall be grounds for revoking or suspending the license, and shall be punishable by a fine of not less than \$100.00.**
3. **A Secondary License should be requested in order to allow minors on the premises for food consumption, a room separated from the bar must be provided. See questions number 25-27. An Affidavit from a public accountant or certified public accountant must be furnished stating 50% of business is food.**
4. **Obtain surrounding property owner consents if the premises for which you are applying for a license has not been licensed within the previous 90 days.**
  - ✓ For the list of necessary parcel numbers and owner information – contact City Clerk at 797-0434. Allow five working days for the list to be created.
  - ✓ Signatures must be from a majority of the property owners within one hundred fifty (150) feet in each direction along both sides of the street or avenue on which the premises for which the license is sought are located.
  - ✓ If the property for which a license is requested abuts a residentially zoned parcel, or parcels, and the distance from the building housing that requested use is less than five hundred (500) feet from the residentially zoned parcel, the owner or owners of record of those residential parcels shall be included in the consent survey as required above.
5. **The premises must pass an inspection made by the Building Division prior to being licensed. Contact the Environmental Health Inspector at 797-0477 to make further arrangements.**
6. **Furnish evidence of dram shop insurance coverage (liquor liability).**
7. **Furnish a copy of the lease, if leasing premises.**
8. **If a corporation, furnish a copy of State of Illinois Articles of Incorporation and Certificate of Good Standing. If a partnership, furnish a copy of the partnership agreement.**

# CLASSES OF LIQUOR LICENSES

Application Fees: The liquor license year runs from May 1 until April 30. Licenses are obtained for one year and are renewed and payable annually prior to April 30. Applicable fees are listed below. A \$2,000 non-refundable application fee for a for-profit organization or a \$1,000 non-refundable application fee for a not-for-profit organization *must accompany the completed application*. Licenses are *not transferable*.

**Class I - Standard License:** \$1,200 annual fee prorated when initially licensed and payable annually May 1, allows establishment the following privileges: to open at 6:00 a.m. daily; 10:00 a.m. on Sundays; to close Sunday-Thursday at 1:00 a.m.; to close Friday and Saturday at 2:00 a.m.; to have live entertainment; to have package sales.

**\*\*For Standard License Where Primary Business is Other than Sale of Alcoholic Beverages.** Four (4) months after commencing operation, a standard license where the primary business as defined in Section 4-3206(3)(a) is other than the sale of alcoholic beverages, shall file with the local liquor control commissioner an affidavit of the licensee that gross sales of alcoholic beverages constituted less than twenty-five percent (25%) of gross sales for the first three (3) months of operation.

## **Additional Options and Fees to Standard Licensees**

*Option A:* Additional \$700 annual fee includes extension of nightly hours until 3:00 a.m. Available to Standard Licensees where alcohol is sold with the intention and express purpose of being consumed on the premises only.

*Option B:* Additional \$400 annual fee per supplemental bar extension. Available to Standard Licensees where alcohol is sold with the intention and express purpose of being consumed on the premises only.

**Secondary License:** \$1,200 annual fee prorated when initially licensed and payable annually May 1. Sworn affidavit attached hereto must be submitted by public accountant or certified public accountant that gross sales of food constitute more than fifty percent (50%) of gross sales of the establishment.

**\*\*Four (4) months after commencing operation, a secondary licensee shall file with the local liquor control commissioner an affidavit of the licensee that gross sales of food constituted more than fifty percent (50%) of gross sales for the first three (3) months of operation.**

**Secondary Licensee Alternate:** \$1,400 annual fee prorated when initially licensed and payable annually May 1. An establishment is eligible for a secondary license, except that the establishment dismisses minors from the premises and otherwise does not permit minors on the premises beginning at 10:00 p.m. Sundays through Thursdays, and 11:00 p.m. on Fridays and Saturdays. Any secondary licensee that either elects to close its kitchen or otherwise ceases to serve the same menu served prior to the times identified herein, but remains open after said times to serve beverages, including alcohol, must select the *alternate* secondary license. Sworn affidavit attached hereto must be submitted by public accountant or certified public accountant that gross sales of food constitute more than fifty percent (50%) of gross sales of the establishment.

## **Additional Options and Additional Fee**

*Option C:* \$700 annual fee; beer and wine sales only for restaurants. Only available to secondary licensees.

**Class III – Special License - Catering:** \$100 annual fee (*for each permanent location or places on the site of the establishment*) plus \$20 for each off the premises licenses. See Chapter 4, “Alcoholic Beverages” of the Moline Code of Ordinances, Section 4-2103. The licensee shall file with the City Clerk and the office of the Police Chief, not less than 10 days prior to such function, a description of the location and the hours during which alcohol will be served.

# APPLICATION FOR LIQUOR LICENSE

1. Full legal name (including alias, maiden name, nickname, etc.) of applicant(s) and birth dates(s):

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2. Address of applicant(s): \_\_\_\_\_

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

3. Address of premises to be used by applicant(s): \_\_\_\_\_

4. Name of business under which premises will be operated: \_\_\_\_\_

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

5. Owner or Landlord of premises to be used by applicant(s):

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6. Address of Owner or Landlord of premises to be used by applicant(s):

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7. Class of license applied for and annual fee (circle one):

<u>Standard</u>	<u>Secondary</u>	<u>Secondary Alternate</u>	<u>Class III Special (Catering)</u>
\$1,200	\$1,200	\$1,400	\$100 plus \$20/each occurrence

Bowling Center  
\$1,200

*Note: Secondary Alternate license must be selected if an establishment elects to close their kitchen, or otherwise cease to serve the same menu served prior to the times identified in 4-1100(12)(a), but remains open to serve beverages, including alcohol. Minors must be dismissed or otherwise barred from the premises no later than 10:00 p.m. Sunday – Thursday and no later than 11:00 p.m. Friday – Saturday.*

## **Options applied for and additional annual fee:**

**Option A:** Nightly Hours until 3:00 a.m.: \$700

(Available to Standard Licensees where alcohol is sold with the intention and express purpose of being consumed on the premises)

**Option B:** Additional Bar Extensions: \$400 each

(Available to Standard Licensees where alcohol is sold with the intention and express purpose of being consumed on the premises only)

**Option C: Beer/Wine only: \$700 annually (no additional fee) (Available for restaurants only)**

8. If a restaurant, state hours of kitchen: \_\_\_\_\_
9. Date on which business is to commence: \_\_\_\_\_
10. If you are not the Owner or the Landlord of the premises, do you have the consent of the Owner or Landlord of the premises to use the premises for the purpose allowed in the license you have applied for?  Yes  No
11. Are you leasing the premises?  Yes  No **If so, attach a copy of that lease.**
12. Are you a citizen of the United States?  Yes  No
13. Are you a resident of the City of Moline, Illinois?  Yes  No
14. Have you ever been convicted of a felony under the laws of the State of Illinois or any of the United States or under Federal Law?  Yes  No  
If yes, when? \_\_\_\_\_ What crime? \_\_\_\_\_
15. Have you ever been arrested for a felony under the laws of the State of Illinois or any of the United States or under Federal Law and posted bail and the forfeited said bail?  Yes  No
16. Have you ever been convicted of any crime or misdemeanor involving moral turpitude?  
 Yes  No
17. Have you ever had a liquor license issued to you under the laws of the State of Illinois or any of its political subdivision revoked for cause?  Yes  No
18. Have you ever had a liquor license issued to you under the laws of any other state or any of its political subdivision revoked for cause?  Yes  No

**ALL PERSONS NAMED IN QUESTIONS 19-21 SHALL BE PHOTOGRAPHED AND FINGERPRINTED BY THE MOLINE POLICE DEPARTMENT**

**\*\*Note, Background checks may take up to 8 weeks to complete)**

19. Are you a co-partnership or limited partnership?  Yes  No  
If so, who are your partners, either overt or silent? \_\_\_\_\_  
\_\_\_\_\_
20. Are you a corporation or is the general partner of a limited partnership a corporation?  
 corporation  general partner of a limited partnership is a corporation.
- 20A. Full legal name (including alias, maiden name, nickname, etc.) and birth date(s) of all the stockholders of your corporation who own more than 5% of the stock of your corporation.  
\_\_\_\_\_  
\_\_\_\_\_
21. Does the applicant plan to actively manage the business?  Yes  No  
If not, who will be the Manager? \_\_\_\_\_  
Qualifications of Manager? \_\_\_\_\_

22. Are any of the following persons in any way connected with the applicant in connection with the business for which this license is sought?
- Yes     No    Mayor of Moline, Illinois
  - Yes     No    A council member of the City of Moline, Illinois
  - Yes     No    Any city attorney
  - Yes     No    Any police officer of the City of Moline, Illinois
  - Yes     No    Any building official of the City of Moline, Illinois
  - Yes     No    Any zoning administrator of the City of Moline, Illinois
  - Yes     No    Any president or member of the County Board of Rock Island County, Illinois
  - Yes     No    Any sheriff or sheriff's deputy of Rock Island County, Illinois
23. State the length of residence of each person, partner, or stockholder and manager listed in the above questions: \_\_\_\_\_
24. Submit proof of adequate dram shop insurance as required by the Illinois Liquor Control Act of 1934, as it is now or may hereafter be amended, prior to being issued such license, including issuing company, policy number, and a certificate of insurance.
- Same is attached hereto:     Yes                       No

**FOR SECONDARY LICENSE ONLY  
COMPLETE QUESTIONS 25-27**

25. For Secondary License Only: Are gross sales of food expected to constitute more than fifty percent (50%) of gross sales?     Yes             No
26. For Secondary License Only: What percentage of the total of the following will be used in the sale of alcoholic beverages:  
           Inventory \_\_\_\_\_%      Personnel?      \_\_\_\_\_%      Floor Space?      \_\_\_\_\_%
27. For Secondary License Only: Submit a sworn affidavit (provided with application) by a public accountant or certified public accountant that the expectation set forth in 25 above is reasonable given the information contained in 26 above.
- Same is attached hereto:     Yes                       No

28. For Standard License Where Primary Business is other than Sale of Alcoholic Beverages. Are gross sales of alcoholic beverages expected to be less than twenty-five percent (25%) of gross sales?  
           \_\_\_\_\_ Yes                      \_\_\_\_\_ No
29. For Standard License Where Primary Business is other than Sale of Alcoholic Beverages. What percentage of the total of the following will be used in the sale of alcoholic beverages?  
           Inventory?      \_\_\_\_\_%      Personnel?      \_\_\_\_\_%      Floor Space?      \_\_\_\_\_%
30. For Standard License Where Primary Business is other than Sale of Alcoholic Beverages. Submit a sworn affidavit by a public accountant or certified public accountant that the expectation set forth in 28 above is reasonable given the information contained in 29 above.

# AFFIDAVIT OF APPLICANT

STATE OF ILLINOIS                    )  
  ) SS  
COUNTY OF ROCK ISLAND        )

I/We, the undersigned being first duly sworn upon our oath(s) state and depose as follows:

1. I/We understand that the foregoing information is set forth so that we might obtain a liquor license.
2. That under the State Laws of the State of Illinois, the answers to questions 10 through 24 are material to the question of whether or not I/we are entitled under the law to obtain a liquor license in the State of Illinois.
3. That I/we understand that making a false affidavit constitutes perjury where a false answer is made knowingly to a material question.
4. That I/we have personally prepared the answers to the above questions.
5. That I/we have reread them, and find them to be wholly true, and I/we wholly understand them.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Applicant

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ A.D.

\_\_\_\_\_  
Notary Public

# APPLICATION FOR LIQUOR MANAGER\*

**\*LIQUOR MANAGER MUST RESIDE IN CITY OF MOLINE,  
ILLINOIS, AND BE A CITIZEN OF THE UNITED STATES.**

1. Name and Address:

\_\_\_\_\_  
First Initial Last

\_\_\_\_\_  
Address

2. Social Security Number: \_\_\_\_\_

3. Birthdate: \_\_\_\_\_ Home Phone #: \_\_\_\_\_

4. Are you a citizen of the United States?  Yes  No

5. Have you ever been convicted of a felony under the laws of the State of Illinois?  
 Yes  No If yes, when? \_\_\_\_\_

For what crime? \_\_\_\_\_

6. Have you ever been convicted of a felony under the laws of any of the United States, or under federal law?  Yes  No

7. Have you ever been convicted of any crime or misdemeanor involving moral turpitude?  
 Yes  No

8. Have you ever had a license issued to you under the laws of the State of Illinois or any of its political subdivisions revoked for cause?  Yes  No

9. Establishment for which you are to manage:  
\_\_\_\_\_

10. Length of Rock Island County residency? \_\_\_\_\_

# AFFIDAVIT OF LIQUOR MANAGER (pg. 2)

STATE OF ILLINOIS            )  
  ) SS  
COUNTY OF ROCK ISLAND    )

I/We, the undersigned being first duly sworn upon our oath(s) state and depose as follows:

1. I/We understand that the foregoing information is set forth so that we might obtain a liquor license.
2. That under the State Laws of the State of Illinois, the answers to questions 10 through 24 are material to the question of whether or not I/we are entitled under the law to obtain a liquor license in the State of Illinois.
3. That I/we understand that making a false affidavit constitutes perjury where a false answer is made knowingly to a material question.
4. That I/we have personally prepared the answers to the above questions.
5. That I/we have reread them, and find them to be wholly true, and I/we wholly understand them.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Applicant

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ A.D.

\_\_\_\_\_  
Notary Public









# CLASS III – SPECIAL LICENSE: CATERING

*(available to Secondary Licensees only)*

Caterer retailer shall have the meaning ascribed to such term under the Liquor Control Act of 1934, found generally at 235 ILCS 5/1-3.34 as it is now or may hereafter be amended, prior to being issued such license. A \$100 annual fee will be charged *(for each permanent location or places on the site of the establishment)* plus \$20 for each off the premises licenses. See Chapter 4, “Alcoholic Beverages” of the Moline Code of Ordinances, Section 4-2103. The licensee shall file with the City Clerk and the office of the Police Chief, not less than 10 days prior to such function, a description of the location and the hours during which alcohol will be served.

1. What is the name of the rental hall business or restaurant or secondary licensee of which the Catering License will be used for?

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2. Address and contact information:

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