

## **Procedures for Obtaining a Management Entity Certification**

A Management Entity Certification allows for the certification of an entity retained to manage a licensed premises. It is recognized that a Liquor Licensee may, from time to time, desire to hire or retain as an independent contractor, a management entity to manage, generally operate and be responsible for the licensed premises. *Note: An underlying Village Liquor License must previously have been obtained for the premises.*

### ***Requirements Applicable to a Management Entity Certification include:***

1. No Liquor Licensee shall permit a Management Entity to perform such a function unless the Management Entity has been certified to do so by the Liquor Control Commissioner.
2. In order to be certified, a Management Entity must execute an application and qualify for a Management Entity Certification in the same manner and meet the same standards as a Licensee.
3. The Management Entity Certification application must be accompanied by a nonrefundable application fee as set forth in Appendix D, Art. V, of the Municipal Code and no Management Entity may be qualified unless the certification fee has been paid.
4. The Management Entity shall be subject to the jurisdiction of the Liquor Control Commissioner in the same manner as a Liquor Licensee.
5. The Management Entity and the Liquor Licensee shall be jointly and severally responsible for all consequences of any violation on the premises.

### ***Each application shall be accompanied by:***

1. Applicable Management Entity Certification fee paid in full (see Municipal Code, Appendix D, Art. V, Sec. 16-2).
2. Certificate of Insurance with Dram Shop Insurance or Host Liquor Liability (\$1M) and General Liability Insurance not less than (\$1M).
3. A copy of Northfield Liquor License for premise and State of Illinois Liquor License.

After a Management Entity Certification application has been reviewed, all information required provided/completed, signed and returned including fingerprinting and background checks (if required) and fees paid, the applicant will be notified to pick up the certificate from the Office of the Village Manager.

Management Entity Certification application forms are available on this website, [www.northfieldil.org](http://www.northfieldil.org) and at the Office of the Village Manager and completed forms should be returned to the same location. If you have any questions or need additional information, call 847-446-9200 x2231.