

Procedures for Obtaining an Annual Liquor License in Northfield

Application for a local annual liquor license shall be made to the Northfield Liquor Control Commissioner on forms provided by the Village and available on this website and in the Office of the Village Manager, 361 Happ Road, Northfield, IL. Only fully completed forms may be considered. Each application shall be accompanied by the nonrefundable application fee (except renewals), and the appropriate license fee set forth in Appendix D, Art. V of the Municipal Code.

Annual Liquor License Classifications:

- 1) Package Licenses (P)
- 2) Food Service Licenses (F)
- 3) Specialty Licenses (S)

1) Package Licenses (P)

- **Class P-1 Supermarket Package License**
Delivery in original package only at premise where primary business is the sale of groceries and related products.
- **Class P-2 Wine and Beer Only Package License**
Delivery only of wine and beer in its original package.

2) Food Service Licenses (F)

- **Class F-1 Restaurant without Lounge License**
Service of alcoholic beverages at a restaurant whose premise is primarily devoted to the preparation, cooking and serving of meals; alcohol cannot be served any place other than at dining tables.
- **Class F-2 Restaurant with Corkage License**
Allows patrons to bring beer and wine into restaurant establishment for the sole purpose of consumption in that establishment; for patrons dining in the restaurant and seated at a table.
- **Class F-3 Restaurant with Lounge License**
Providing of alcoholic beverages by restaurants maintaining a separate lounge area for patrons of restaurant who are either consuming their meal, waiting for meal service or who have completed their meal.
- **Class F-4 Restaurant with Bar License**
Providing of alcoholic beverages by restaurants maintaining a separate bar area where alcoholic beverages may be served with or without the service of food.
- **Class F-5 Senior Center License**
For service of alcoholic beverages at the senior center premises designated in the license only between the hours of 11:00 a.m. through 1:00 a.m. the following morning unless more restrictive hours are established in the special use.

- **Class F-6 Golf Course License**
For the service of alcoholic beverages at golf courses in Northfield which may be served at the restaurant, clubhouse lounge, from licensee owned carts on the premises, at any other snack or food facility on the course and at events on the golf course grounds.
- **Class F-7 Corporate Headquarters License**
Service of alcoholic beverages at a corporate headquarters that has food service and food preparation for employees. Alcoholic beverages may not be served with employee lunches or other meals in the company cafeteria. Permitted only for employees of the corporation or their guests for corporate sponsored or corporate approved special events at the corporate headquarters.

3) *Specialty Licenses (S)*

- **Class S-1 Gourmet Beverage Shop License**
Allows for the delivery of beer and wine only in its original package at premise in the Village Center zoning district.
- **Class S-2 License with Special Conditions**
The Corporate Authorities may, from time to time, create conditional licenses based on the license classifications set forth above but which contain additional conditions and restrictions and are subject to issuance by the Liquor Control Commissioner.

All of the above classifications of annual Liquor Licenses have additional regulations applicable to the specific Class which are listed in the Municipal Code, Chapter 16, Alcoholic Liquor, and available on this website, www.northfieldil.org.

Each application shall be accompanied by:

1. Non-refundable, one-time application fee in full (see Municipal Code, Appendix D, Art. V, Sec. 16-3).
2. Applicable liquor license fee in full (see Municipal Code, Appendix D, Art. V, Sec. 16-2).
3. Certificate of Insurance with Dram Shop Insurance or Host Liquor Liability (\$1M) and General Liability Insurance not less than (\$1M).
4. If leasing space, a copy of landlord's Certificate of Insurance with Host Liquor Liability coverage is required.
5. A copy of State of Illinois Liquor License.

Other requirements:

- Information about applicant/owner and primary on-site Manager(s) and any Assistant Manager(s) responsible when alcohol is sold/served on premises must be provided. Changes in Managers must be reported to the Liquor Commissioner so fingerprinting and background checks can be conducted.
- Manager and any Assistant Manager(s) must submit to fingerprinting by the Northfield Police Dept. and a background check in connection with the Liquor application.
- After issuance of any Liquor License, licensee shall provide written notice within 7 days of any change in any information set forth in the application.

Annual Liquor Licenses will be issued effective the first day of business or January 1 through December 31 for renewals. A Special Use needs to be obtained by a new Company or LLC from the appropriate Village Board/Commission before a Liquor License will be issued. After an Annual Liquor License application has been reviewed, all information required is provided, it has been signed and returned, fingerprinting and background checks completed and fees paid, the applicant will be notified to pick up their Liquor License from the Office of the Village Manager at the Village Hall.

Liquor License application forms (new and renewal) are available on this website, 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.