



City of Batavia, Illinois
100 North Island Avenue
Batavia IL 60510
630-454-2000

For Office Use Only
Received: _____
License Fee Paid: _____
Receipt #: _____

Class F Application for Liquor License

Business Information

Business Name _____
Business Address _____
Business Phone _____ Email _____
Contact Person _____ Phone # _____
Address _____

Applicant shall provide:

1. **Written consent from owner to hold event** on the premises and their acknowledgement of a joint responsibility for compliance with all provisions of liquor control chapter.
2. Proof of **liability/dram shop** insurance providing coverage for the premises, licensee, owner and sponsor where alcohol liquor is to be sold including City, if obtained for a City event. Event date/location must be on dram shop paperwork.
3. Copy of **STATE of ILLINOIS** License within 2 (TWO) weeks.
4. Copy of IL 501c3 or other certification showing organization is not-for-profit.

Application Requirements of a Class F

1. Purpose of Event _____
2. Location of Event _____
3. Date/Time of Event _____
4. Live Entertainment _____
5. Indoors _____ Outdoors _____ Both _____
6. Estimate Number of Attendees _____
7. What type of liquor is to be served _____
8. Provide a Layout of Liquor Sales at the Event/premises
9. Provide List of Persons Responsible for Dispensing Alcoholic Liquor
10. Provide Statement to Prohibit sales to minors; Security at Gates
11. Provide Names of Persons Providing Security
12. Provide other information required by Liquor Commissioner and Chief of Police
13. Applicant to pay appropriate fee with application unless waived by Liquor Commission.
14. Individuals who sell/serve liquor must be 21 years of age or older

Affidavit

State of Illinois)
County of Kane)

I/We, the undersigned, are familiar with the terms and provisions of the Batavia Municipal Code relating to liquor control, that I/we have read the foregoing application and the statements are true, complete, and correct to my/our personal knowledge and information. I/We asking the City of Batavia to issue the Liquor Dealer License, Class F to me/us for the location indicated; that I/we will not violate any laws of the United States, the State of Illinois, or the City of Batavia Liquor Control Ordinances. Applicant acknowledges the obligation of those persons identified on this application submit to fingerprinting and background investigation upon request by the City of Batavia Police Department.

Dated at Batavia, Illinois, this _____ day _____, A.D. _____.

By _____

Attest:

Witness

ENDORSEMENT OF THE LIQUOR CONTROL COMMISSIONER

Approved: _____ Date: _____ Chief of Police: _____
Approved: _____ Date: _____ Liquor Commissioner: _____

CLASS F COMPLIANCE CHECKLIST

3-3-15-1B

All of the individuals who sell and serve liquor must be twenty-one (21) years of age or older; Illinois BASSET Off Premise Alcohol Seller/Server Certification or equivalent training within the last twelve (12) months is required for the service of alcoholic liquor as follows:

For Class F licenses, at least one person who is present at the time of serving the alcoholic liquor at all times, except as provided in Section 3-3-27 below;

1. Adequate provisions shall be made for identifying persons who are of legal, drinking age and ensuring that minors are not served;
2. A schedule of drink prices must be posted at the site of the event and shall remain the same for each day of the event;
3. The approved license must be posted in plain view at the event;
4. Alcoholic liquor may not be sold or consumed outdoors unless the Applicant is approved for outdoor service and consumption and complies with the conditions in Section 3-3-15.2 below;
5. The Applicant shall comply with all other state and local regulations, including the prohibition against serving alcoholic liquors to intoxicated persons, and any other conditions imposed by the City Council, the Local Liquor Commissioner and Chief of Police, including any specific requirements for security at the event; and
6. Alcoholic liquor shall not be given away pursuant to a Class F license unless the event is a private function.

3-3-15.2

The outdoor sale and/or consumption of alcoholic liquor shall be allowed in conjunction with a Class F license subject to the conditions in Section 3-3-15.1 and the following conditions:

1. The site drawing submitted shall show the physical boundaries of the area of the outdoor sales and/or consumption in compliance with the provisions herein and must be approved by the City Council and the Chief of Police
2. The outdoor sale and/or consumption area shall be fully enclosed by some combination of fencing, walls, partitions, or similar materials with clearly marked entrances and exits, and the alcoholic liquor may only be sold and consumed in the area so designated;
3. The entrances and exists to and from the designated outside area for sale and consumption shall be monitored, and no person under the age of 21 shall be allowed into the designated area unless accompanied by an adult parent or guardian;
4. The Applicant shall comply with any other conditions on the outside sale and/or consumption of alcoholic liquor that are imposed by the City Council when the license is approved or is otherwise required by the Chief of Police for the public health, safety and welfare;
5. A plan for security to maintain order, to ensure compliance with the conditions of the license and to ensure compliance with all applicable rules and regulations shall be tendered and must be approved; and
6. An additional fee may be charged for an outdoor Class F license based on the amount of staff time required to process and supervise the licensing.

Class F (Special Event, not-for-profit)

Indoors	\$50.00
Outdoors	To be determined