

**CITY OF MARENGO**  
**Liquor License Application Procedures**  
Revised November 2016

**Original Application & Packet**

Contact the City Clerk's Office or the Chief of Police to request a liquor license application packet.

Upon receiving the fully executed liquor license application, with all the required documents attached, the City Clerk will forward the application to the Mayor/Liquor Commissioner for review.

The Mayor will, in writing, advise the applicant if the license will be issued or denied. In the case of a denial, the reason will be stated.

**Renewal Application**

Every liquor license must be renewed by April 30<sup>th</sup> of each year. Each applicant seeking renewal of his/her liquor license must complete a renewal application and submit it to the City Clerk's Office, complete with the supporting documentation, and fee prior to April 15<sup>th</sup> of each year, which allows time for processing. Any incomplete application will not be processed.

**Displaying Your License**

All legally required licenses and permits of Federal, State or local issuance must be plainly displayed at all times on the licensed premises.

**Affidavit**

**County of McHenry**

**State of Illinois**

I (or we) swear that I (or we) will not violate any liquor ordinances, Chapter 33, City of Marengo, Code Ordinances or any liquor laws of the United States or of the State of Illinois. That the statements contained in this application are true and correct to the best of my (our) knowledge and belief.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2

Notary Public

\_\_\_\_\_  
(SEAL)

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
SIGNATURE OF APPLICANT (PARTNER)

\_\_\_\_\_  
SIGNATURE OF APPLICANT (PARTNER/MANAGER)

**License Holder**

No license of any kind shall be issued by the State Commission or any local commission to a person who is not a resident of any City or County in which the premises covered by the license is located or a person who is not a citizen of the United States.

**Employees**

It shall be unlawful to employ in any premises used for the retail sale of alcoholic liquor any person who is afflicted with, or who is a carrier of, any contagious, infectious, or venereal disease; and it shall be unlawful for any person who is afflicted with or is a carrier of any such disease to work in or about the premises or to engage in any way in the handling, preparation, or distribution of such liquor. All checkers, or other persons operating cash registers shall be at least 21 years of age. It shall be unlawful for any person under 21 years of age to draw, pour or mix alcoholic liquor as an employee of any retail license.

## **CITY OF MARENGO, ILLINOIS**

### **Marengo Liquor License**

To hold a City of Marengo Liquor License is a privilege; not a right!

It shall be unlawful to sell offer for sale at retail in the City of Marengo any alcoholic liquor without having a retail dealer's license, a State of Illinois license and any other necessary document for the sale of alcoholic liquor.

Alcoholic liquor includes alcohol, spirits, wine, beer, and every liquid or solid, patented or not, containing alcohol spirits, wine, or beer, and capable of being consumed as a beverage by a human being.

**CITY OF MARENGO**

**Liquor License Application**

It shall be unlawful to sell or offer to sale at retail in the City of Marengo any alcoholic liquor without having a retail liquor dealer's license. **Photo Identification is required for ALL applicants.**

**Applicant Information**

**Individual**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_ Age \_\_\_\_\_

Place of Birth \_\_\_\_\_

Citizenship \_\_\_\_\_

Naturalization Y \_\_\_ N \_\_\_ If Yes, Date of Naturalization \_\_\_\_\_

Place of Naturalization \_\_\_\_\_

Social Security \_\_\_\_\_

Insurance Company / Agent (Address & Telephone) & Policy Number

\_\_\_\_\_

\_\_\_\_\_

Policy Expiration \_\_\_\_\_

**CITY OF MARENGO**

**Liquor License Application**

**Applicant Information**

**Corporation**

**Directors**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_ Age \_\_\_\_\_

Place of Birth \_\_\_\_\_

Citizenship \_\_\_\_\_

Naturalization Y \_\_\_ N \_\_\_ If Yes, Date of Naturalization \_\_\_\_\_

Place of Naturalization \_\_\_\_\_

Number of Corporate Shares Owned \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_ Age \_\_\_\_\_

Place of Birth \_\_\_\_\_

Citizenship \_\_\_\_\_

Naturalization Y \_\_\_ N \_\_\_ If Yes, Date of Naturalization \_\_\_\_\_

Place of Naturalization \_\_\_\_\_

Number of Corporate Shares Owned \_\_\_\_\_

**CITY OF MARENGO**

**Liquor License Application**

**Applicant Information**

**Corporation**

**Directors**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_ Age \_\_\_\_\_

Place of Birth \_\_\_\_\_

Citizenship \_\_\_\_\_

Naturalization Y \_\_\_ N \_\_\_ If Yes, Date of Naturalization \_\_\_\_\_

Place of Naturalization \_\_\_\_\_

Number of Corporate Shares Owned \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_ Age \_\_\_\_\_

Place of Birth \_\_\_\_\_

Citizenship \_\_\_\_\_

Naturalization Y \_\_\_ N \_\_\_ If Yes, Date of Naturalization \_\_\_\_\_

Place of Naturalization \_\_\_\_\_

Number of Corporate Shares Owned \_\_\_\_\_

**CITY OF MARENGO**

**Liquor License Application**

**Applicant Information**

**Corporation**

**Officers**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_ Age \_\_\_\_\_

Place of Birth \_\_\_\_\_

Citizenship \_\_\_\_\_

Naturalization Y \_\_\_ N \_\_\_ If Yes, Date of Naturalization \_\_\_\_\_

Place of Naturalization \_\_\_\_\_

Number of Corporate Shares Owned \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_ Age \_\_\_\_\_

Place of Birth \_\_\_\_\_

Citizenship \_\_\_\_\_

Naturalization Y \_\_\_ N \_\_\_ If Yes, Date of Naturalization \_\_\_\_\_

Place of Naturalization \_\_\_\_\_

Number of Corporate Shares Owned \_\_\_\_\_

**CITY OF MARENGO**

**Liquor License Application**

**Applicant Information**

**Corporation**

**Officers**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_ Age \_\_\_\_\_

Place of Birth \_\_\_\_\_

Citizenship \_\_\_\_\_

Naturalization Y \_\_\_ N \_\_\_ If Yes, Date of Naturalization \_\_\_\_\_

Place of Naturalization \_\_\_\_\_

Number of Corporate Shares Owned \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_ Age \_\_\_\_\_

Place of Birth \_\_\_\_\_

Citizenship \_\_\_\_\_

Naturalization Y \_\_\_ N \_\_\_ If Yes, Date of Naturalization \_\_\_\_\_

Place of Naturalization \_\_\_\_\_

Number of Corporate Shares Owned \_\_\_\_\_

**CITY OF MARENGO**

**Liquor License Application**

**Applicant Information**

**Corporation**

**Stockholders**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_ Age \_\_\_\_\_

Place of Birth \_\_\_\_\_

Citizenship \_\_\_\_\_

Naturalization Y \_\_\_ N \_\_\_ If Yes, Date of Naturalization \_\_\_\_\_

Place of Naturalization \_\_\_\_\_

Number of Corporate Shares Owned \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_ Age \_\_\_\_\_

Place of Birth \_\_\_\_\_

Citizenship \_\_\_\_\_

Naturalization Y \_\_\_ N \_\_\_ If Yes, Date of Naturalization \_\_\_\_\_

Place of Naturalization \_\_\_\_\_

Number of Corporate Shares Owned \_\_\_\_\_

**CITY OF MARENGO**

**Liquor License Application**

**General Business Information**

Character of the business \_\_\_\_\_

\_\_\_\_\_

If Corporation, object for which it was formed \_\_\_\_\_

\_\_\_\_\_

Length of time the applicant has been in business of this character \_\_\_\_\_

\_\_\_\_\_

If Corporation, date charter was issued \_\_\_\_\_

Dollar amount of goods, wares, and merchandise on hand at time of application \_\_\_\_

\_\_\_\_\_

Dollar amount of alcoholic liquors on hand at time of application \_\_\_\_\_

Location and description of premises or place of business which is to be operated  
under this license \_\_\_\_\_

Is, or will, the establishment be located within 100 feet of any church, school,  
hospital, home for aged or mortuary, military or naval station? \_\_\_\_\_

If yes, describe \_\_\_\_\_

**CITY OF MARENGO**

**Liquor License Application**

**General Business Information (cont'd.)**

Has applicant made application for a similar or other license on the premises other than described in this application? \_\_\_\_\_

Disposition of such application \_\_\_\_\_

Statement that applicant has never been convicted of a felony and is not disqualified to receive a license by reason of any matter or thing contained in the Marengo Code Ordinances of Laws of the State \_\_\_\_\_

Has previous license by any state or subdivision thereof, or by the federal government ever been revoked and the reason therefore \_\_\_\_\_

Statement that the applicant will not violate any of the laws of the State of Illinois, or of the United States, or any law of the City of Marengo in the conduct of his place of business \_\_\_\_\_

Do you lease this property? Y\_\_\_ N\_\_\_ **If property is leased, a copy of the lease must be attached to this application.**

**CITY OF MARENGO**

**Liquor License Application**

**General Business Information (cont'd.)**

Is any law enforcing public official, mayor, member of the City Council directly or indirectly interested in the business for which this license is sought? \_\_\_\_\_

\_\_\_\_\_

Has any alcohol manufacturer, importing distributor directly or indirectly paid or agreed to pay the license applied for, advance money or anything else of value or directly or indirectly interested in the ownership, conduct or operation of the business place? \_\_\_\_\_ If yes, describe \_\_\_\_\_

\_\_\_\_\_

Is the applicant or any affiliate, associate, subsidiary, officer, director, or other agent engaged in the manufacture of alcoholic liquors? \_\_\_\_\_

If so, at what location or locations? \_\_\_\_\_

Will the business be conducted by a manager or agent? \_\_\_\_\_

If so, give the name and residence of such manager or agent \_\_\_\_\_

\_\_\_\_\_

**CITY OF MARENGO**

**Liquor License Application**

**License Information**

**Class of License Sought**

\_\_\_\_\_ **AA** which shall permit the retail sale of alcoholic liquor for consumption on or off the premises where sold, and not for resale in any form.

**Fee:** \$1,750.00/Annually

\_\_\_\_\_ **BB** which shall permit the retail sale of alcoholic liquor as packaged goods for consumption off the premises where sold on any premises used, maintained, operated, advertised, and held out to the public as primarily a grocery, drug, or department store.

**Fee:** \$1,500.00/Annually

\_\_\_\_\_ **B** shall permit the retail sale of alcoholic liquor solely for the consumption off the premises where sold, and not for resale in any form.

**Fee:** \$1,500.00/Annually

\_\_\_\_\_ **BYOB** shall permit a customer to bring beer or wine only into a permitted premises of a restaurant to be consumed on premises only as a compliment of food. Applicant must derive more than forty percent (40%) of its gross revenue from the sale of food.

**Fee:** \$200.00/Annually

\_\_\_\_\_ **C** which shall be issued to city not-for-profit service organizations for charitable causes, which shall permit the retail sale of beer for consumption only on the premises where sold, and not for resale in any form, containing not more than 4% of alcohol by weight, to be issued to temporary stands, booths, and counters such as used at picnics, celebrations, and the like.

**Fee:** \$300.00/Day

## **Liquor License Application**

### **License Information**

#### **Class of License Sought (cont'd.)**

\_\_\_\_\_ **D** which shall permit the retail sale of alcoholic liquor for consumption only on the premises where sold, to be issued to a regularly organized club, in the company of the member, or an organization function of the club open to the public.

**Fee:** \$300.00/Annually

\_\_\_\_\_ **E** Sale of all alcoholic beverage by restaurant for consumption on premises. 50 persons minimum seating. No more than 10% at the bar.

**Fee:** \$1,500.00/Annually

\_\_\_\_\_ **EE** Retail sale of specialty wines and craft beer only for consumption on premises only. 24 persons minimum seating.

**Fee:** \$1,500.00/Annually

\_\_\_\_\_ **GC** Retail sale of alcoholic liquor for consumption only on the premises where sold, and not for resale in any form, to be issued to a regularly organized golf club, country club or golf club facility. This license also permits the retail sale of alcoholic liquor from a beverage cart or refreshment stand on the grounds of the golf club or country club or at patio immediately adjacent to the clubhouse/restaurant.

**Fee:** \$1,750.00/Annually

\_\_\_\_\_ **R** which shall permit the retail sale of alcoholic liquor for consumption on or off the premises where sold, and not for resale in any form in a bowling alley.

**Fee:** \$1,500.00/Annually

\_\_\_\_\_ **G** which authorizes the retail sale of beer and wine only as packaged

goods for consumption off the premises for establishments selling gasoline and goods with a floor area of less than 2,500 square feet. For additional restrictions and regulations pertaining to this particular classification refer to Chapter 33 (ordinance 06-7-3 as amended 07/24/06).

Fee: \$1,500.00/Annually

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**VGC**, which shall authorize the retail sale of beer and wine for consumption on the licensed premises where the major and primary business is that of a video gaming café, defined as an establishment which has obtained a video gaming license pursuant to the Illinois Video Gaming Act and which offers alcohol and food as an amenity only, subject to the following restrictions:

- a. The licensed premises shall satisfy all building, premises, health code requirements applicable to liquor establishments in the City of Marengo;
- b. The business must derive a portion of its revenue from food sales, but the food sold need not be prepared on site;
- c. All operations must be conducted indoors (no outdoor eating/drinking/gaming allowed);
- d. No other forms of gaming (billiards, darts, etc.) are allowed on the premises;
- e. Patrons may not bring their own alcohol onto the premises;
- f. No person under the age of 21 shall be allowed on the premises;
- g. A VGC licensee shall comply with all applicable provisions of the Illinois Liquor Control Act, as amended, the Illinois Video Gaming Act, and the Marengo City Code, as amended; and

Fee: \$1,500.00/Annually

### **Insurance**

No License shall be issued hereunder, unless the applicant shall file with the application a certificate by an insurance company authorized to do business in the State of Illinois, certifying that the applicant has in force and affect the insurance required by statute. The landlord of any leased premises shall also comply with this section. Refer to Chapter # 33, Section 33.05 Application Requirements; D: Insurance.

**CITY OF MARENGO**

**Liquor License Application**

All liquor license applicants, corporate officials and managers must agree to and be fingerprinted under the agreement of the City of Marengo and the Illinois State Police. The local liquor control commission inter agency agreement was established November 6, 1987. The following fees must be paid in advance by the liquor applicant:

Illinois State Police Fingerprint Cards

\$44.00	Live Scan Fee
<u>\$25.00</u>	<u>Administrative Fee</u>
\$69.00	Total Due

Fees are subject to yearly change and are not refundable.

**Applicant's State of Illinois Tax Identification Number**

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**CITY OF MARENGO**  
**Liquor License Application**

**Business Name:** \_\_\_\_\_

**List of Employees**

1. Name \_\_\_\_\_  
Address \_\_\_\_\_  
Date of Birth \_\_\_\_\_
2. Name \_\_\_\_\_  
Address \_\_\_\_\_  
Date of Birth \_\_\_\_\_
3. Name \_\_\_\_\_  
Address \_\_\_\_\_  
Date of Birth \_\_\_\_\_
4. Name \_\_\_\_\_  
Address \_\_\_\_\_  
Date of Birth \_\_\_\_\_
5. Name \_\_\_\_\_  
Address \_\_\_\_\_  
Date of Birth \_\_\_\_\_
6. Name \_\_\_\_\_  
Address \_\_\_\_\_  
Date of Birth \_\_\_\_\_
7. Name \_\_\_\_\_  
Address \_\_\_\_\_  
Date of Birth \_\_\_\_\_
8. Name \_\_\_\_\_  
Address \_\_\_\_\_  
Date of Birth \_\_\_\_\_
9. Name \_\_\_\_\_  
Address \_\_\_\_\_  
Date of Birth \_\_\_\_\_
10. Name \_\_\_\_\_  
Address \_\_\_\_\_  
Date of Birth \_\_\_\_\_

## **CITY OF MARENGO**

### **Liquor License Application**

#### **Liquor License Restrictions**

- a) A person who is not a resident of the City or employs a Manager who is a resident.
- b) A person who is not of good character and reputation in the community in which he/she resides.
- c) A person who is not a citizen of the United States.
- d) A person who has been convicted of a felony.
- e) A person who has been convicted of being the keeper or is keeping a house of ill fame.
- f) A person who has been convicted of pandering or other crime or misdemeanor opposed to decency and morality.
- g) A person whose license under the Marengo Code of Ordinances has been revoked for cause.
- h) A person at the time of application of renewal of any license issued would not be eligible for such license upon first application.
- i) A co-partnership, unless all members of such co-partnership shall be qualified to obtain a license.
- j) A corporation, if any officer, manager, or director thereof, or any stockholder or stockholders owning in the aggregate more than 5% of the stock of such corporation, would not be eligible to receive a license for other reason other than citizenship and residence within the political subdivision.
- k) A person whose place of business is conducted by a manager or agent unless the manager or agent that processes the same qualifications required by license.
- l) A person who has been convicted of a violation of any federal or state law concerning the manufacture, possession, or sale of alcoholic liquor, or who shall have forfeited bond to appear in court to answer charges for any such violation.

## **CITY OF MARENGO**

### **Liquor License Application**

#### **Liquor License Restrictions (cont'd.)**

- m) A person who does not own the premises for which the license is sought, or does not have a lease thereon, for the full period for which the license is issued.
- n) Any law enforcing public official, any mayor or member of the City Council and no such official shall be interested in any way, either directly or indirectly, in the manufacture, sale or distribution of alcoholic liquor.
- o) Any person, firm, or corporation not eligible for a state retail liquor dealer's license.

**CITY OF MARENGO**

**Liquor License Application**

**City of Marengo - Holidays**

New Year's Day  
Memorial Day  
Independence Day  
Christmas Day

Labor Day  
Veteran's Day  
Thanksgiving Day

**MARENGO POLICE DEPARTMENT**

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**AUTHORIZATION & RELEASE**

\_\_\_\_\_

I, \_\_\_\_\_ (print name),  
applied for a liquor license with the City of Marengo, Illinois; do hereby authorize and request  
the Marengo Police Department, an agent of the City to release any records from the following:  
criminal history, driving record in this or any other state, or other documentation which may be  
under the control of the Marengo Police Department excluding any juvenile records. This  
request shall authorize the Marengo Police Department to furnish to the City of Marengo any  
and all information related to a background check.

\_\_\_\_\_

I also release and hold harmless the City of Marengo and any agents or representatives for  
providing such information from any and all civil liability in connection with the disclosure of  
this information.

\_\_\_\_\_

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
Date of Birth

Date \_\_\_\_\_

\_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_ above appeared before me  
personally, known as the person described and executed the foregoing instrument, and acknowledged  
that (s) he executed same as his/her free act and will.

\_\_\_\_\_

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

\_\_\_\_\_  
Expires