



LIQUOR LICENSE APPLICATION

FOR QUESTIONS OR FURTHER INFORMATION, PLEASE
CONTACT:

City of East Moline Finance Office
Finance Secretary
915 16th Avenue
East Moline, IL 61244
Ph: (309)752-1538 Fax: (309)752-1537
Email: kmelody@eastmoline.com

To view East Moline's Liquor Ordinance in its entirety, please visit:
www.eastmoline.com, City Ordinances-Title 3, Chapter 7

LIQUOR LICENSE APPLICATION CHECKLIST

PROCESSING TIME FOR LIQUOR LICENSE APPLICATIONS CAN TAKE 30+ BUSINESS DAYS

- _____ Application completed and returned to Finance Office
- _____ \$500.00 NON-REFUNDABLE Application Fee made at time of application submission, payable by **CASH or CHECK ONLY**-this fee is NOT applied toward the cost of the license
- _____ Copy of Lease (if premise not owned by applicant)
- _____ Fingerprinting for following individuals (completed at EM Police Dept., add'l cost of \$34.25)
 - _____ Individual Applicant
 - _____ Liquor Manager
 - _____ Corporate and/or Partner Principal Holders
- _____ Arrangements made with Inspections (after submitting application)
 - _____ Health Inspector 309-752-1510
 - _____ Building Inspector 309-752-1509
 - _____ Plumbing Inspector 309-752-1512
 - _____ Fire Inspector 309-752-1502
- _____ Liquor Liability Insurance provided to Finance Office (must be submitted in order to receive license)

AFTER RECEIVING YOUR CITY LIQUOR LICENSE, YOU MUST OBTAIN A STATE OF ILLINOIS LIQUOR LICENSE BEFORE BUSINESS COMMENCES

ILLINOIS_{gov}



Illinois
Liquor Control
Commission

CONTACT US

Chicago Office

Mon-Fri, 8:30am-4:30pm
50 W. Washington St, Suite 209
Chicago, IL 60602
P: **312.814.2206**
F: **312.814.2241**
Email: ILCC@illinois.gov

Springfield Office

Mon-Fri, 8:30am-4:30pm
300 W. Jefferson St, Suite 300
Springfield, IL 62702
P: **217.782.2136**
F: **217.524.1911**
Email: ILCC@illinois.gov

[Contact Us - Email Form](#)

LIQUOR LICENSE FEES AND ESTABLISHMENT CLASSES

CLASS "A": License shall authorize the retail sale of liquor for consumption on the premises as well as other retail sales of liquor. **Annual fee: \$1000.00**
ANY FACILITIES SELLING MOTOR VEHICLE FUEL CANNOT RECEIVE A CLASS "A" LICENSE AS CONSUMPTION OF ALCOHOL IS NOT ALLOWED ON SAID PREMISES

CLASS "B": License shall be issued only to "clubs" and shall entitle licensee to sell for consumption only on the premises permanently occupied by such club, to members in good standing and bona fide and invited guests. **Annual fee: \$1000.00**

CLASS "C": License shall entitle licensee to make only retail sales of alcoholic liquor for consumption only on the premises at any banquet, picnic, bazaar, fair or similar public or private assembly (also known as One Day Liquor License). **Daily fee: \$25.00**

CLASS "D": License shall entitle licensee to make only package liquor sales of alcoholic beverages for consumption only off of the premises. **Annual fee: \$1000.00**

CLASS "E": License shall entitle licensee to dispense and sell beer and wine only under the following specific conditions:

1. License is valid January 1st through December 31st of each year
2. Dispensing hours are 4pm-11pm, not to exceed 3 nights per week
3. An additional 3 afternoons per year are allowed for dispensing, 12pm-6pm
4. Licensee will be permitted to dispense beer and wine only when scheduled races are planned
5. **Annual fee: \$1000.00**

CLASS "F": License shall authorize the retail sale of alcoholic liquor on premises operated as a restaurant in which food is served and sales of alcohol is incidental to the primary purpose of selling food. **Annual fee: \$1000.00**

CLASS "G": License shall be known as an outdoor liquor service area license, shall be issued only to holders of a class A, B or F license, which shall be known as the primary license, and shall authorize the retail sale of liquor for consumption on the premises in a separately designated area for outdoor service. **Annual fee: \$25.00**

CLASS "H": License shall be known as a not for profit event license, and shall authorize the licensee to make the retail sales of liquor for consumption only on the premises and shall authorize no package, carryout or wholesale sales of liquor. The class H license shall permit the licensee to conduct a minimum of 12 events and a maximum of 48 events per year on the licensed premises. **Annual fee: \$250.00**

BUSINESS AND OWNER INFORMATION

(please print LEGIBLY)

1. Business Name (listed **EXACTLY** as you will have it appear on your State License):

2. Business Address:

3. Business Telephone:

4. Business Owner:

| | |
|-------------------------------|-------------------------|
| Name: | Contact Number(s): |
| Home Address: | Email: |
| Previous County of Residence: | City/State/Zip: |
| Driver's License Number: | Date of Birth: |
| | Social Security Number: |

5. Class of license applied for: _____ If Class "F", list kitchen hours: _____

6. Date on which business is to commence: _____

7. Are you leasing the premises? _____ No _____ Yes, copy of lease is attached

8. If you are not the Owner or the Landlord of the premises, do you have the consent of the Owner/Landlord of the premises to use said premises for the purpose allowed in the license you have applied for? _____ Yes _____ No

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

10. Are you a resident of the City of East Moline, IL? _____ Yes _____ No, please see (a)
a.) Are you a resident of Rock Island County? _____ Yes _____ No

11. 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? No Yes, please see (a-c)

a.) When did the conviction occur? _____

b.) What was the crime? _____

c.) What jurisdiction did the crime occur in? _____

12. 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? No Yes, please see (a-c)

a.) When did the arrest occur? _____

b.) What was the crime? _____

c.) What jurisdiction did the crime occur in? _____

13. Have you ever had a Liquor License issued to you under the laws of the State of Illinois, or any other State or Political Subdivisions revoked or suspended for cause?

No Yes If yes, what City/State? _____

14. Are you a co-partnership or limited partnership? No Yes, please see (a)

a.) List any partners, overt or silent: _____

15. Are you a corporation, or is the general partner of a limited partnership a corporation?

a.) Corporation General partner of a limited partnership is a corporation

b.) List the full legal names (including alias, maiden name, nickname, etc.) and birthdates of all stockholder of your corporation who own more than 5% of the stock of your corporation (use additional sheets if necessary):

16. Does applicant plan to actively manage the business? Yes No, please see (a)

a.) Who will be the Manager? (complete additional Manager form):

17. 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 East Moline, Illinois

Yes No A Council Member of the City of East Moline, Illinois

Yes No Any City Attorney

Yes No Any Police Officer of the City of East Moline, Illinois

Yes No Any Building Official of the City of East Moline, Illinois

Yes No Any Zoning Administrator of the City of East 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

18. State Sales Tax ID for Business: _____

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 the above questions 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.
6. That I/We understand that by providing any false information on the application could result in the license being denied.

Applicant Signature

Applicant Signature

Applicant Signature

Subscribed and sworn to before me this _____ day of _____, 20__ A.D.

Notary Public _____

FOR OFFICE USE ONLY:

| | |
|--|--|
| Approved by all departments? ____ Yes ____ No, _____ | Final Approval, Liquor Commissioner _____ Mayor Reggie Freeman |
|--|--|

APPLICATION FOR LIQUOR MANAGER

(LIQUOR MANAGER MUST BE A U.S. CITIZEN)

1. Liquor Manager:

| | |
|-------------------------------|-------------------------|
| Name: | Contact Number(s): |
| | Email: |
| Home Address: | City/State/Zip: |
| Previous County of Residence: | Date of Birth: |
| Driver's License Number: | Social Security Number: |

2. Are you a citizen of the United States? ____ Yes ____ No
3. 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? ____ No ____ Yes, please see (a-c)
- a.) When did the conviction occur? _____
- b.) What was the crime? _____
- c.) What jurisdiction did the crime occur in? _____
4. Has a license issued to you or a business that you have managed under the laws of the State of Illinois, or any of its Political Subdivisions been revoked or suspended for cause?
____ No ____ Yes, please see (a)
- a.) Please explain suspension/revocation: _____
5. Establishment for which you are to manage: _____

AFFIDAVIT OF LIQUOR MANAGER

STATE OF ILLINOIS }
 } SS
COUNTY OF ROCK ISLAND }

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4. That I/We have personally prepared the answers to the above questions.
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Applicant Signature

Subscribed and sworn to before me this _____ day of _____, 20__ A.D.

Notary Public _____

FOR OFFICE USE ONLY:

| | |
|--|--|
| Approved by all departments? ____ Yes ____ No, _____ | Final Approval, Liquor Commissioner _____ Mayor Reggie Freeman |
|--|--|

IMPORTANT POINTS TO REMEMBER

- Obtaining a Liquor License can be a very lengthy process. Please plan on processing time taking **AT LEAST thirty (30) business days** from the time of submission of a FULLY COMPLETED application.
- Liquor Licenses (as well as any other City licenses) are **NON-TRANSFERABLE**. If there is any change of ownership in your business, you must notify us IMMEDIATELY to prevent any interruptions in business operation.
- Liquor Licenses are valid January 1st through December 31st of each year.
- If you do not provide the exact wording you wish to appear on your City License, which **MUST MATCH** what you submit to the State, fees apply to re-issue a corrected license.