Village of Palatine
Liquor License Information
Restaurant
Class D

Definition of a Class D Liquor License:

The retail sale, in restaurant establishments only, of alcoholic liquor for consumption on the premises where sold.

Permitted Hours of Operation:

Sunday - Thursday	6:00 a.m. - 12:00 midnight
Friday - Saturday	6:00 a.m. - 1:00 a.m.
Dec. 31st / Jan. 1st	6:00 a.m. - 3:00 a.m.
Holiday Hours	6:00 a.m. - 1:00 a.m. *

(Holidays: Day before Thanksgiving and St. Patrick's Day)

* Holiday hours permitted only with two weeks written notice

Food Service Requirements:

A Class D liquor establishment must provide the following meal service:

Full and Complete Menu

Sunday - Thursday until 10:00 p.m.
Friday and Saturday until 11:00 p.m.

Modified Menu, including a variety of sandwiches and hot and cold foods, after the above hours until close

Both menus must be on file with the Village.

Liquor License Fee: $3,251 (as of January 1, 2014)

All license fees are non-refundable and paid annually in advance on or before July 1st.

Palatine Alcoholic Beverage Seller and Server Permit:

It shall be unlawful for any liquor license holder to employ any person that has not obtained a permit to sell or serve alcoholic beverages pursuant to their license requirement.

Class D: Bartenders, Servers, Managers, Bouncers, and ID Checkers:

Palatine Alcoholic Beverage Seller and Server Permit Requirements

- Proof of completion of State certified BASSET Program or equivalent approved program
- Pass a Police Department background check

New Employees

- Must be registered with the Police Department within 72 hours after being employed by the establishment
- Must receive a Palatine Alcoholic Beverage Seller and Server Permit within 30 days from the beginning of their employment date

At all times when the premise is open and operational, at least one manager with an Alcoholic Beverage Seller and Server Permit must be on duty.

Dram Shop Insurance:

Each liquor establishment must provide the Village a Certificate of Dram Shop insurance evidencing cover for the **full term** (July 1 - June 30) of the Palatine Liquor License, with a provision for 10 days prior notice of the Village should coverage be cancelled.

Liquor License Holder Requirements:

- Must hold a valid Palatine Business License
- Must hold a valid Illinois Liquor License
- Must carry valid Dram Shop Insurance
- Must maintain a list of employees required to have a Palatine Alcoholic Beverage Seller and Servers Permit
- Must maintain a copy of the Palatine Alcoholic Beverage Seller and Servers Permit for each employee

Liquor Restriction and Violations:

- It is unlawful for any person under the age of 21 years to sell, purchase, or obtain alcoholic liquor, unless permitted by law
- No public indecency
- Peddling of alcohol is prohibited
- Premises must be kept in clean and sanitary condition
- Happy Hour is prohibited
- Premises must be in full view and lighted
- Gambling is prohibited
- Sale or serving to an intoxicated person is prohibited
- Sale of alcoholic liquor from a drive-up window is prohibited
- Live entertainment is prohibited on the premises unless a Special Use permit is obtained
- Liquor License cannot be transferred to another individual or corporation
- Liquor License cannot be transferred to another location

Waiters and waitresses aged 19 and 20 shall be permitted to serve alcoholic beverages at the table within the dining room, provided that said waiters and waitresses hold a valid Alcoholic Beverage Seller and Server Permit pursuant to Section 3-27; and that the establishment has a manager and/or an assistant manager and a bartender, all of whom must be at least 21 years of age, present on the premises at all times, all of whom have obtained the requisite an Alcoholic Beverage Seller and Server Permit from the Village Manager pursuant to Section 3-27.

Phone Numbers:

- Police Department (847) 359-9000
- Administration (847) 359-9031
- Palatine Sellers and Server Permit Questions (847) 359-9034

Websites:

- Village of Palatine www.palatine.il.us
- Palatine Liquor Info./Registration (online) www.palatine.il.us/liquor
- State of Illinois Liquor Control Commission www.state.il.us/lcc

This document was created to provide Liquor License Establishments with general information regarding the rules and regulations for holders of a Palatine Liquor License. It is the duty of each holder of a Palatine liquor License to be aware of the full regulations for the Palatine Alcoholic Beverage Code (Chapter 3 of the Palatine Code of Ordinances) and the State of Illinois Liquor Control Act (235 ILCS 5/1).