Village of Palatine
Liquor License Information
Caterer
Class P

Definition of a Class P Liquor License:
Authorizes an establishment to provide catering services. A "Caterer" means a person or business, whose primary location is within the Village's corporate limits, that provides food and/or alcoholic beverage service to private events within the Village of Palatine. An "Outside Caterer" means a caterer whose primary business is located outside the Village's corporate limits.

Permitted Hours of Operation:
To vary by event and subject to approval by the Village.

Liquor License Fee: $106.00 (as of January 1, 2014)
- One hundred Six dollars ($106.00) first event
- Fifty dollars ($50.00) any event after

All license fees are non-refundable.

License Conditions:
Outside Caterers must register with the Village on a per event basis, with no event exceeding five (5) consecutive days. Any person desiring an Outside Caterer registration must file an application no less than fourteen (14) days before the intended date of the event, to the Village Manager, or his designee, upon a form provided by him.

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 P: Caterers:
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
- Premises must be in full view and lighted
- Sale or serving to an intoxicated person is prohibited
- Liquor License cannot be transferred to another individual or corporation
- Liquor License cannot be transferred to another location

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).