



Village of Round Lake

442 N. Cedar Lake Road Round Lake, IL 60073
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www.eroundlake.com

LIQUOR LICENSE SUBMITTAL CHECKLIST

To get the process started, please submit the following:

- Completed Liquor License Application;
- Completed Business License Application and supporting documentation;
- Completed Background Screening Disclosure for applicant(s) and manager(s);
- A color copy of driver's license for applicant(s) and manager(s);
- Written approval of application by property owner;
- Copy of Sample Menu, where applicable.

Additional documents required following Board approval:

- Certificate of Insurance:
 - Submit Dram Shop Insurance. Each applicant for a license shall furnish evidence of insurance coverage against Dram Shop liability as established by the Illinois Liquor Control Act, Chapter 235 ILCS 5/6-21, covering the proposed licensee and the owner of the premises for a full twelve (12) month period.
 - In addition to dram shop insurance required by state law, all liquor licensees during the term of their license shall further maintain and provide a certificate of insurance showing proof of general liability insurance coverage as to the licensee, the premises and including the **village and the village liquor commissioner as co-insured (additional insured)** in liability amounts of not less than one million dollars (\$1,000,000.00) per occurrence;
- Bassett Training Certificates for all individuals selling and/or serving alcoholic beverages;
- If premises are **owned** by the applicant, attach a copy of deed or title policy;
- If premises is **leased**, attach a copy of lease;
- If premises is **held in trust**, provide a copy of the trust agreement;
- For **Sole Proprietors**, enclose a copy of the Assumed Business Name Certificate from Lake County;
- For **Corporations and LLCs**, enclose the Articles of Incorporation/ Organization;
- For **Partnerships**, enclose the Partnership Agreement;

Items to submit after State Approvals are received:

- A copy of your State of Illinois Liquor License;
- A copy of your State Gaming License (if applicable.)

Acceptable forms of payment: Credit Card (MasterCard/Discover/American Express, NO VISA) cash, check (payable to the Village of Round Lake)