

## FACILITY RENTALS

### W/ LIQUOR

Applicants who are not acting on behalf of an organization or club may request that the Village accept a general liability policy covering the event in lieu of the insurance required under Chapter 33. The Village may accept such alternative coverage where the policy includes social host liquor liability insurance, which is an Occurrence Policy, and names the Village of Lake in the Hills, officials, employees, agents, and volunteers, shall be primary and non-contributory as an additional insured, (additional insured endorsement must be included) for the duration of the event for which the Facility and Park Use Permit and daily or event permit has been requested. The policy shall maintain limits no less than \$1,000,000 per occurrence. (**Note: This is a separate policy, not part of a homeowner's insurance policy.**)

Below is a listing of local insurance agents able to provide the coverage requirements outlined above. There may be other insurance companies not listed who are able to provide the required coverage. The Village does not endorse the companies listed but rather is providing the list as a reference.

INSURANCE COMPANY	WEBSITE	PHONE NUMBER
T.U.L.I.P.	<a href="http://www.irmarisk.org/Coverage/TULIP.aspx">http://www.irmarisk.org/Coverage/TULIP.aspx</a>	n/a
Event Helper	<a href="https://www.theeventhelper.com#h0part">https://www.theeventhelper.com#h0part</a>	530-477-6521
K & K Insurance	n/a	800-328-2317

# DAILY/EVENT PERMIT - LIQUOR LICENSE APPLICATION

**Lake in the Hills Administration Department  
600 Harvest Gate • Lake in the Hills, Illinois 60156 • (847) 960-7410**

You must complete this application if you are requesting a Daily or Event Permit for the sale/consumption of alcoholic beverages. The application, and accompanying insurance documents, must be submitted a minimum of 14 business days prior to the activity date. With a request for liquor, the permit shall be considered fully executed only with a signed Daily/Event liquor license issued by the Liquor Commissioner.

<b>SECTION 1: APPLICANT INFORMATION</b>	
Name/Organization:	Date:
Address:	
City, State, Zip:	
Contact Person:	Phone No:
Additional Phone Nos. Where Contact Person May be Reached:	E-Mail:
<b>SECTION 2: PERMIT DETAIL</b>	
Date(s) Requested:	
Time(s) Requested:	
Location:	Rental Number:
<b>SECTION 3: DAILY/EVENT LIQUOR LICENSE REQUEST</b>	
<p>This application is for:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Event Permit (\$25.00 fee) Local Non-Profit Organizations only</li> <li><input type="checkbox"/> Daily Permit (\$25.00/day fee) Please select one of the following:             <ul style="list-style-type: none"> <li><input type="checkbox"/> 1. Any person, non-profit organization or club authorizing the possession or consumption of alcoholic liquor, provided they are in compliance with Chapter 8.08 of the Municipal Code. <b>(Must Complete Section 4)</b></li> <li><input type="checkbox"/> 2. A non-profit organization or club, such as a church, order or lodge, veterans organization, civic organization or other similar organization authorizing the sale of alcoholic liquors at any picnic, club or similar function sponsored by such organization or club. <b>(Must Complete Section 5)</b></li> <li><input type="checkbox"/> 3. A wine-maker for the sale of its wine or brew pub for the sale of its crafted beer. <b>(Must Complete Section 5)</b></li> <li><input type="checkbox"/> 4. An Illinois licensed retailer to transfer a portion of its alcoholic liquor inventory from its retail licensed premises to the specified area in the license hereby created, and to sell or offer for sale at retail, only in the premises specified in the license hereby created, the transferred alcoholic liquor. <b>(Must Complete Section 5)</b></li> </ul> </li> </ul>	
Manner in which alcoholic beverages will be served (bottles, cans, keg, and etc.):	

Describe how entrance/exit areas to the alcohol will be controlled to prevent underage consumption:

Insurance Company:

Policy No:

Agent Name:

Phone No: ( )

Has an insurance certificate compliant with Chapter 33.15 or Chapter 8.08B2b for individuals, been attached? Yes  No

**SECTION 4: RENTALS SEEKING PERMIT FOR POSSESSION/CONSUMPTION**

Signature of individual (over 21 years old) who will be on-site overseeing the alcoholic beverages:

Contact Home Phone Number:

Contact Cell Number:

**SECTION 5: CLUB, WINE-MAKER, BREW PUB OR ILLINOIS LICENSED RETAILER**

All officers, managers or directors thereof, or any stockholder(s) owning in the aggregate more than five percent of the stock of such corporation *are* eligible to receive a license based on the requirements contained herein, **with the exception of citizenship and residence in the Village?**  Yes  No

No officer, manager or director thereof, or any stockholder(s) owning in the aggregate more than 20 percent of the stock of such corporation has been issued a federal wagering stamp for the current tax period.  Yes  No

**SECTION 6: LIABILITY WAIVER/SIGNATURE**

As a condition of this permit being issued, the applicant agrees to indemnify, defend and hold harmless the Village, and all of its officers and employees, against any and all suits, causes of action, or injury, illness, or property damage claims arising out of this permit, including any act or omission of the applicant and/or permit holder or activity constituting a part of the activity allowed under this permit. The applicant agrees for itself and/or its employees, agents or volunteers associated or to be associated with the activity for which this application is being sought, to waive and relinquish all claims that may result in any manner against the Village, its agents, public officers, officials or employees and authorized volunteers from said applicant, except for acts caused by the willful and wanton misconduct by employees of the Village acting with the scope of their employment.

By signing below, the applicant certifies that the information provided above is correct; he/she has read and understands the information contained in this permit application; and he/she agrees to conduct the requested activity in compliance with all State and local applicable codes, ordinances, laws and the conditions contained in this permit.

**Applicant's Signature:**

**Date:**