

**AGENDA
DOWNERS GROVE LIQUOR COMMISSION
MAY 4, 2017
VILLAGE HALL COUNCIL CHAMBERS**

6:30 P.M.

- I Call to Order**

- II Roll Call**

- III Approval of Minutes of April 6, 2017 Liquor Commission Meeting**

- IV Application Hearing**

Board & Brush
5151 Main Street

- V Old Business**

- VI New Business**

- VII Comments from the public**

- IX Adjournment**

**DOWNERS GROVE LIQUOR COMMISSION
VILLAGE HALL COUNCIL CHAMBERS
801 BURLINGTON AVENUE**

Thursday, April 6, 2017

DRAFT

I. CALL TO ORDER

Chairman Strelau called the April 6, 2017 Liquor Commission meeting to order at 6:30 p.m.

II. ROLL CALL

PRESENT: Mr. Jacobson, Ms. King, Ms. Pietrucha, Mr. Krusenoski, Chairman Strelau

ABSENT: Mr. Austin, Mr. Clary

STAFF: Liaison to the Liquor Commission Carol Kuchynka, Assistant Village Attorney Dawn Didier

OTHERS: Malorie Alcantar, Joseph Alcantar, Kary Connolly, Curt Selby, Court Reporter

III. APPROVAL OF MINUTES

Chairman Strelau asked for approval of the minutes for the March 2, 2017 Liquor Commission meeting and asked members if there were any corrections, changes or additions.

Hearing no changes, corrections or additions, the March 2, 2017 minutes of the Liquor Commission meeting were approved as written.

Chairman Strelau reminded those present that this evening's meeting was being recorded on Village-owned equipment. Staff was present to keep minutes for the record and a court reporter was present taking the minutes verbatim.

IV. APPLICATION FOR LIQUOR LICENSE

Chairman Strelau made the following statements:

"The next order of business is to conduct a public hearing for a liquor license application. For the benefit of all present, I would like to state that this Commission does not determine the granting or denial of the issuance of any license. We may at the end of each hearing, make a finding or recommendation with respect to the application. If necessary, the Commission may adjourn a hearing to a later date in order to have benefit of further information."

"At the conclusion of the hearing, the Commission will summarize its findings and determine any recommendations it wishes to make to the Liquor Commissioner."

"The Liquor Commissioner, who is the Mayor of Downers Grove, will, pursuant to Section 3-12 of the Ordinance, render decisions regarding issuance of available liquor licenses within 60 days."

"Hearings by this Commission are held according to the following format: 1) reading of information pertinent to the application, 2) comments from the applicant, 3) discussion by the Commission, 4) comments from the public, and 5) motion and finding by the Commission."

Tacochela - 2321 Ogden Avenue

Chairman Strelau stated that the first order of business was an application hearing for Tacochela, DG, LLC d/b/a Tacochela located at 2321 Ogden Avenue. She stated that the applicant was seeking a Class "R-2", beer and wine only, on-premise consumption liquor license and a Class "O" outdoor liquor license.

Chairman Strelau asked that any individual(s) representing the applicant step forward and be seated. She asked that any individual(s) giving testimony, state and spell their name for the record, indicate their affiliation with the establishment and be sworn in by the court reporter.

Mr. Joseph Alcantar and Ms. Malorie Alcantar were sworn in by the court reporter. Ms. Alcantar introduced herself as the liquor manager and owner of Tacochela.

Chairman Strelau asked the applicant to present its case.

Ms. Alcantar stated that Tacochela is a fast casual restaurant. She stated they offer dine-in, carry-out and delivery service. She stated that they offer fresh Mexican food and would like to serve beer and wine to their guests.

Chairman Strelau asked for questions from the Commission.

Ms. Pietrucha asked Ms. Alcantar to elaborate about her liquor handling experience. Ms. Alcantar replied that she has been serving alcohol since she was 21 and has a total of 8 years of liquor handling experience.

Ms. Pietrucha asked about Eluissa and asked if that was her most recent experience. Ms. Alcantar replied yes and that she was a bartender and server there. She noted that neither she nor the establishment had any violations.

Mr. Alcantar stated that he owned and operated Eluissa and held a full liquor license in Old Town Chicago.

Mr. Jacobson stated that the application packet looked good and was pleased that they did not have any past violations. He wished them luck.

Mr. Krusenoski asked about the layout and asked them to explain the fast-casual concept. Ms. Alcantar replied that there will be no servers. She added that customers will have to approach the front counter to order food and liquor, take their beverages and food and seat themselves at a table.

Mr. Krusenoski stated that he noticed that they open at 8 a.m. and asked if they serve breakfast. Ms. Alcantar replied yes. Mr. Krusenoski asked if they plan to serve beer at 8 a.m. Mr. Alcantar replied no and added that they plan to start serving beer in the afternoon.

Mr. Krusenoski asked how many people will be able to sell alcohol. Ms. Alcantar replied that they will have a total of six cashiers, all who will be over 21 and BASSET certified. She stated that she, her husband and Angel Guzman will serve as managers.

Mr. Krusenoski asked if they are the owners. Mr. Alcantar replied yes. He stated that they currently own a chain of other restaurants that do not serve liquor and are familiar with the restaurant business.

Mr. Krusenoski stated that procedures typically go wrong when the vertical identification is provided or identification is not asked for during a controlled buy. Mr. Alcantar replied that they operated a 500 seat restaurant with 20 servers on the floor and stated that they have never served a minor.

Mr. Krusenoski stated that all it takes is an employee to work in an atmosphere where they do not take liquor serving seriously and it is up to owners to set the tone and tenor and talk to their employees daily.

Mr. Alcantar stated that they have a zero tolerance policy.

Ms. Alcantar stated that it is their policy to card everyone who orders alcohol.

Mr. Krusenoski asked where the restaurant is located. Mr. Alcantar replied it was an old tobacco/coin shop in the plaza across from the Culver's on Ogden Avenue.

Ms. King stated that the application looks in order. She asked if Chicago conducted control buys. Mr. Alcantar replied yes and stated that the street they operated on had a number of bars. He stated that there was a lot of youngsters around and noted that they were checked regularly. He stated that in 2009 they had to close due to the market crash.

Ms. King asked about their policy on the number of drinks a customer can be served when they approach the counter. Ms. Alcantar replied that one drink will be served per person. She stated that they anticipate their alcohol sales to be low. She stated that if a customer wished to have another, they will need to return to the counter to re-order and purchase another.

Ms. King asked if they listed the fine and penalty amounts in their manual if they fail the control buy program. Ms. Alcantar replied that she would update and add that to the manual. She stated that employees will be responsible for fines and a failure will result in termination.

Chairman Strelau asked what their biggest challenge was in operating a 500 seat, two-story restaurant and maintaining a perfect record. Ms. Alcantar noted that all employees had prior liquor handling experience and they had a professional mixologist and sommelier that helped to educate staff not only about alcohol but with carding too. She stated that everyone was held accountable and in fear of losing their jobs. She stated that they were lucky with good employees that carried out their responsibilities.

Chairman Strelau stated that it appears they have a very good handle on operating a restaurant. She wished them luck.

Chairman Strelau asked staff for recommendations or comments pertinent to this application. Ms. Kuchynka replied that issuance of the license is contingent upon receipt of satisfactory background checks, annual fee, Certificate of Occupancy, employee certifications and receipt of dram shop insurance.

Chairman Strelau asked for comments from the public. There were none.

Mr. Krusenoski asked when they plan to open. Mr. Alcantar replied they were seeking to open mid-May.

Hearing the testimony given in this case, Chairman Strelau asked for a recommendation from the Commission concerning its finding of "qualified" or "not qualified" with respect to the applicant with regard to their Class "R-2" liquor license application.

MR. KRUSENOSKI MOVED TO FIND TACOCHELA, DG, LLC D/B/A TACOCHELA LOCATED AT 2321 OGDEN AVENUE, QUALIFIED FOR A CLASS "R-2", BEER & WINE, ON-PREMISE CONSUMPTION LIQUOR LICENSE. MR. JACOBSON SECONDED.

VOTE: **AYE:** Mr. Krusenoski, Mr. Jacobson, Ms. King, Ms. Pietrucha, Chairman Strelau

Nay: None

Abstain: None

MOTION CARRIED: 5:0:0

Motion carried.

V. OLD BUSINESS

Chairman Strelau asked if there was any discussion, update from staff or comments from the Commission regarding any old business.

Ms. Kuchynka referred to the March month end report and advised that Starbucks forfeiture orders were included in the report. She stated that she included information from the Mayor concerning his intent to issue licenses to 3 Corners and All Blue Rotary Sushi. She stated that there were a number of good news articles included in this month's packet.

VI. NEW BUSINESS

Chairman Strelau asked if there was any discussion, update from staff or comments from the Commission regarding any new business.

Ms. Kuchynka stated that the Village received a request from Board and Brush to establish a new license class that would allow consumption of beer and wine at an arts and crafts studio and presented a draft ordinance in the monthly packet for discussion. She stated that Mr. Curt Selby and Ms. Connolly were present to support their request for the creation of the license and asked them to step forward and be seated and asked that they get sworn in by the Court reporter.

Mr. Selby and Ms. Connolly were sworn in by the court reporter.

Ms. Kuchynka stated that the Village does not currently have a license that would allow consumption of alcohol at an art studio. She asked that the Commission discuss the proposed ordinance and vote on whether to forward to the Village Council for consideration.

Ms. Kuchynka asked Mr. Selby and Ms. Connolly to explain their operation and answer any questions from the Commission.

Mr. Selby stated that he and his wife own Board & Brush Creative Studios based out of Hartland, Wisconsin. He stated that the business started in their basement with his wife making wood crafts among friends and felt that they were on to something when many more wanted to participate. He stated their first studio was opened in Hartland in March of 2015 and they were contacted to franchise the operation and loved the concept. He stated they allow independent owners to open their own shops and use their

website and designs. He stated that he left his corporate job in August 2015 to help grow the business and manage corporate-owned studios. He stated that they have 70 studios nationwide, with 55 in operation, and 2 in Illinois. He stated that their first corporate studio is in New Lenox which they opened in May 2016. He stated that they are looking to expand their corporate presence.

Mr. Selby stated that he personally manages their 9 corporate sites, 3 in WI, 1 in IL, 5 in IN. He stated that he searches out good people to put into an executive studio manager role and find a location that is convenient to them. He stated that Ms. Connolly will be their manager for the Downers Grove location. He stated that she reached out to them to establish a shop locally. He stated when they met they were in downtown Downers Grove and saw an empty space for rent and called the rental agent and fell in love with the space and the Village.

He stated that their motto is a "wood and wine" workshop. He stated that they teach 3-hour evening workshops from 6:30-9:30 pm. He stated that the Downers Grove location will have 4-5 tables and roughly 24-30 participants with 1 instructor per table guiding the production.

Mr. Selby advised they generally have a small bar area in each studio and a few small refrigerators. He stated they serve beer, wine and soft drinks. He stated that alcohol sales are a minimal, but necessary, part of their business and noted that only about half of the participants order alcohol during a workshop and average 1-2 drinks. He stated that participants are working on sanding, distressing, staining assembling wood and applying custom stencils as part of the process, so there is not a lot of down time. Mr. Selby stated that he was requesting the creation of a license to accommodate the Downers Grove location.

Mr. Selby stated that he would be happy to answer any questions about the business and/or his request.

Chairman Strelau asked for questions from the Commission.

Ms. Kuchynka asked the Commission to ask questions based on the draft ordinance as opposed to questions that would be asked during an application hearing.

Ms. King asked what location they have chosen. Mr. Selby replied the former Just Crumbs.

Ms. King liked the concept of having something to do. Ms. Connolly replied that she felt the area needed something like this after a visit to the New Lenox store. She stated that there are not a lot of activities for residents to do.

Ms. King asked staff if the license should be geared toward an activity or if the Village would prefer a license that may include a salon. Ms. Kuchynka replied that the ordinance was drafted toward crafting activities. Ms. Kuchynka stated that she went to the Bottle & Bottega art studio where you can paint and drink wine. She stated that this license would only include those places where an activity such as woodworking, painting and/or crafting activities were the principal business. She stated that specific guidelines were included that match other existing classifications such as having a service bar only and the activity must be in operation at all times liquor is being served.

Ms. Kuchynka proposed an additional amendment to the draft ordinance to eliminate the ½ hour drinking provision, so as not to limit liquor service at specific times.

Ms. Kuchynka stated that Mr. Selby explained that participants must register for pre-scheduled classes or book a private party. She stated that staff will come 1 hour prior to the workshop, set-up and prepare

materials for the class. Mr. Selby noted that if there is a 6:30 class, participants will generally come 6:15-6:20 p.m. He stated that class is done by 9:30, noted that participants do not linger after class and staff is normally out of the store by 10:20-10:30 p.m.

Ms. Kuchynka advised that there are studios coming to the area. She noted that some licensees are offering painting class at licensed premises. She stated that a multitude of crafting activities are listed in the draft ordinance. She stated that the license will be limited to two.

Ms. King loved the concept.

Mr. Krusenoski stated that he had no problem with the concept or the draft ordinance.

Mr. Jacobson commented on the ordinance. He suggested that the definition be revised to eliminate an extra "and" in the sentence "kept, used, maintained, *and* advertised and held out...." He stated that "including, but not limited to" seems to imply any art or craft activity and wondered if "crafting beer" could be a potential activity. Staff noted that would imply that alcohol is being produced on the premises, which the ordinance does not address.

Mr. Jacobson stated one Class "AS" license provision states that participants can join in by pre-registering, walk-in or attend a "pre-scheduled" class by invitation. He stated that "pre-scheduled" may be unnecessary as the private party would imply that the party was "pre-scheduled" as there was an invitation to the event.

Mr. Jacobson thought the art studio business was a great idea.

Mr. Jacobson asked about the phrase "may include an area where food is prepared on the premises, including....". He wondered if the list of food described should be stricken as it seems unnecessary. Ms. Kuchynka noted that other classifications have that similar language and she was keeping in line with other provisions in the Code.

Ms. Kuchynka advised the Commission that the ordinance will not require food service. She stated that they may offer and/or allow participants to bring in their own. She stated that with the limited class times and the activities involved, food service may not be feasible. Mr. Selby preferred that food service is not a requirement. He stated that they typically have snacks and pre-packaged items available and that participants may bring in their own, but with the nature of the activities it is difficult. Mr. Jacobson asked if there is a need for the food requirement. Mr. Selby stated that they welcome people to bring in food, especially for the private events. He stated that they will have a place to put it. He stated that the extent and the business model portion of their food is pretzels and nuts for snacks. Ms. Kuchynka stated that the classification will read "may include an area" in the event participants can bring in items and/or the facility has some available. She was unsure if certain activities with airborne particles, may cause some concern with the Health Department.

Mr. Selby stated that it was their preference not to serve or prepare food on the premises. He stated that pre-packaged food and snacks generally do not require any special requirements. He stated that they have locations where food is required by the local regulation. He stated that the reality is nobody ever orders food. He stated that their staff is hired to teach workshops. He stated that the participants normally go to dinner before class and hit the area restaurants before they come into the workshop.

Ms. Pietrucha was excited about the business coming to Downers Grove.

Ms. Pietrucha stated she noticed no nudity was allowed. Ms. Kuchynka stated when she was researching different businesses, there were a few that had live nude model painting classes, which will be a prohibited activity of this license class.

Chairman Strelau asked Mr. Selby if they only operate a few nights a week. Mr. Selby replied classes are typically Thursday, Friday and Saturday evenings. He stated they may hold a class on Saturday afternoon and the workshops are based mostly on demand.

Chairman Strelau asked staff if they would like a motion from the Commission. Ms. Kuchynka replied yes. She asked that they move to forward the draft ordinance creating an arts and crafts studio license classification to the Village Council for consideration.

MR. JACOBSON MOVED TO FORWARD AN ORDINANCE CREATING A LIQUOR LICENSE CLASSIFICATION FOR ARTS & CRAFTS STUDIOS TO THE VILLAGE COUNCIL FOR CONSIDERATION. MS. PIETRUCHA SECONDED.

VOTE: **AYE:** Mr. Jacobson, Ms. Pietrucha, Ms. King, Mr. Krusenoski, Chairman Strelau
Nay: None
Abstain: None

MOTION CARRIED: 5:0:0

Motion carried.

Ms. Kuchynka advised the recommendation and minutes would be forwarded to the Village Council for consideration at an upcoming meeting. She stated that she would advise Mr. Selby of the first reading date. She informed Mr. Selby that the ordinance may change at the Council level based on their discussion.

Ms. Kuchynka advised the group that a draft Administrative Fee Regulation was also provided in the packet and that the annual license fee for the Class AS is proposed to be \$2,028/per year. She advised Mr. Selby that the facility will be tested under the Village's control buy program where the police will go in with an underage agent to attempt a liquor purchase.

Ms. Kuchynka stated that she also included an overview of what surrounding communities allow at similar establishments. She stated that some require an on-premise consumption license, some require a BYOB license and some allow BYOB without a license. She stated that staff preferred issuing a liquor license as they will be in control of alcohol that is served to guests and some BYOB communities had indicated that people tend to over serve themselves. She stated that under Section 3-29(a)(1) of the Code, patrons will be allowed to bring in a bottle of wine at the licensed premises, at the discretion of the licensee. She stated they may charge a cork fee. She stated that the licensee will have to maintain control of the wine and that any unconsumed portion of the wine may not leave the establishment. She stated that "cork n go" provisions do not apply, as a register receipt showing a food item must be included in the sealed packaging when a customer leaves with a partially consumed bottle of wine.

Ms. Kuchynka advised the Commission she was unaware when the Council would consider the draft ordinance and would advise them when it was placed on an agenda.

Ms. Kuchynka anticipated a May meeting.

VII. COMMENTS FROM THE PUBLIC

There were none.

VIII. ADJOURNMENT

Concluding business for the evening, Chairman Strelau called for a motion to adjourn.

Ms. King moved to adjourn the April 6, 2017 meeting. The meeting was adjourned by acclamation at 7:23 p.m.



VILLAGE OF DOWNERS GROVE
REPORT FOR THE LIQUOR COMMISSION
MAY 4, 2017 AGENDA

SUBJECT:	TYPE:	SUBMITTED BY:
Licensee: Board & Brush of Illinois, LLC D/B/A: Board & Brush Creative Studio Address: 5151 Main Street	Application for Class AS liquor license	Carol Kuchynka Liaison to the Liquor Commission

REQUEST

The applicant is requesting a Class AS liquor license for Board & Brush Creative Studio located at 5151 Main Street.

NOTICE

The request has been filed in conformance with applicable procedural and public hearing requirements.

GENERAL INFORMATION

Officer(s): Curt Selby, General Partner
Julie Selby, General Partner

Stockholder(s): Curt Selby - 50%
Julie Selby - 50%

Manager: Ms. Kary Connolly

Licensee: Board & Brush of Illinois, LLC d/b/a Board & Brush Creative Studio
5151 Main Street
Downers Grove, IL 60515

PROPERTY INFORMATION

EXISTING LAND USE: Commercial
PROPERTY SIZE: (1,100 square feet)

ANALYSIS

Submittals

This report is based on the following documents, which are on file with the Legal Department:

1. Application for Liquor License
2. Lease
3. Liquor Handling Manual
4. Floor Plan

Project Description

The applicant is requesting a Class AS liquor license for the operation of a Arts & Crafts Studio located at 5151 Main Street.

Compliance with the liquor ordinance

The establishment is defined as:

Arts & Crafts Studio. A place kept, used, maintained, advertised or held out to the public as a place in which the public may participate in activities, including, but not limited to, painting, ceramics, woodworking and craft design/construction projects utilizing fibers, metals, wood and/or glass.

License conditions

Class "AS" Arts & Crafts Studio Licenses

"AS" Arts & Crafts licenses shall authorize the on-premise consumption of beer and wine where the primary business is that of an Arts & Crafts Studio as defined herein. The following provisions shall apply:

Seventy five percent (75%) of the facility shall be exclusively devoted to craft making activities.

No more than one (1) service bar shall be allowed on the premises. Such service bar shall not have seats for patrons at which to sit.

Beer and wine service shall be limited to patrons participating in craft making activities and shall terminate at the conclusion of each session. Service shall not be allowed at any time when a craft making session is not in actual operation.

The public may participate in regularly scheduled class sessions by pre-registering, walk-in or by invitation to private party function(s).

It is intended that the service of beer and wine is merely an adjunct to the operation of an Arts & Crafts Studio and shall not be advertised or otherwise held out to be a drinking establishment.

Nudity shall not be allowed during any activity, design, exhibition or instruction.

Such premises may include an area where food is prepared, including hot or cold sandwiches, appetizers, tapas, pre-packaged goods or other similar foods.

Public Safety Requirements

Fire Prevention and Community Development Department will need to conduct a final walkthrough of the facility. A Certificate of Occupancy for remodel has been applied for and is pending. Health Department approval is not required.

Factors Affecting Finding or Recommendation

Satisfactory background checks, annual fee, certificate of occupancy, employee certifications.

Recommendation

Based upon testimony presented at the May 4, 2017 application hearing, if said application is consistent with the Liquor Code and meets the criteria of the classification, staff requests the following:

A recommendation from the Commission concerning its finding of "qualified" or "not qualified" with regard to their Class AS liquor license application, along with any conditions and/or restrictions with respect to this applicant.



www.downers.us

April 27, 2017

**COMMUNITY RESPONSE
CENTER**

630.434.CALL (2255)

CIVIC CENTER

801 Burlington Avenue
Downers Grove
Illinois 60515-4782
630.434.5500
TDD 630.434.5511
FAX 630.434.5571

FIRE DEPARTMENT

ADMINISTRATION
5420 Main Street
Downers Grove
Illinois 60515-4834
630.434.5980
FAX 630.434.5998

POLICE DEPARTMENT

825 Burlington Avenue
Downers Grove
Illinois 60515-4783
630.434.5600
FAX 630.434.5690

PUBLIC WORKS

DEPARTMENT
5101 Walnut Avenue
Downers Grove
Illinois 60515-4046
630.434.5460
FAX 630.434.5495

Mr. Curt Selby
Board & Brush of Illinois, LLC
800 Blue Spruce Circle
Hartland, WI 53029

*RE: Application for Class AS Liquor License
Board & Brush Creative Studio
5151 Main Street, Downers Grove, IL 60515*

Dear Mr. Selby:

The Liquor Commission of the Village of Downers Grove will meet on Thursday, May 4, 2017, at 6:30 p.m. in the Village Hall Council Chambers to consider applications for liquor licenses. A public hearing will be held on your application as a part of this meeting.

I encourage you to attend this public hearing at which time you will have an opportunity to comment in support of your application. In addition, the Liquor Commission will be particularly interested in examining your liquor handling manual and in hearing about your floor plan and training procedures as they relate to the sale of alcoholic beverages.

You may withdraw your application at any time prior to the public hearing.

If you have any questions, please contact me at (630) 434-5542.

Very truly yours,


Carol Kuchynka
Liaison to the Liquor Commission

VILLAGE OF DOWNERS GROVE

a\Board & Brush\app-hrg.nts



VILLAGE OF DOWNERS GROVE, ILLINOIS APPLICATION FOR LIQUOR LICENSE

Date: 4/24/17

Application is hereby made to the Local Liquor Commissioner of the Village of Downers Grove for issuance of a Class "AS" liquor license, pursuant to the ordinances of the Village and laws of the State of Illinois. In support of said application the following is submitted:

1. GENERAL INFORMATION

1.1 Applicant:

Name: BOARD & BRUSH OF ILLINOIS LLC Phone: [REDACTED]
Address: 800 BLUESPRUCE CIR, HARTLAND, WI 53029

1.2 Status:

- Individual(s) or Sole Proprietorship
- Corporation
- Limited Liability Corporation
- Partnership
- Club
- Other (explain) _____

1.3 Liquor Manager:

Name: KARY CONNOLLY Phone: [REDACTED]
Address: [REDACTED]
Driver's License No. [REDACTED] Social Sec. No. [REDACTED]
Date of Birth [REDACTED] 12 Place of Birth [REDACTED]

2. PREMISES

Doing Business As BOARD & BRUSH DOWNERS GROVE Phone: _____
Address: 5151 MAIN ST. DOWNERS GROVE, IL 60515

2.2 Does Applicant beneficially own the premises for which a license is sought? Yes No

a. If yes, Applicant must attach proof of ownership. (i.e. title policy)

b. If Applicant is not the beneficial owner of the premises, does Applicant have a lease thereon for the full period for which the license is to be issued? Yes No - If yes:

- i. A copy of lease must be attached; and,
- ii. Identify the owner or rental agent for the property:

Name: JVS PROPERTIES, LLC Phone: (630) 670-0955
Address: 4 N 602 MOUNTAIN ASH DR. WAYNE, IL 60184

2.3 Are the premises located within one hundred feet of any church, school, hospital, home for aged or indigent persons or for veterans, their spouses or children or any military or naval stations. Yes No

2.4 State the anticipated date of occupancy. 5/1/17

~~5. CORPORATION~~

~~This section must be completed by authorized agent of any corporate Applicant. If Applicant is a partnership, skip section 3 and go to section 4. If Applicant is neither a corporation nor a partnership, skip sections 3 and 4 and go to section 5.~~

~~3.1 Applicant was incorporated under the laws of the State of _____ on the _____ day of _____, A.D., _____.~~

~~3.2 If Applicant was not incorporated under the laws of the State of Illinois, is Applicant a foreign corporation qualified under the "Business Corporation Act of 1983" to transact business in the State of Illinois? Yes ___ No ___~~

~~3.3 Registered Agent:~~

~~Name: _____ Phone: _____~~

~~Address: _____~~

~~3.4 Corporate Applicants must complete and attach DG LIQ-FORM 2/OFFICERS and DG LIQ-FORM 3/SHAREHOLDERS.~~

4. PARTNERSHIP/LIMITED LIABILITY CORPORATION

This section must be completed by authorized agent of any partnership or limited liability corporation Applicant. If Applicant is not a partnership or limited liability corporation, skip to Section 5.

4.1 Applicant was formed under the laws of the State of IL on the 2ND day of FEBRUARY, A.D., 2016

4.2 Is Applicant a limited partnership pursuant to the Illinois Revised Uniform Limited Partnership Act? Yes ___ No ✓

4.3 If Applicant was not formed under the laws of the State of Illinois, is Applicant a foreign partnership qualified under the Illinois Uniform Partnership Act or the Illinois Uniform Limited Partnership Act, as now or hereafter amended, to transact business in the State of Illinois? Yes ___ No ___

4.4 Registered Agent: Not Applicable ___

Name: MASSIEL WILSMITH Phone: (815) 258-7539

Address: 914 NEWFAIRFIELD DR, JOLIET IL 60432

4.5 General Partner: Not Applicable ___ (Note: if there is more than one general partner, include that general partner who is to be primarily responsible for operation of the licensed premises.)

Name: CURT SELBY Phone: 

Address: 

4.6 Managing Partner: Not Applicable ___ (Note: if there is more than one managing partner, include that managing partner who is to be primarily responsible for operation of the licensed premises.)

Name: _____ Phone: _____

Address: _____

4.7 Partnership Applicants must complete and attach DG LIQ-FORM 3/SHAREHOLDERS and DG LIQ-FORM 4/ PARTNERSHIP/LIMITED LIABILITY CORPORATION.

5. SOLE PROPRIETORSHIP Skip to Section 6.

NOTE: Pursuant to 235 ILCS 5/6-2 (1) Sole proprietor must be resident of the Village in which the premises covered by the license is located. Pursuant to 235 ILCS 5/6-2 (3) Sole proprietor must be a citizen of the United States.

6. QUALIFICATIONS (This section to be completed by all applicants.)

6.1 Has any liquor license issued to the applicant, the liquor manager, or any person or entity listed on DG LIQ-FORM 2/OFFICERS, DG LIQ-FORM 3/SHAREHOLDERS, or DG LIQ-FORM 4/ PARTNERSHIP/LIMITED LIABILITY CORPORATION ever been fined, revoked or suspended?

No
 Yes

If yes, identify the following: (Attach additional information as desired or as space limitations on this form require)

- a. Jurisdiction revoking or suspending license: _____
- b. Date of revocation or suspension: _____
- c. Reason given by revoking jurisdiction for revocation or suspension: _____

- d. Additional explanatory information, if desired: _____

6.2 Has Applicant, the liquor manager, or any person or entity listed on DG LIQ-FORM 2/OFFICERS, DG LIQ-FORM 3/SHAREHOLDERS or DG LIQ-FORM 4/ PARTNERSHIP/LIMITED LIABILITY CORPORATION, ever been convicted of violating any Federal or State law concerning the manufacture, possession or sale of alcoholic liquor, or forfeited their bond for failure to appear in court to answer charges for any such violation?

No
 Yes

If yes, identify the following: (Attach additional information as desired or as space limitations on this form require)

- a. Jurisdiction revoking or suspending license: _____
- b. Date of revocation or suspension: _____
- c. Reason given by revoking jurisdiction for revocation or suspension: _____

- d. Additional explanatory information, if desired: _____

6.3 Has Applicant, the liquor manager, or any person or entity listed on DG LIQ-FORM 2/OFFICERS, DG LIQ-FORM 3/SHAREHOLDERS or DG LIQ-FORM 4/ PARTNERSHIP/LIMITED LIABILITY CORPORATION, ever been convicted of a felony under Federal or State law?

No
 Yes

If yes, identify the following: (Attach additional information as desired or as space limitations on this form require)

- a. Jurisdiction revoking or suspending license: _____
- b. Date of revocation or suspension: _____
- c. Reason given by revoking jurisdiction for revocation or suspension: _____

- d. Additional explanatory information, if desired: _____

6.4 Is Applicant the beneficial owner of the business to be operated?

Yes No

6.5 Has Applicant, the liquor manager, or any person or entity listed on DG LIQ-FORM 2/OFFICERS, DG LIQ-FORM 3/SHAREHOLDERS or DG LIQ-FORM 4/ PARTNERSHIP/LIMITED LIABILITY CORPORATION, been convicted of a gambling offense in violation of Sections 28-1(a)(3) through (a)(10), or Section 28-3, of the Illinois Criminal Code (ILL. REV. STAT., ch. 38), as heretofore or hereafter amended.

No

Yes

If yes, identify the following: (Attach additional information as desired or as space limitations on this form require)

- a. Jurisdiction revoking or suspending license: _____
- b. Date of revocation or suspension: _____
- c. Reason given by revoking jurisdiction for revocation or suspension: _____
- _____
- d. Additional explanatory information, if desired: _____
- _____

6.6 Has Applicant, the liquor manager, or any person or entity listed on DG LIQ-FORM 2/OFFICERS, DG LIQ-FORM 3/SHAREHOLDERS or DG LIQ-FORM 4/ PARTNERSHIP/LIMITED LIABILITY CORPORATION, been issued a federal wagering stamp by the federal government for the current tax period? Yes No If yes, provide details:

6.7 Has a federal wagering stamp has been issued by the federal government for the current tax period for the premises for which a license is sought? Yes No If yes, provide details:

6.8 Is applicant a citizen of the United States?

Yes No Not Applicable - Applicant is a corporation or partnership

6.9 Is applicant a resident of Downers Grove?

Yes No Not Applicable - Applicant is a corporation or partnership

7. SUBMITTALS

7.1 In addition to this application form the following are submitted as applicable:

- DG LIQ-FORM 1/Liquor Manager
- DG LIQ-FORM 2/Officers & Directors (for each Officer/Director, a Background Check Waiver form must be submitted)
- DG LIQ-FORM 3/Stockholders (for each Stockholder, a Background Check Waiver form must be submitted)
- DG LIQ-FORM 4/Partnership/Limited Liability Corporation (for each Partner, a Background Check Waiver form must be submitted)
- DG LIQ-FORM 5/Declaration
- DG LIQ-FORM 6/Outdoor Sales Application (If applicable)
- DG LIQ-FORM 7/Certifications
- Articles of Incorporation (If applicable)
- Proof of ownership of premises (i.e. title report)
- Lease-If premises not beneficially owned by Applicant (for the full period for which the license is to be issued)
- Floor Plan, as required for any premises to be licensed for sale of alcoholic liquor for consumption on the premises, drawn to scale, and with sufficient detail to depict types of seating, location of bars and other design features.
- Employee liquor handling training manual
- Application fee
- Certificate of Insurance
- Menu (If applicable)
- Reduced Menu -after regular menu hours (If applicable)

7.2 Applicant understands and agrees that additional information and material may be required during the processing of this application related to applicant's qualifications, the information provided herein, including attachments, and the class of license involved. Applicant agrees to provide such additional information and material and that failure to do so may delay the processing of this application or result in its denial.

7.3 In the event Applicant is made aware that any information or document submitted as part of this application process is inaccurate or incomplete, Applicant agrees to immediately notify the Village and provide appropriate corrections. Applicant understands and agrees to provide such additional information and material, and that failure to do so may delay the processing of this application or result in its denial.

THE UNDERSIGNED, BEING DULY SWORN, DOES STATE AS FOLLOWS:

- A. THAT THE UNDERSIGNED IS EMPOWERED TO PREPARE AND SIGN THIS APPLICATION ON BEHALF OF THE APPLICANT.
- B. THAT THE UNDERSIGNED HAS REVIEWED THIS APPLICATION, AND ALL ATTACHMENTS AND SUBMITTALS, AND THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND ACCURATE.

APPLICANT:

BOARD & BRUSH OF ILLINOIS, LLC
Name of Corporation/Partnership/LLC/Sole Proprietorship

BY: CURT SELBY
Print Name
[Signature]
Sign Name

TITLE: Member / owner



Subscribed and sworn to before me this 27 day of April, 2017.

[Signature]
Notary Public



VILLAGE OF DOWNERS GROVE, ILLINOIS
LIQUOR MANAGER APPLICATION

1. Name of Liquor License Applicant/Holder: Board & Brush of IL, LLC
Doing Business As: Board & Brush - Downers Grove
Address: 5151 MAIN ST.

Phone: () _____ Liquor License Number: _____

2. Manager: KARY LYNN CONNOLLY Phone: () _____
(First) (Middle) (Last)

Residence Address: _____
(Street Address) (City) (State) (Zip)

If less than one year, previous residence: _____

Citizenship: U.S. If naturalized, date/place of naturalization: _____

Date of Birth: 7/2 Place of Birth: _____

Social Security #: _____ Driver's License # and State: _____

Number of hours per week of employment (35 minimum) 40

3. **Liquor Handling Experience**
Name and address (city, state) of any other liquor establishment in which you have been employed, position held and dates of employment experience:

I certify I have never been convicted of a felony, misdemeanor or licensing ordinance violation.

SIGNATURE OF MANAGER [Signature] Date 4/25/17

Return to: Liaison to the Liquor Commission
VILLAGE OF DOWNERS GROVE
801 Burlington Avenue
Downers Grove, IL 60515



VILLAGE OF DOWNERS GROVE, ILLINOIS
LIQUOR LICENSE APPLICATION
PARTNERSHIP/LIMITED LIABILITY CORPORATION FORM

Applicant: BOARD & BRUSH OF ILLINOIS LLC

The following is a listing of:

- a. All general partners of any Applicant partnership formed or authorized to transact business as a foreign limited partnership, pursuant to the Illinois Revised Uniform Limited Partnership Act, as now or hereafter amended; and,
b. All limited partners owning, directly or indirectly, five (5%) or more of the aggregate limited partnership interest of any Applicant partnership formed or authorized to transact business as a foreign limited partnership, pursuant to the Illinois Revised Uniform Limited Partnership Act, as now or hereafter amended; and,
c. All general or managing partners of any Applicant partnership which is not formed or authorized to transact business as a foreign limited partnership, pursuant to the Illinois Revised Uniform Limited Partnership Act, as now or hereafter amended.

Applicant: BOARD & BRUSH OF ILLINOIS LLC
By: CURT SELBY
Corporate Title: MEMBER / OWNER
Date: 4/24/17

Name: JULIE SELBY
Address: [Redacted]
Social Sec. # [Redacted] Driver's License # [Redacted] Date of Birth: [Redacted] 68
General Partner [checked] Limited Partner [] Managing Partner [] Ownership Interest: 50%

Name and address of any other liquor establishment in which you have held an ownership interest or have operated. Please include the name of the entity issuing the liquor license for the establishment, the liquor license number, the date the license was issued and its date of expiration.

BOARD & BRUSH OF NEW LENOX 2401 JOLIET HWY. NEW LENOX, IL
VILLAGE OF NEW LENOX # 1452 ISSUED 5/2016 RENEWED 2017 (Attach completed Background Check Waiver)

Name: CURT SELBY
Address: [Redacted]
Social Sec. # [Redacted] Driver's License # [Redacted] of Birth: [Redacted] 67
General Partner [checked] Limited Partner [] Managing Partner [] Ownership Interest: 50%

Name and address of any other liquor establishment in which you have held an ownership interest or have operated. Please include the name of the entity issuing the liquor license for the establishment, the liquor license number, the date the license was issued and its date of expiration.

SAME AS ABOVE (JULIE)
(Attach completed Background Check Waiver)



VILLAGE OF DOWNERS GROVE, ILLINOIS
BUSINESS ACTIVITY DECLARATION

1. Name of Liquor License Applicant/Holder: BOARD & BRUSH OF ILLINOIS, LLC
Doing Business As: BOARD & BRUSH DOWNERS GROVE
Address: 5151 MAIN ST. DOWNERS GROVE, IL 60515
Phone: (937) 271-3442
License Class: "AS"

2. Main or Principal Business to be conducted by the Applicant on the premises stated above:

DIY WOOD WORKING / SIGN MAKING STUDIO

wherein the following of the business is devoted to the sale/service of:

- () % Food
BEER/WINE (5) % Alcohol
SODA (1) % Non-alcoholic beverages
WORKSHOP (94) % Other - List:

94% of revenue is drawn from WORKSHOP REGISTRATIONS

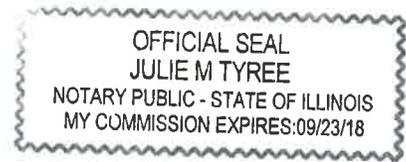
THE UNDERSIGNED, BEING DULY SWORN, DOES STATE AS FOLLOWS:

- A. THAT THE UNDERSIGNED IS EMPOWERED TO PREPARE AND SIGN THIS APPLICATION ON BEHALF OF THE APPLICANT.
B. THAT THE UNDERSIGNED HAS REVIEWED THIS DECLARATION AND THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND ACCURATE.

APPLICANT:

BOARD & BRUSH OF ILLINOIS, LLC
Name of Corporation/Partnership/LLC/Sole Proprietorship

BY: CURT SELBY
NAME:
TITLE: OWNER / MEMBER



Subscribed and sworn to before me this 27 day of April, 2017.

Julie M. Tyree
Notary Public



VILLAGE OF DOWNERS GROVE, ILLINOIS CERTIFIED EMPLOYEE DECLARATION

I, CURT SELBY, DO HEREBY CERTIFY THAT I am the
Print Name

MEMBER / OWNER of BOARD & BRUSH OF ILLINOIS LLC and I DO
Corporate title/Position Corporation

HEREBY FURTHER CERTIFY THAT the attached document is a true, correct and complete

list of current employees who serve, sell or distribute alcoholic liquor of BOARD & BRUSH DOWNERS GROVE
d/b/a

located at 5151 MAN ST., Downers Grove, Illinois.
Business Address

I DO HEREBY FURTHER CERTIFY THAT the attached copies of training certificates are true, correct and valid copies of the training certifications for each of the employees.

Date: 4/24/17

Curt Selby
Signature

Subscribed and sworn to before me this 27 day of April, 2017.

Julie M. Tyree
Notary Public

Attachments:
Employee list
Certifications



Illinois BASSET On-Premise SELLER / SERVER CERTIFICATION

Trainee Name: Kary Connolly

Date of Completion: 04/06/2017

School Name:

360training.com dba Learn2Serve

I, 

**certify that the above named person
successfully completed an approved
Learn2Serve Seller/Server course.**

This course provides necessary
knowledge and techniques for the
responsible serving of alcohol.

This is your temporary certificate of completion. You will receive your official card in the mail. Please forward all questions to support@360training.com.



Corporate Headquarters
13801 Burnet Rd., Suite 100
Austin, Texas 78727
P: 877.881.2235

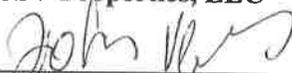
SCHEDULE

- (a) Landlord: **JSV PROPERTIES, LLC**
4 N 602 mountain ash drive
Wayne, IL 60184
- (b) Tenant: Board and Brush of Illinois, LLC an Illinois Limited Liability Company
- (c) Premises: 5151 main street, Downers Grove, IL 60515
- (d) Term: Three (3) years
- (e) Commencement Date (or "Rent Commencement Date"): April, 1 2017
- (f) Expiration Date: March 31, 2022
- (g) Permitted Use of Premises: The Premises may be used and occupied for operation of a Board and Brush Creative Studio Workshop. The nature of the workshops offered requires the use of paints and stains on a regular basis as an integral part of it's process and as such shall be permitted. Lessor further acknowledges that high noise levels will be created for short periods of time during the distressing step (less than 10 minutes) in the workshop and approves this use.
- (h) Base Rent:
 - April 1, 2017- March 31, 2018
 - April 1, 2018- March 31, 2019
 - April 1, 2019- March 31, 2020
- (i) Tenant will have the option to extend the lease by providing 90 days notice in writing of this intent. The rent during this extension will be as follows:
 - April 1, 2020- March 31, 2021
 - April 1, 2021- March 31, 2022
- (i) Security Deposit:

The foregoing Schedule is an integral part of this Lease and is hereinafter referred to as the "Lease Schedule" or "Schedule" and the terms set forth above whenever used in this Lease, shall have the same meanings as set forth in the Lease.

Lanlord:

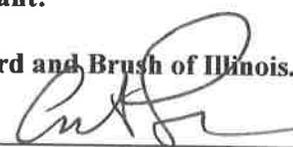
JSV Properties, LLC



Manager or Authorized Officer

Tenant:

Board and Brush of Illinois, LLC



Addendum to Lease – Right to Terminate
5151 Main Street
Downers Grove, IL 60515

JSV Properties (Landlord)
and
Board and Brush of Illinois, LLC and Illinois Limited Liability Company (Tenant)

Tenant shall have the option to terminate this Lease if Tenant is unable to obtain a liquor license from the City of Downers Grove. Tenant shall provide five (5) business days written notice to the Landlord, and Lease will terminate on the last day of the month. Tenant shall then forfeit partial security deposit of [REDACTED] paid to the Landlord who is then entitled to immediate possession and entitlement to the security deposit. However, if Tenant does not provide five (5) business days written notice of to the Landlord, Landlord shall be entitled to the full security deposit of [REDACTED]. Upon notice of Tenant's exercising right to terminate, Landlord may market and show the property to prospective tenants immediately.



Landlord



Tenant

3/26/2017

Date



Liquor Handling Manual

5151 Main Street Downers Grove, IL 60515

Hours vary on a weekly basis based on reservations



B/b Downers Grove Alcoholic Beverage Service Policy

Board and Brush is committed to the responsible service of alcoholic beverages to responsible consumers. Accordingly, all employees are required to follow the procedures listed below.

GENERAL GUIDELINES

Only trained employees who are 21 years of age or older and are BASSET certified may card and take initial alcohol orders from customers. All additional orders may be taken by an employee who is 19 years of age or older.

Every employee who serves, sells, or distributes alcoholic liquor must successfully complete a BASSET program and maintain a current effective certification from said program.[b1]

No employee will serve an alcoholic beverage to any person under 21 years of age or to any person who is visibly intoxicated.

To be served an alcoholic beverage, any guest who is apparently under 30 years of age is required to present documentation that shows him or her to be 21 years of age or older. Acceptable documentation is a valid driver's license with photo, state ID with photo, a valid armed forces ID with photo, or a valid passport with photo.

- The employee will check the identification to ascertain that it is authentic (see attached guide to Illinois Driver's License Features). The manager or lead-instructor should be informed if there is any appearance of forgery or tampering.[b2]
- In the case of out-of-state or country driver's license/state ID, the employee will refer to the I.D. Checking Guide.[b3]
- In the absence of authentic identification, or in case of doubt, the employee will refuse service of alcoholic beverages to the customer.

It is the employee's responsibility to notify the manager and/or lead-instructor immediately when a customer shows visible signs of intoxication. The manager or lead-instructor will then inform the customer that further service of alcoholic beverages is no longer legal and suggest an alternative refreshment (see attached information on recognizing the signs of intoxication).

After refusing service to any patron, employees will obtain an Incident Report Form from the manager or lead-instructor, complete the form and file in the logbook. Customers are not allowed to serve themselves.

No employee will serve more than one drink to a guest at one time.

No employee will serve several drinks to a guest during a short interval.

All employees who serve alcoholic beverages will participate in in-house training on internal process and procedures upon hire in addition to a designated alcohol awareness-training program.

If an employee knowingly sells an alcoholic beverage to a minor they will be terminated immediately and will be subject to a \$500 fine imposed by the local government.

LOCAL ORDINANCES YOU SHOULD KNOW

LEGAL SERVING HOURS (*Section 3-31*)

Another area where disregard of the law may bring stiff penalties concerns the hours when liquor may and may not be served. You should know when you must stop serving, when all glasses must be removed, and when all guests must be out of the establishment. If it becomes necessary in upholding the law, remove glasses.

Day	Hours
Monday through Thursday	8:00 a.m. to 1:00 a.m., the following day
Friday and Saturday	8:00 a.m. to 2:00 a.m., the following day
Sunday	9:00 a.m. to 1:00 a.m., the following day
New Year's Eve	8:00 a.m. to 2:00 a.m., the following day
St. Patrick's Day	8:00 a.m. to 2:00 a.m., the following day
Thanksgiving Eve	8:00 a.m. to 2:00 a.m., the following day

It is unlawful to permit customers to consume alcohol after the conclusion of a class. Alcohol service is restricted to class participants.

MINIMUM AGE OF SELLERS (*Section 3-28*)

Age of seller policies require that alcohol servers be a minimum age in order to legally serve or sell alcohol. Servers must be a minimum of 19 years of age; however, an under 21 server MAY NOT take the initial order or make the determination that a patron is of age. Initial orders/determination of age (carding must be done by another server who is over 21. In addition, all bartending must be done by an employee over 21.

ADULTS SHARING DRINKS WITH MINORS (*Section 3-36*)

The Management will make it clear that adults sharing drinks with minors will not be tolerated. Regardless if in the company of parents, those under 21 should not be allowed alcoholic beverages.

- If an instance arises, the Manager will immediately tell the party that such practices are not permitted.
- Make it understood any alcoholic beverage in front of a minor will be immediately removed.
- If the party persists, the Manager will remove the alcoholic beverage from the adult and refuse to accept further orders.

MANDATORY CERTIFIED TRAINING (*Section 3-33.3*)

Every employee who serves, sells or distributes alcoholic liquor shall successfully complete a certified training program upon hire and maintain a current effective certification from said program. Servers at on premise consumption licensed facilities will need to complete training every three (3) years. Certificate(s) shall be made available upon the licensed premises for inspection by the Village.

GIVING AWAY ALCOHOLIC LIQUOR

At no time is a licensee allowed to give away liquor. This includes offering free or complimentary alcohol whether to regular patrons or to patrons in a private party or function. Licensees may also not advertise "free" or "complimentary" in regard to alcoholic liquor.

Village of Downers Grove Alcohol Awareness Programs

COMPLIANCE TESTING (Control Buy Program)

The Downers Grove Police Department periodically conducts tests on establishments to ensure that minors are not being served alcohol. An Under 21 agent is sent into each establishment to attempt to purchase liquor. In the event staff serves or sells alcohol to the minor, the individual involved in the service/sale is immediately issued an administrative citation (ticket) for serving the minor. In addition, the licensee will be required to attend a public hearing on the violation. A finding of guilty with regard to the violation will result in fines, penalties and/or suspension of the liquor license and possible mandatory certified training on all employees.

*\$500 administration citation to the individual involved in alcohol sales to a minor

*Up to \$1,000 to cover costs of disciplinary hearing

*Up to \$15,000 in fines

*Suspension and/or revocation of liquor license

DUI NOTIFICATION PROGRAM

The Downers Grove Police Department will notify an establishment in the event an individual arrested for a DUI names their establishment as where they have been drinking prior to the arrest. Any establishment receiving numerous notifications will be subject to a license renewal hearing where the establishment's liquor serving policies will be reviewed.

HANDLING INTOXICATED INDIVIDUALS

Employees must not serve intoxicated persons. There is an obligation to help prevent intoxicated persons from leaving and subsequently injuring themselves and others.

Preventative Measures

- Do NOT deliver two or more drinks to any one person at any time
- You may discourage intoxication and monitor guests by counting drinks & keep track of alcohol consumed over a specific period of time

While any one given individual reacts differently to over-consumption of alcohol, the following are a few points to keep in mind that could indicate an individual is, indeed, intoxicated. Be on the alert for these as signals for management intervention:

CHANGES IN BEHAVIOR:

Loud Speech
Annoying other customers
Argumentative
Foul language
Irrational statements
Unable to sit on stool

IMPAIRED COORINATION:

Stumbling
Drowsy
Slurred speech
Spilling of drinks

When these characteristics are observed, the suspected intoxicated person should be targeted as a potential problem and the person's behavior **should be monitored**.

If a noticeable change of behavior occurs:

Offer non-alcoholic beverages
Slow down service of alcohol
Bring water

If you observe that the customer needs to be cut off, **managers** should be alerted and a thorough evaluation should be carried out. If termination of liquor service is necessary, after management deems cut off, advise other service people so that this customer will not receive a drink from another employee.

REMEMBER: An establishment or its employees are liable if an intoxicated guest causes injury to another person.

RECOGNIZING DRINKING LEVELS **Green, Yellow, and Red Levels of Drinking**

A **Green** Level of drinking is reached after approximately one drink. At a green level, most drinkers feel relaxed, comfortable, talkative, and happy. They are usually sociable and behave as they would if they were not drinking.

A **Yellow** Level is where the first sizeable changes begin to occur. Though specific behaviors of individual drinkers may vary, the progression of behavior is the same. This is because alcohol effects the body progressively.

First alcohol relaxes inhibitions, then it impairs judgment. Behaviors that exhibit relaxed inhibitions and/or impaired judgment may signal a yellow drinking level.

Drinkers who begin to talk or laugh louder are exhibiting a relaxation of inhibitions. These drinkers act with less restraint, possibly becoming overly talkative or over friendly. Some drinkers may become so relaxed that they get giddy. Desire to enjoy oneself is a large part of alcohol's appeal.

Relaxation of inhibitions causes some people to argue with or bait others around them. Some drinkers may start to use or increase their foul language. This type of behavior not only exhibits relaxed inhibitions but impaired judgment as well, for they cannot see that they are annoying other people.

Green = GO
Yellow = Slow Down
Red = Stop

Alcohol can affect a person's judgment, and this includes judgments regarding personal abilities such as driving. That is why customers who exhibit impaired judgment are labeled at a yellow or "caution" level of drinking – a level at which driving is a definite risk.

After affecting inhibitions and judgment, alcohol progresses to affect reaction time and then motor coordination. Behaviors that exhibit slowed reactions and/or reduced motor coordination signal a **Red** Level of drinking – a level at which driving is a definite risk.

Alcohol can slow a person's reaction time to the point where they move as though in slow motion or they need time to respond to questions.

Drinkers at a red level may look glassy-eyed. They may also lose their train of thought and/or make irrational statements. Their clumsy actions may cause them to spill a drink or drop items.

Drinkers who cannot walk straight are exhibiting a reduction in motor coordination, and are at a red level of drinking. Some drinkers may have such a reduction of motor coordination that they may stumble or fall down.

Alcohol affects a person's behavior progressively – inhibitions first, then judgement, then reactions, and finally coordination. Behavioral signals of these stages can be classified into green, yellow, or red levels of drinking to help determine which customers may be a driving risk.

CARDING PROCEDURES

How to Check a Patron for Correct Proof of Age

Age Requirement

The minimum age requirement for the purchase of alcoholic beverages in all states is 21 years of age.

If you have any reason to believe that an underage patron is attempting to purchase alcohol, you must ask for proper identification.

Under no circumstances should you sell any alcoholic beverages to a person under 21 years of age.

Checking I.D.s

Only Official Identification May be Accepted.

Do not accept a card just because it is labeled as an identification card, even if it looks official and has a state name on it.

The responsibility of those who sell alcoholic beverages is to ask for an acceptable form of identification. Identification should always be required if the customer purchasing the alcoholic beverage appears to be under 30 years of age. Identification presented should be some form of I.D. with a picture on it.

Acceptable Forms of Identification

The following pieces of identification, unaltered and current, verifying their age to be of at least 21 years, are acceptable:

- Current Driver's License (Primary)

- Current Photo Identification Card (State Issued)
- Passport
- Armed Forces I.D.
- Alien Registration Card

If any of the forms appear questionable, they should be taken to the manager on duty for approval. A State Identification Guide should be available on the premises to verify out-of-state identification. A Vertical Diver's License or ID card may be accepted, but requires verification from the manager or another 21-year-old Instructor.

***TRAFFIC TICKETS CANNOT BE ACCEPTED**

If in doubt, ask for another piece of identification! Being served is a privilege, not a right. If someone cannot provide adequate proof of age – you have no obligation to serve them.

What to look for to determine that the identification given to you is legal and correct

- Seal of State issuing identification
- Utilize State identification guide to check authenticity of out-of-state licenses

When checking a person's I.D., the following is a list of things to look for on the identification:

- Date of Birth
- Picture
- Expiration Date

When verifying proper identification, check the following:

- Has the I.D. been altered or tampered with in any way?
- Look at both the photo on the I.D. and the person presenting it.
 - o IS IT THE SAME PERSON?

Check the physical description:

- Height
- Weight
- Eye and hair color

Does the person match the description on the I.D. in regard to eyes, height, weight, and approximate age?

If there is any doubt, the individual presenting the identification should be asked to:

- Provide another form of identification
- Sign his/her name (compare with signature on the I.D.)

WHEN IN DOUBT, DO NOT MAKE THE SALE

It is against the law for a person to misrepresent their age. Using false identification is punishable by local and State law.

Know what year a person would have to have been born in to be 21 years of age right now.

I, _____ have read this policy statement and understand what is required in regard to responsible alcoholic beverage service. I understand that Board & Brush requires all employees to comply with all local, state, and federal laws and with establishment policies pertaining to the sale and service of alcohol. I also understand that employees who do not follow this policy and the law will be subject to fines and termination of employment.

Signature

Date

Manager Signature

Date



INCIDENT REPORT

Date of incident: ___/___/___ Time of incident: ___pm (or) ___am Type: _____

Name(s) or description of person(s) involved in incident: (indicate telephone numbers if possible)

Name(s) and telephone number(s) of staff on duty:

Name(s) and telephone number(s) of witnesses:

How many drinks had been served to the person(s) involved (if applicable)? _____

Did they appear intoxicated? ___ Yes ___ No If yes, describe: _____

Was anyone injured? ___ Yes ___ No If yes, describe: _____

Explain, in detail, what occurred: (use back of this page if necessary)

ILLINOIS

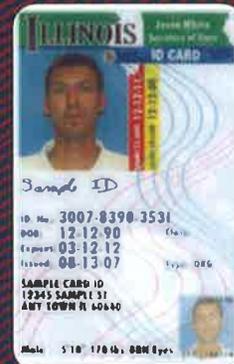
NEW DRIVER'S LICENSE/ID CARD DESIGN



Under 21 Driver's License



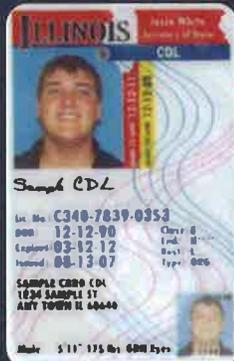
Driver's License



Under 21 ID Card



ID Card



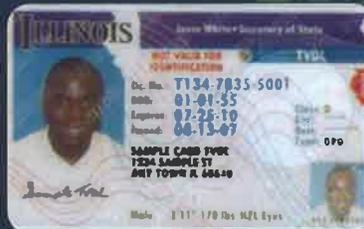
Under 21 Commercial Driver's License



Commercial Driver's License (CDL)



Under 21 Temporary Visitor Driver's License (TVDL)

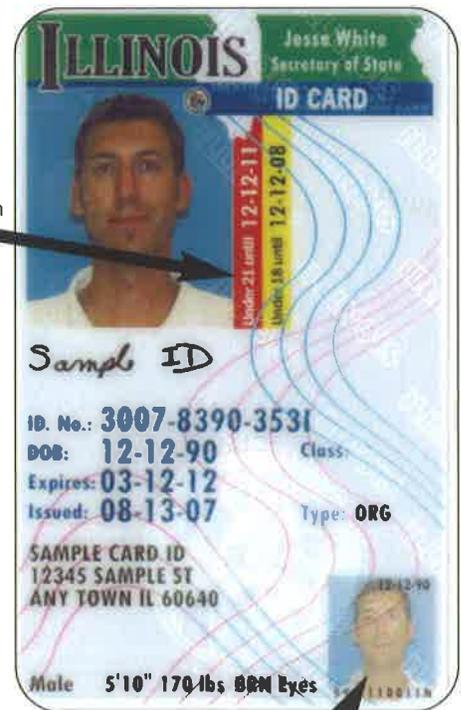
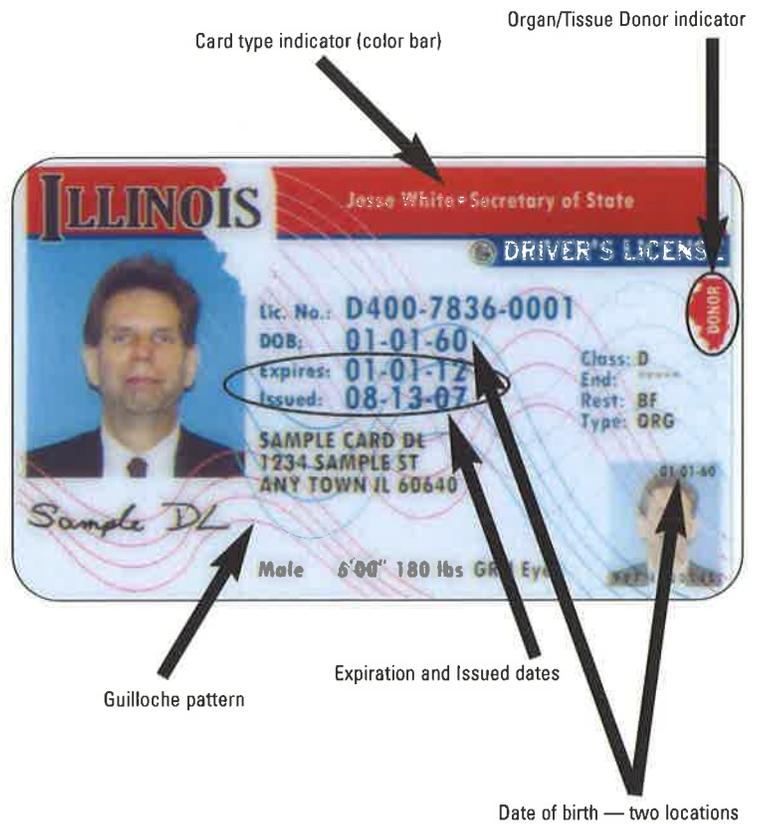


Temporary Visitor Driver's License (TVDL)

Illinois Secretary of State Jesse White



Driver's License/ID Card Security Features



Driver's License Features

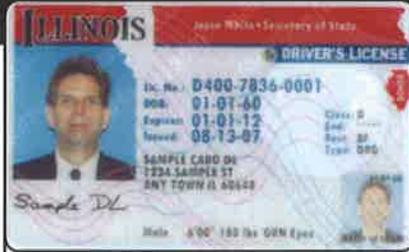
- Card type indicator
Red — Driver's License and CDL
Green — ID Card
Purple — TVDL
- Guilloche pattern in background
- Date of birth in two locations
- Ghost image of photo
- Organ/Tissue Donor indicator
- UV, hologram, microtext and more

Additional Features — Under 21 Driver's License

- All security features listed above
- Under 21/18 dates
- Vertical design

Valid Over 21 Driver's Licenses/ID Cards

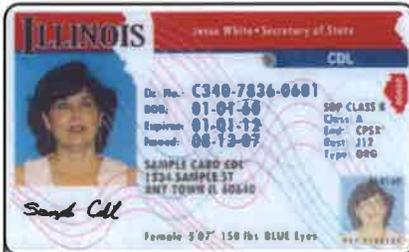
NEW to be phased in Fall 2007



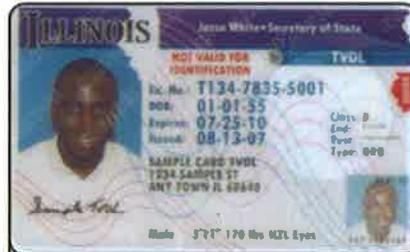
Driver's License, issuance phased in Fall 2007



ID card, issuance phased in Fall 2007



CDL, issuance phased in Fall 2007



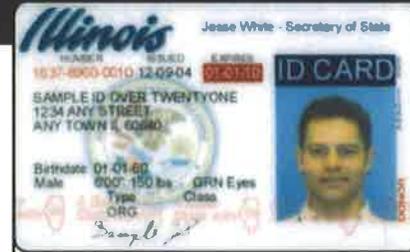
Temporary Visitor Driver's License (TVDL), issuance phased in Fall 2007

OLD

to be phased out upon individual expiration dates



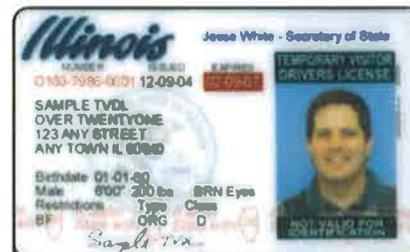
Driver's License



ID card



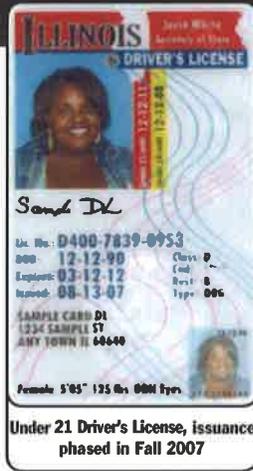
CDL



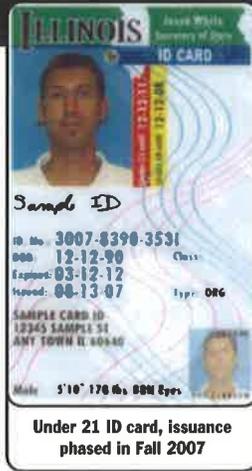
TVDL

Valid Under 21 Driver's Licenses/ID Cards

NEW to be phased in Fall 2007



Under 21 Driver's License, issuance phased in Fall 2007



Under 21 ID card, issuance phased in Fall 2007



Under 21 CDL, issuance phased in Fall 2007



Under 21 TVDL, issuance phased in Fall 2007

OLD

to be phased out upon individual expiration dates



Under 21 Driver's License, Issuance began 1/1/05



Under 21 ID Card, Issuance began 1/1/05



Under 21 CDL, Issuance began 1/1/05



Under 21 TVDL, Issuance began 1/1/05



Under 21 Driver's License Style, 12/30/02-12/31/04

Features on Back of Driver's License/ID Card



1D barcode with DL or ID number

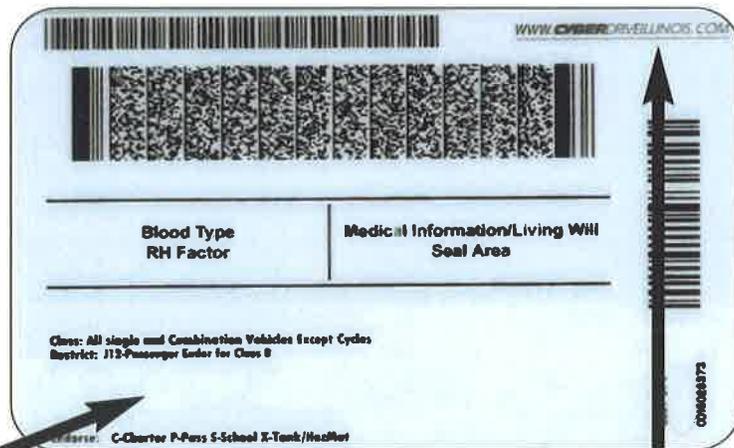
Barcode used for inventory tracking

2D barcode with text from card front

Text on ID cards

Area for literal text (class, restrictions, endorsements)
Area may be covered by safe driver renewal sticker

Web site address



Features on Back of Driver's License and ID Cards

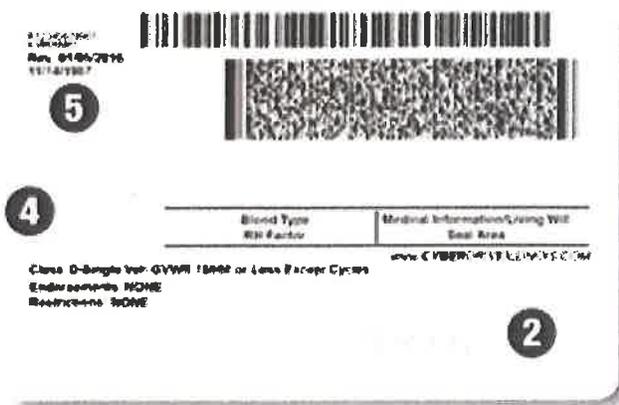
- Existing medical information areas relocated
- Existing 2D and 1D barcodes relocated
- New 1D barcode for internal materials tracking
- Web Site address — www.cyberdriveillinois.com
- New text on ID cards (Not for driving purposes)
- Organ Donor signature area no longer needed due to new Organ/Tissue Donor Registry (witnesses or family consent no longer necessary)

Features of the new driver's license

- 1) Larger photo along with smaller version of the same image.
- 2) To deter counterfeiting, design includes patterns and images, including 3) portrait of Lincoln and state seal.
- 4) Laser perforation in shape of Illinois, viewable when held up to light.
- 5) On back, person's photo and birth date viewable under ultraviolet light.



↑ Front Back ↓



How the new license will be issued

You'll no longer walk out of a Secretary of State's office with a new license. Here's how the new process will work.

- A) To renew your license, go to the local Secretary of State office, take required tests and have a photo taken.
- B) You'll be issued a paper copy of your new license and your old license will be returned to you with a hole punched in it. You'll use the two IDs until the new license arrives, even for air travel.
- C) Your information will be sent to a central unit in Illinois, where background checks will be run and the new license created.
- D) The new license should be mailed to you within 15 business days.



Example of a temporary license.

Source: Illinois Secretary of State

FAQs on "happy hour" changes

Below are some frequently asked questions regarding **Public Act 99-0046** which went into effect on **July 15, 2015**:



Q: Will I be able to offer "happy hour" specials by temporarily reducing the price of drinks at my establishment?

A: Yes. This legislation permits licensees to offer discounted drinks for up to **4 hours per day**, and not more than **15 hours per week**. The specified drink promotional period does not have to be for 4 consecutive hours.

Q: What are the additional rules and restrictions on price reductions?

A: Licensees must adhere to the following stipulations on price reductions on drinks:

- Licensee must give notice of the discount of alcohol drinks on the licensee's premises or on their website **7 days prior to the specified drink promotion period.**
- Licensee shall not offer a specified drink promotion period between the hours of **10:00 p.m. and the licensed premise's closing hour.**
- Licensee shall not change the price of an alcoholic drink during a single drink promotion period.

Q: When can I start reducing prices as part of happy hour?

A: No earlier than 7 days after the license holder has given notice of the discount of alcohol drinks at its licensed location or on its website.

Q: Can I provide unlimited drinks for a single price?

A: No. Drink limits are required unless the drinks are part of a meal/party package or private function.

Q: Am I allowed to sell "meal packages" with food and alcohol? What does that entail?

A: Yes. "Meal package" means a food & beverage package, which may or may not include entertainment, where the service of alcoholic liquor is an accompaniment to the food, including, but not limited to: a **meal, tour, tasting, or any combination thereof for a fixed price by a retail licensee** or any other licensee operating within a sports facility, restaurant, winery, brewery, or distillery.

Q: Is there a limit on the number of drinks which may be served with a meal package?

A: No. There is no limit to the number of drinks included with a meal package.

Q: What is considered "food" for purposes of a meal package?

A: Any food, including snacks and other so-called "finger food," that is available on the licensed premises as long as the food and alcoholic drinks are sold as a package for a fixed price.

Q: Am I allowed to sell "party packages," such as wristband deals for a private event? What are the regulations?

A: Yes. "Party package" means a private party, function, or event for a specific social or business occasion, either arranged by invitation or reservation for a defined number of individuals, that is **not open to the general public and where attendees are served both food and alcohol for a fixed price in a DEDICATED EVENT space**. In order to sell a party package, a business must:

- Offer food in the dedicated event space.
- Limit the party package to no more than 3 hours.
- Distribute wristbands, lanyards, or shirts that designate party package attendees.
- Exclude individuals not participating in the party package from the dedicated event space.

cont'd. on page 2

Q: Is there a limit on the number of drinks which may be served with a party package?

A: No. There is no limit on the number of drinks allowed to be included with a party package.

Q: What is considered "food" for purposes of a party package?

A: Any food, including snacks and other so-called "finger food," that is available on the licensed premises.

Q: Private functions as defined in the Liquor Control Act (235 ILCS 5/1-3.36) have always been an exception to the prohibition on unlimited drinks; are private functions now limited to 3 hours?

A: No. Private functions such as weddings, private parties, fund-raising functions, etc., where "guests in attendance are served in a room or rooms designated and used exclusively for the private party, function or event" (235 ILCS 5/1-3.36) are not subjected to a time limit.

Q: How can alcoholic drinks be sold and served to a customer?

A:

- 1) You may serve two or more drinks to one customer at one time;
- 2) You may not sell two or more drinks for the price of one drink;
- 3) You must increase the price of a drink proportionately to an increase in the volume of the same drink (Example: The price of a 24 ounce draft of Brand X beer must cost twice as much as a 12 ounce draft of Brand X beer).

Q: Can I sell or serve a pitcher, bottle, carafe, bucket, flight, or similar container to one person?

A: Yes.

Q: How does proportionate pricing apply to prices of a pitcher, bottle, carafe, bucket, flight, or similar container?

A: Proportionate pricing applies to individual drinks, not to pitchers, bottles, carafes, buckets, flight or similar containers. As long as a price reduction is not equal to selling 2 or more alcoholic drinks for the price of one, a retailer is free to set any price for a pitcher, bottle, carafe, bucket, flight or similar container.

Q: Can I permit or encourage drinking games or contests at my licensed premises?

A: No.

Q: Can I still offer daily drink specials?

A: Yes, as long as the price of the drink special is listed on the mandatory schedule of drink prices.

Q: May I advertise happy hour, meal packages, and party packages?

A: Yes. Events permitted under the Liquor Control Act may be legally advertised.

Q: May I advertise events and drink specials permitted under the Happy Hour law on social media?

A: Yes. Social media advertising is allowed.

Q: Where can I learn more about "infusions" and its legality in Illinois?

A: For FAQ's on this subject, [please see the following page](#).

Q: Does the new law mandate that all servers in Illinois be trained and certified every three years?

A: Yes. All alcohol servers and those checking ID's for alcohol service in on-premise establishments (ie, bars, restaurants, banquet halls) will be required to successfully complete BASSET every three years. The mandate takes effect by a pre-determined date cited in the law. [See page 4 for the schedule](#).

