

**AGENDA
DOWNERS GROVE LIQUOR COMMISSION
NOVEMBER 1, 2018
VILLAGE HALL COUNCIL CHAMBERS**

6:30 P.M.

- I Call to Order**

- II Roll Call**

- III Approval of Minutes of September 6, 2018 Liquor Commission Meeting**

- IV Application Hearing**

Pinecone Cottage
1029 Burlington Avenue
Class BYO/O

- V New Business**

- VI Old Business**

- VII Comments from the public**

- VIII Adjournment**

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

DRAFT

Thursday, September 6, 2018

I. CALL TO ORDER

Chairman Strelau called the September 6, 2018 Liquor Commission meeting to order at 6:30 p.m.

II. ROLL CALL

PRESENT: Mr. Clary, Mr. Krusenoski, Ms. Pietrucha, Chairman Strelau

ABSENT: Ms. Flanagan, Mr. Jacobson, Ms. Toerpe

STAFF: Carol Kuchynka, Liaison to the Liquor Commission, Village Attorney Enza Petrarca

OTHERS: Al Lotfi, Court Reporter

III. APPROVAL OF MINUTES

Chairman Strelau asked for approval of the minutes for the August 2, 2018 Liquor Commission meeting and asked members if there were any corrections, changes or additions.

Hearing no changes, corrections or additions, the August 2, 2018 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 staff, 5) comments from the public, and 6) motion and finding by the Commission."

Casa Margarita - 1341 Butterfield Road

Chairman Strelau stated that the first order of business was an application hearing for Margarita Lime, Inc. d/b/a Casa Margarita located at 1341 Butterfield Road. She stated that the applicant was seeking a Class "R-1", full alcohol, on-premise consumption liquor license and an Class "O" full alcohol 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. Al Lotfi was sworn in by the court reporter. He introduced himself as the owner of Casa Margarita.

Chairman Strelau asked the applicant to present its case.

Mr. Lotfi stated that he was seeking a full, on-premise consumption liquor license . He stated that he owns and operates six full-service restaurants and has been in business since 1994. He stated that there are 5 Casa Margarita restaurants and advised the business has been growing well. He stated that the Downers Grove location was a good opportunity for him and noted it was close to his residence in OakBrook.

Chairman Strelau asked for comments from the Commission.

Mr. Krusenoski stated that he was comfortable with this applicants and his experience running five other locations and that he was familiar with liquor handling.

Mr. Krusenoski stated that he reviewed the manual and did not see reference on whether they will or will not accept the IL vertical identification. Ms. Kuchynka stated she discussed the matter prior to the hearing and it should have been added to the manul. Chairman Strelau asked what page the provision was on. Mr. Lotfi agreed that they would not accept the vertical id. Ms. Kuchynka stated that she could not find it at this time, but would be sure that provision would be added to the manual.

Mr. Lotfi stated that they take carding very seriously. He advised that they meet with staff quarterly. He stated that they have a policy to card anyone who appears under 40 years old.

Mr. Krusenoski asked if they will retain any of the former Barbakoa staff. Mr. Lotfi replied that some may come back but would have to reapply for a position with his company.

Ms. Pietrucha stated that she has dined at the Hinsdale Casa Margarita location and welcomed Mr. Lotfi to Downers Grove. She noted that they have entered into a twenty year lease. Mr. Lotfi advised that he purchased the property and leased the space to Margarita Lime, Inc.

Ms. Pietrucha stated that violations are taken very seriously. She asked Mr. Lotfi if he had any liquor violations at any of his establishments. Mr. Lotfi replied no. He advised that they regularly get tested in LaGrange.

Ms. Pietrucha asked what cocktail is their primary liquor sales Mr. Lotfi replied margaritas are their biggest seller.

Ms. Pietrucha asked if they have problems with minors attempting liquor purchases. Mr. Lotfi replied no. He added that they cater to customers 30 years of age and older. He stated that since they are a full service restaurant and not a bar, they rarely deal with minors.

Ms. Pietrucha was familiar with the Barbakoa layout and asked if it will remain the same. Mr. Lotfi replied yes. He stated that they plan to do some cosmetic work and painting.

Ms. Pietrucha asked about the outdoor dining areas and noted that there were two. Mr. Lotfi replied that there is an outdoor seating area at the front entrance and on the east side of the building.

Ms. Pietrucha asked where the bar is located from the entrance. Mr. Lotfi replied that the bar area is to the left of the entrance. Ms. Pietrucha asked about the side room depicted on the plan. Mr. Lotfi replied that there is a banquet/party room in the right corner of the restaurant

Mr. Clary stated that they have an impressive menu. He asked Mr. Lotfi if they have outdoor cafes in their other locations. Mr. Lotfi replied yes. He stated that they have sidewalk cafes in LaGrange, Orland Park and in Chicago. He stated that the Bolingbrook location has a side outdoor café.

Mr. Clary asked how guests are monitored in the café. Mr. Lotfi replied that guests must be seated by the host or hostess and they have servers in the area to monitor.

Mr. Clary encouraged Mr. Lotfi to keep his good record with no violations.

Chairman Strelau noted the number of locations Mr. Lotfi owns and asked how much time he will spend at the Downers Grove location. Mr. Lotfi replied that he will spend most of his time in Downers Grove as he picked this location which is close to his residence in OakBrook.

Chairman Strelau asked who will oversee the establishment when he is not there. Mr. Lotfi replied that he has several managers and stated that his son also helps him run the businesses.

Chairman Strelau asked Mr. Lotfi if he plans to hire under 21 servers. Mr. Lotfi replied that he intends on hiring those over 21 as Downers Grove requires that carding must be done by those over 21. He stated that other staff such as a host/hostesses or busboy may be under 21.

Chairman Strelau advised Mr. Lotfi that they will be tested and noted that staff should understand the importance of proper liquor service.

Chairman Strelau noted that LaGrange has tested them. Mr. Lotfi replied yes. He stated that they have come in, passed and the bartender gets congratulated. Chairman Strelau advised that Downers Grove conducts similar tests. She encouraged him to be certain staff understands the importance of not serving under 21 year olds or accept the vertical licenses.

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, insurance, the annual fee, Certificate of Occupancy and employee certifications.

Chairman Strelau asked Mr. Lotfi when they planned to open. Mr. Lotfi replied as soon as possible or by the beginning of October.

Ms. Pietrucha asked if they will offer Uber Eats. Mr. Lotfi replied yes, as they do at all of their locations. He stated that they use Grub Hub and Door Dash. He stated that they do a lot of delivery business.

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

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-1" liquor license application.

MR. KRUSENOSKI MOVED TO FIND MARGARITA LIME, INC. D/B/A CASA MARGARITA, LOCATED AT 1341 BUTTERFIELD ROAD, QUALIFIED FOR A CLASS "R-1" LIQUOR LICENSE. MR. CLARY SECONDED.

VOTE: **Aye:** Mr. Krusenoski, Mr. Clary, Ms. Pietrucha, Chairman Strelau
 Nay: None
 Abstain: None

MOTION CARRIED: 4:0:0

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 "C" liquor license application.

MR. CLARY MOVED TO FIND MARGARITA LIME, INC. D/B/A CASA MARGARITA, LOCATED AT 1341 BUTTERFIELD ROAD, QUALIFIED FOR A CLASS "O" LIQUOR LICENSE. MR. KRUSENOSKI SECONDED.

VOTE: **Aye:** Mr. Clary, Mr. Krusenoski, Ms. Pietrucha, Chairman Strelau
 Nay: None
 Abstain: None

MOTION CARRIED: 4:0:0

Motion carried.

V. NEW BUSINESS

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

Ms. Kuchynka discussed the month end reports. She stated was unsure if there would be an October 4th meeting.

Attorney Petrarca advised that the Village Council considered eliminating the Class E, entertainment license, at the Council workshop of August 21st.

VI. OLD BUSINESS

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

Ms. Kuchynka advised of the Mayor's intent to issue the license for Grand Duke's, City Barbecue and ALDI. She advised that City Barbecue was up and running and expected to issue ALDI and Grand Duke's on November 1st.

Mr. Krusenoski asked if Pierce Tavern was open. Ms. Kuchynka replied that they will be open to the general public on September 10th. Mr. Krusenoski noted that the restaurant was hosting friends and family by invitation to their soft opening this week.

VII. COMMENTS FROM THE PUBLIC

There were none.

VIII. ADJOURNMENT

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

Ms. Flanagan moved to adjourn the September 6, 2018 meeting. The meeting was adjourned by acclamation at 6:50 p.m.



VILLAGE OF DOWNERS GROVE
REPORT FOR THE LIQUOR COMMISSION
NOVEMBER 1, 2018 AGENDA

| SUBJECT: | TYPE: | SUBMITTED BY: |
|--|---|--|
| Licensee: Pinecone Cottage, Inc. D/B/A: Pinecone Cottage Address: 1029 Burlington Avenue | Application for Class BYO/O liquor license | Carol Kuchynka Liaison to the Liquor Commission |

REQUEST

The applicant is requesting a Class BYO/O liquor license for Pinecone Cottage located at 1029 Burlington Avenue.

NOTICE

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

GENERAL INFORMATION

Officer(s): Pamela Geraldts, President
Paul Geraldts, Secretary

Stockholder(s): Pamela Geraldts - 50%
Paul Geraldts - 50%

Manager: Ms. Pamela Geraldts

Licensee: Pinecone Cottage, Inc. d/b/a Pinecone Cottage
1029 Burlington Avenue
Downers Grove, IL 60515

PROPERTY INFORMATION

EXISTING LAND USE: Commercial
PROPERTY SIZE: (1,000 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. Outdoor Application for Liquor License
3. Lease
4. Menu
5. Liquor Handling Manual
6. Floor Plan

Project Description

The applicant is requesting a Class BYO/O liquor license for the operation of a restaurant located at 1029 Burlington Avenue.

Compliance with the liquor ordinance

The establishment is defined as:

Restaurant. A place kept, used, maintained, advertised or held out to the public as a place with the service of food and drink, and where meals are regularly served, without sleeping accommodations, and where adequate provision is made for sanitary kitchen and dining room equipment and capacity and a sufficient number of employees to prepare and serve food for its customers. It being the intent of this paragraph that the primary business conducted on premises to be licensed as restaurants hereunder shall be the service of food and drink. Food service shall be available at all times liquor sales are being conducted. Menus shall be on the table, presented to each patron as they are seated or be posted in such a manner to be easily readable by the patrons of the restaurant. Provided, the kitchen may not cease operating prior to one hour before closing. Bar/lounge seating shall be no more than twenty percent (20%) of the total seating provided for patrons of the establishment.

License conditions

"BYO" licenses shall authorize the consumption of beer and wine which has been brought onto the premises by a patron or patrons twenty-one (21) years of age or older for on-site consumption where the premises is that of a restaurant as defined herein. The following provisions shall apply:

BYO shall be permitted in conjunction with the purchase and consumption of a meal while seated at a table and served by wait staff;

No more than one (1) 750ml bottle of wine per patron or no more than 36 ounces of beer per patron (unopened) shall be permitted to be brought into the premises;

BYO shall be allowed only during the restaurant hours of operation and only along with and during regular food service;

BYO licensees may provide glass ware and ice to patrons; may uncork, pour and control its consumption and may charge a corkage fee;

Employees who have successfully completed a certified training program may perform corkage/serving duties. Such employees must be at least nineteen (19) years of age or older and shall serve in accordance with all State and local laws;

BYO licensees shall provide a certificate of insurance reflecting coverage for dram shop or equivalent liability for BYO service;

At a patron's request, the licensee shall re-seal any unconsumed portion of wine in accordance with State law;

BYO licensees are prohibited from storing alcoholic liquor on the premises, unless as otherwise provided by a separate license classification validly held by the licensee;

Packaged and on-site sales of alcoholic liquor is prohibited, unless as otherwise provided by a separate license classification validly held by the licensee;

BYO licensees shall be liable for violations of this Chapter in the same manner as the holder of any other classification of liquor license, including but not limited to violations for service to minors and the over-serving of patrons.

"O" Outdoor licenses shall authorize the sale and consumption of alcoholic liquor in an enclosed outdoor seating area. This license may only be issued to establishments holding a valid Class B, BYO, C, E, P-O, REC, RF, R or WB license and shall be limited to the conditions of the respective license classification issued to the establishment. The main and principal operation of the outdoor area shall be for dining purposes and food must be available in the outdoor dining area at all times and shall be subject to the provisions set forth in

Section 3.30. Operation of the outdoor area for a Class C license is limited to private party rentals and shall be subject to the provisions set forth in Section 3.32.

Public Safety Requirements

A Certificate of Occupancy is valid. Health Department approval is valid.

Factors Affecting Finding or Recommendation

Lease in corporate name, insurance, annual fee, satisfactory background checks, employee certifications.

Recommendation

Based upon testimony presented at the November 1, 2018 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 BYO liquor license application, along with any conditions and/or restrictions with respect to this applicant.

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



www.downers.us

October 16, 2018

**COMMUNITY RESPONSE
CENTER**

630.434.CALL (2255)

Ms. Pamela Gerald
Pinecone Cottage, Inc.
4904 Rose Avenue
Downers Grove, IL 60515

CIVIC CENTER

801 Burlington Avenue
Downers Grove
Illinois 60515-4782

*RE: Application for Class BYO/O Liquor License
Pinecone Cottage
1029 Burlington Avenue, Downers Grove, IL 60515*

630.434.5500

TDD 630.434.5511

FAX 630.434.5571

Dear Ms. Gerald:

The Liquor Commission of the Village of Downers Grove will meet on Thursday, November 1, 2018, 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.

FIRE DEPARTMENT

ADMINISTRATION

5420 Main Street
Downers Grove
Illinois 60515-4834

630.434.5980

FAX 630.434.5998

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.

POLICE DEPARTMENT

825 Burlington Avenue

Downers Grove

Illinois 60515-4783

630.434.5600

FAX 630.434.5690

Very truly yours,


Carol Kuchynka
Liaison to the Liquor Commission

VILLAGE OF DOWNERS GROVE

PUBLIC WORKS

DEPARTMENT

5101 Walnut Avenue

Downers Grove

Illinois 60515-4046

630.434.5460

FAX 630.434.5495

a\Pinecone\app-hrg.nts



VILLAGE OF DOWNERS GROVE, ILLINOIS APPLICATION FOR LIQUOR LICENSE

Date: August 31, 2018

Application is hereby made to the Local Liquor Commissioner of the Village of Downers Grove for issuance of a Class BYO/O 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:

Pinecone Cottage, Inc.
Name: DBA - Pinecone Cottage Tea House Phone: (630) 963-9130
Address: 4904 Rose Avenue, Downers Grove, IL 60515

1.2 Status:

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

1.3 Liquor Manager:

Name: Pamela M. Gerald's Phone: [REDACTED]
Address: [REDACTED]
Driver's License No. [REDACTED] Social Sec. No. [REDACTED]
Date of Birth [REDACTED] 60 Place of Birth [REDACTED]

2. PREMISES

Doing Business As Pinecone Cottage Tea House Phone: (630) 963-9130
Address: 1029 Burlington Avenue, 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: Jerry Braun Phone: (708) 343-2721
Address: 807 S. 5th Avenue, Maywood, IL 60153

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. _____

3. 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 Illinois on the 28th day of August, A.D., 2001.
- 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 _____ on the _____ day of _____, A.D., ____.
- 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: _____ Phone: _____
Address: _____
- 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: _____ 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

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

Yes

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

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

Yes

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

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

Yes

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:

Pinecone Cottage, Inc.
Name of Corporation/Partnership/LLC/Sole Proprietorship

BY: Pamela M. Gerald
Print Name

Pamela M. Gerald
Sign Name

TITLE: President

Subscribed and sworn to before me this 7th day of September, 2018.

Robin Krusenoski
Notary Public





VILLAGE OF DOWNERS GROVE, ILLINOIS LIQUOR MANAGER APPLICATION

1. Name of Liquor License Applicant/Holder: Pinecone Cottage, Inc.
 Doing Business As: Pinecone Cottage Tea House & Catering
 Address: 1029 Burlington Avenue, Downers Grove, IL 60515
 Phone: (630) 963-9130 Liquor License Number: _____

2. Manager: Pamela M. Gerald Phone: (_____) _____
 (First) (Middle) (Last)
 Residence Address: _____
 (Street Address)
 If less than one year, previous residence: _____
 Citizenship: U.S.A. If naturalized, date/place of naturalization: _____
 Date of Birth: _____ 60 Place of Birth: _____
 Social Security #: _____ Driver's License # and State: _____
 Number of hours per week of employment (35 minimum) 50

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:
BASSET CERTIFICATE

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

SIGNATURE OF MANAGER Pamela M. Gerald Date 8/31/2018

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
CORPORATE OFFICERS AND DIRECTORS

Applicant: Pinecone Cottage, Inc

The following is a listing of all officers and directors of the Applicant corporation: (Note: include the persons full name, address and corporate title; use additional pages if necessary)

Applicant: Pinecone Cottage Tea House & Catering
By: Pamela M. Gerald's
Corporate Title: President
Date: September 7, 2018

Name: Pamela M. Gerald's
Address: [Redacted]
Social Sec. # [Redacted] Driver's License # [Redacted] Date of Birth: [Redacted] 60
Corporate Title: President

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.

(Attach completed Background Check Waiver)

Name: Paul W. Gerald's
Address: [Redacted]
Social Sec. # [Redacted] Driver's License # [Redacted] Date of Birth: [Redacted] 56
Corporate Title: Secretary

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.

(Attach completed Background Check Waiver)

Name: _____
Address: _____
Social Sec. # _____ Driver's License # _____ Date of Birth: _____
Corporate Title: _____

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.

(Attach completed Background Check Waiver)



VILLAGE OF DOWNERS GROVE, ILLINOIS
LIQUOR LICENSE APPLICATION
CORPORATE STOCKHOLDER

Applicant: Pinecone Cottage, Inc.

The following is a listing of all shareholders owning in the aggregate more than five (5%) of the outstanding shares of any class of capital stock of the Applicant Corporation as of the date of application. This listing also identifies any shareholders owning twenty percent (20%) or more of the outstanding shares of any class of capital stock of the Applicant Corporation. (use additional pages if necessary)

Applicant: Pinecone Cottage Tea House & Catering

By: Pamela Gerald

Corporate Title: President

Date: September 7, 2018

Name: Pamela Gerald

Address: [Redacted]

Social Sec. # [Redacted] Driver's License # [Redacted] Date of Birth: [Redacted] 60

Percent of Stock Ownership: 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.

(Attach completed Background Check Waiver)

Name: Paul Gerald

Address: [Redacted]

Social Sec. # [Redacted] Driver's License # [Redacted] Date of Birth: [Redacted] 66

Percent of Stock Ownership: 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.

(Attach completed Background Check Waiver)

Name: _____

Address: _____

Social Sec. # _____ Driver's License # _____ Date of Birth: _____

Percent of Stock Ownership: _____

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.

(Attach completed Background Check Waiver)



VILLAGE OF DOWNERS GROVE, ILLINOIS
BUSINESS ACTIVITY DECLARATION

1. Name of Liquor License Applicant/Holder: Pinecone Cottage, Inc.
Doing Business As: Pinecone Cottage Tea House & Catering
Address: 1029 Burlington Avenue, Downers Grove, IL 60515
Phone: (630) 963-9130
License Class: BYO/O

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

Restaurant

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

- (95%) Food
BYO (5%) Alcohol
()% Non-alcoholic beverages
()% Other - List: corkage fees for above

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:

Pinecone Cottage, Inc.
Name of Corporation/Partnership/LLC/Sole Proprietorship

BY: Pamela Gerald

NAME: Pamela Gerald

TITLE: President

Subscribed and sworn to before me this 28th day of August, 2018.

Robin Krusenoski
Notary Public





Village of Downers Grove Outdoor Sales Application

DATE: October 3, 2017

Application is hereby made to the Village of Downers Grove for the sale, service and consumption of alcoholic liquor in an outdoor seating area adjacent to premises licensed to sell alcoholic liquor for consumption on the premises. In support of said application the following is submitted:

1. Name of Applicant Pinecone Cottage, Inc.
Address 4904 Rose Avenue
City Downers Grove State IL Zip 60515 Phone (630)963-9130
2. Doing Business As Pinecone Cottage Tea House & Catering
Address 1029 Burlington Avenue
City Downers Grove State IL Zip 60515 Phone (630)963-9130
Class of License _____ Liquor License Number _____
3. Name of Manager Pamela Gerald
Address _____
City _____ State _____ Zip _____ Phone _____

4. In addition to this application form the following shall be submitted:

Site Plan - This shall be drawn to scale, and with sufficient detail to depict the proposed outdoor seating area. This should include, but is not limited to, the location and area surrounding as well as the location and dimension. This shall depict the location of ingress, egress, tables, decorations, furnishings, equipment, entertainment/sound amplifying equipment, perimeter barriers, the total square footage to be occupied by the area and the maximum seating capacity.

Operation Plan - This shall describe the proposed outdoor area detail. This should include, but is not limited to, the dates, days and hours of operation, liquor service manuals, staff, security, maintenance personnel and proposed menu, and such other items as may be appropriate.

Improvement Plan - Detailed plans showing all proposed changes or improvements related to the outdoor seating area.

Application Fee - See Administrative Regulation entitled "User-Fee, License and Fine Schedule".

5. Applicant understands and agrees that additional information and material may be required during the processing of this application related to this application, the information provided herein, including attachments. 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. 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.**
- C. **THAT THE UNDERSIGNED HAS REVIEWED AND SHALL COMPLY WITH THE PROVISIONS OF THE DOWNERS GROVE MUNICIPAL CODE AS IT RELATES TO OUTDOOR SALES.**

APPLICANT: Pinecone Cottage, Inc.

PRINT NAME: Pamela Gerald

SIGNATURE: *Pamela Gerald*

TITLE: President

Subscribed and sworn to before me this 28th day of August, 2018.

Robin Krusenoski
Notary Public







Afternoon Tea Garden
Serving Lunch 12:00-4:00
Wednesday - Sunday



Tea House & Catering

Afternoon Tea Garden

Operational Plan

Submitted: March 11, 2018

The Pinecone Cottage *Afternoon Tea Garden* will function as an Al Fresco experience for our dining patrons to enjoy Pinecone Cottage's Signature Four Course Afternoon Tea, in a beautiful Historic Downtown Downers Grove, natural setting.

The Afternoon Tea Garden area will consist of the following ;

- Four (4) Umbrella Tables – Each set to accommodate Four (4) Patrons
- Planted Dividers Arranged to Keep The Area for Patrons Only
- A Service Area for Wait staff to keep Utensils, Napkins, Water, Etc.
- A Refuse Receptacle for Waste.
- Ingress & Egress Gates at the Front & Rear of the Dining Area
- Furniture will be left outside, secured by padlock, after hours.
- Wait staff will serve patrons via front and back doors of building.
- Furniture will be removed from outdoor area at end of season.
- All furniture (chairs and tables) shall be made of wood or iron material heavy enough to prevent being effected by weather condition

ENTERED



VILLAGE OF DOWNERS GROVE, ILLINOIS
CERTIFIED EMPLOYEE DECLARATION

I, Pamela Gerald, DO HEREBY CERTIFY THAT I am the
Print Name

President of Pinecone Cottage, Inc. 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 Pinecone Cottage Tea Hou
db/a & Cateri

located at 1029 Burlington Ave. 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: 8-28-18.

Pamela M. Gerald
Signature

Subscribed and sworn to before me this 28th day of August, 2018.

Robin Krusenoski
Notary Public



Attachments:
Employee list
Certifications

BASSET Card



July 31, 2018



Letter ID: L0694767408

PAMELA GERALDS



License No.: 5A-0088394
Expiration Date: 7/27/2021
License Type: Basset Card

Your "Student ID number" is: 15127478

Your "Trainer's ID number" is: 5A-0088394

Your BASSET Card is located BELOW

DO NOT throw away this letter as you will need your "Student ID number" directly above to re-print your card.

IMPORTANT:

To re-print your card, visit the Illinois Liquor Control Commission website at ILCC.illinois.gov
(click on the RESOURCES tab to access the "BASSET Card Lookup" page).

ILLINOIS LIQUOR CONTROL COMMISSION
100 W. Randolph Street, Suite 7-801 - Chicago, IL 60601
BEVERAGE ALCOHOL SELLERS AND SERVERS
EDUCATION AND TRAINING [BASSET] CARD
Date of Certification: 7/27/2018 Expires: 7/27/2021
Trainer's IL Liquor License Number: 5A-0088394
PAMELA GERALDS



****Card is not transferrable****

THIRD AMENDMENT TO LEASE

This Third Amendment to Lease ("Amendment") is entered into as of this 22nd day of August, 2016, by and between Jerry Braun, as agent for the Beneficiaries of North Star Trust Company, successor in interest to Continental Community Bank, not individually, but as Trustee under that certain Trust known as No. 2255 ("Lessor") and Paul W. Geraldts and Pamela M. Geraldts (collectively referred to as "Lessee").

WHEREAS, Lessor and Lessee entered into that certain Lease dated August 17, 2001 (the "Original Lease") and amended the Original Lease pursuant to that certain First Amendment to Lease dated August 17, 2010 ("First Amendment") and that certain Second Amendment to Lease, dated June 18, 2013 ("Second Amendment") (the Original Lease and all amendments thereto, including the First Amendment and Second Amendment, are herein referred to as the "Lease") for the lease of certain premises commonly known as 1029 Burlington, Downers Grove, Illinois (the "Premises") for Lessee's operation of the restaurant and catering facility at the Premises; and

WHEREAS, the parties desire to amend the Lease in certain particulars.

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, as well as the mutual promises and covenants herein contained, Lessor and Lessee hereby agree to amend the terms of the Lease upon the terms hereinafter contained.

1. **Amendment of Lease: Term of Lease.** The Term of Lease is hereby amended such that the termination date of the Lease shall be August 31, 2019. The period from September 1, 2016 through August 31, 2019 is sometimes referred to herein as the "Third Extended Lease Term".

2. **Amendment of Lease: Monthly Rent.** During the Third Extended Lease Term, Lessee's monthly rent shall be as follows:

| Third Extended Lease Term (September 1, 2016-August 31, 2019) | Monthly Rent |
|---|--------------|
| September 1, 2016-August 31, 2017 | |
| September 1, 2017-August 31, 2018 | |
| September 1, 2018-August 31, 2019 | |

3. **Amendment to Lease: Payments of Rent.** As of the date of this Amendment, all payments of any kind due to Lessor under this Lease, including rent, should be made payable to "Jerry Braun".

As of the date of this Amendment, until further notice from Lessor, Lessee shall send all payments due to Lessor as follows:

Mr. Jerry Braun
c/o Braun Paint Company
P.O. Box 814
Maywood, Illinois 60153

4. **Effective Date.** This Amendment shall be effective as of the date and year first above written.

5. **Notices.** As of the Effective Date, all Notices to be provided to Lessee under the Lease, pursuant to Paragraph 20 of the Lease, shall hereafter be provided to Lessee at the following addresses:

Paul W. Geraldts and Pamela M. Geraldts
4904 Rose Avenue
Downers Grove, Illinois 60515

Further notices to be provided to Lessor under the Lease, pursuant to Paragraph 20 of the Lease shall be provided to Lessor at the following addresses:

Mr. Jerry Braun
c/o Braun Paint Company
P.O. Box 814
Maywood, Illinois 60153

and

Braun, Browne & Associates, P.C.
300 Saunders Road
Suite 100
Riverwoods, Illinois 60015
Attn: Sheldon Braun, Esq.

6. **Entire Agreement.** Except as expressly modified in this Amendment, the terms of the Lease shall remain in full force and effect and be enforceable pursuant to their terms by Lessor and Lessee. The terms of the Lease and this Amendment shall collectively represent the entire understanding between Lessor and Lessee and supersede any prior or contemporaneous written or oral agreements, if any, between the parties, covering the Premises, all such prior agreements being released, discharged and terminated. There shall be no modifications, waivers or variations of the Lease, as modified by the Amendment, that shall be binding upon either party, unless such modification is in writing and signed by the party against whom same is sought to be enforced.
7. **Counterparts.** This Amendment may be executed in multiple counterparts, but each such counterpart shall represent an original for purposes of enforcing the Amendment.

IN WITNESS WHEREOF, intending to be legally bound, the parties have executed this Amendment, upon the date and year first above written.

LESSOR:

Jerry Braun, as Agent for North Star Trust Company, successor in interest to Continental Community Bank, as Trustee under Trust No. 2255

By: Jerry Braun
Name: Jerry Braun

LESSEE:

Paul W. Gerald
Paul W. Gerald

Pamela M. Gerald
Pamela M. Gerald



PINECONE
COTTAGE
Tea House & Catering



LATE SUMMER TEA *at* PINECONE COTTAGE

During our Texas Hill Country trip last summer, we stayed at the Blair House Inn, a B&B in Wimberley, which offers three day cooking classes throughout the year. Situated on 22 acres, Blair House Inn offers a relaxing and romantic break from today's busy world. This menu is based on the Mediterranean Cuisine class I attended and incorporates everything that's ripe from the Pinecone Cottage Garden ... making it truly garden to table.

Mediterranean Afternoon Tea

MEDITERRANEAN AFTERNOON TEA

Recommended Teas

Loose Tea – Green Sunflower Rooibos

Beverage – Cottage Herb Garden Iced Tea - \$3.00 Unlimited Glasses

Course One

Minted Cucumber-Feta Salad Served with Homemade Naan Bread and Hummus

Course Two

Lemon-Oregano Salmon Salad with Kale Tea Sandwich

Herb de Provence Green Bean and Brie Frittata

La Caprese Vegetable-Rosemary Focaccia

Eggplant-Red Pepper Benedict with Arugula Hollandaise

Course Three

Apricot-Rose Geranium PineScones Served with
White Chocolate Devon Crème and Apricot Preserves

Course Four

Melon Zabaglione

Italian Almond Pear Cake

Greek Honey Cookies

Four Course Prix-Fixe Afternoon Tea

\$28.50 per person

Take Homes

Green Sunflower Rooibos (2 oz.) - \$10.75 each

Cottage Herb Garden Iced Tea (2 oz.) - \$10.75 each

Apricot-Rose Geranium PineScones - \$2.75 each

White Chocolate Devon Crème (2 oz.) - \$5.75 each

Apricot Preserves (10 oz.) - \$10.50 each

Sparkling Juices from St. Julian Winery, Paw Paw, Michigan

\$5.25 per glass

Apple, Passion Fruit, Mixed Berry, Raspberry, Peach,
Cherry, Red Grape, White Grape Spumante

Gratuity of 18% will be added to parties of six or more.

Only one credit card per table/party.

A 3% processing fee will be added to each additional credit card.

Split plate charge \$5.

Hours

Wednesday through Sunday 12:00 – 4:00 p.m.

Afternoon Tea is Served by Reservation Only.

Please call (630) 963-9130 for reservations.

1029 BURLINGTON AVENUE · DOWNERS GROVE, ILLINOIS 60515

PineconeCottageTeaHouse.com





Sweets and Savories Lunch

Open Wednesday through Sunday 12:00 p.m. – 4:00 p.m.

Our Sweets and Savories Lunch menu presents the savories from the Mediterranean Afternoon Tea as entrées along with just the right amount of sweets that can be served with a fresh pot of tea. Ask your server about our weekly specials.

Drinks

- Pot of Tea\$4.95
- Cottage Herb Garden Iced Tea\$3.00 Unlimited Glasses
- Blossom Water
- All Natural Floral-Enhanced Essence Waters\$5.75
 - Grapefruit Lilac
 - Plum Jasmine
 - Pomegranate Geranium
 - Lemon Rose

Sweets

- Cream Tea
- Pot of Tea or Iced Tea, Apricot-Rose Geranium PineScones Served with White Chocolate Devon Crème and Apricot Preserves\$8.50
- Trio of Desserts\$7.95
- Slice of Pie.....\$5.75

Gratuuity of 18% will be added to parties of six or more. Only one credit card per table/party. A 3% processing fee will be added to each additional credit card. Split plate charge \$5.

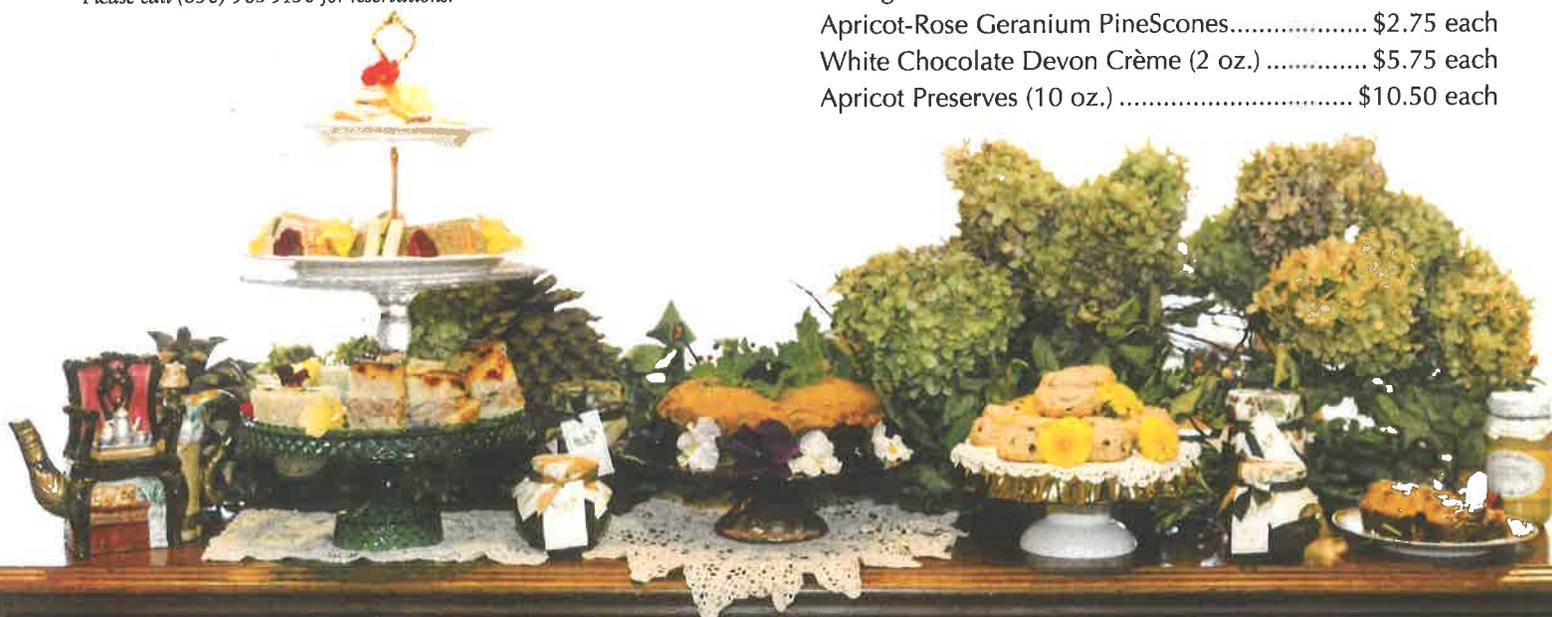
Our Four Course Afternoon Tea is Served by Reservation Only. Please call (630) 963-9130 for reservations.

Savories

- Lemon Thyme-Oregano Salmon or Chicken Salad on Fresh Picked Garden Greens Served with Homemade Naan Bread and Hummus*\$9.75
*Available gluten free
- Herb de Provence Green Bean and Brie Frittata Served with Roasted Red Pepper and Summer Squash Salad*\$9.25
*Gluten free
- La Caprese Vegetable-Rosemary Focaccia Sandwich Served with Roasted Red Focaccia Pepper and Summer Squash Salad or Minted Cucumber-Feta Salad*\$8.75
*Available gluten free
*Can be made vegan
- Eggplant Benedict Served with Arugula Hollandaise and Greek Orzo Salad*\$7.75
Add Poached Egg.....\$2.00
*Available gluten free
*Can be made vegan

Take Homes

- Green Sunflower Rooibos (2 oz.)\$10.75 each
- Cottage Herb Garden Iced Tea (2 oz.)\$10.75 each
- Apricot-Rose Geranium PineScones.....\$2.75 each
- White Chocolate Devon Crème (2 oz.)\$5.75 each
- Apricot Preserves (10 oz.)\$10.50 each





www.pineconecottageteahouse.com

Employee Manual

For

Serving Alcohol

HOURS OF OPERATION

Monday / Tuesday CLOSED

Wednesday / Sunday 11 A.M. to 9 P.M.

Employee Guidelines for Serving Alcohol

- **PRIVATE PARTIES** - When booking a Private Party, ask how many underage attendees will be at the party. **LIKEWISE – ON THE DAY OF THE PARTY** ask the person in charge of the party to identify those people at the party that are underage. **DO NOT SERVE THOSE PERSONS THAT HAVE BEEN IDENTIFIED AS UNDERAGE.**
- **CONSUMING** alcohol without purchasing food is illegal with a B.Y.O. Liquor License in Downers Grove. **DO NOT** serve any alcohol brought on premises unless food is eaten while drinking.
- In Illinois - Customer's **CONSUMING** alcohol must be 21.
- If in doubt about a customer's age, proof of Identification **MUST** be requested before pouring alcohol.
- Perpetual Calenders are posted to aid in confirming legal age.
- State Identification Guide is on premises for checking the validity of **Out – Of – State** Licenses / Identification Cards.
- Village of Downers Grove - Hours Restrictions and Times when alcohol may be served are strictly enforced.

- Employees have the legal right to refuse to serve alcohol to anyone that cannot provide the proper identification OR that they feel is already intoxicated.
- Serving alcohol illegally violating provisions of the Village of Downers Grove Ordinance is subject to fines.

CARDING PROCEDURES

How to Check a Patron for Correct Proof of Age

Age Requirement

- ❖ Minimum age requirement for the *Purchase of* **OR** *Consumption of* alcoholic beverages in all states is 21 years of age.
- ❖ If you have any reason to believe an underage patron is attempting to *Purchase* alcohol, **OR** *Consume* alcohol, you must ask for proper identification.
- ❖ Under **NO** circumstances should you sell any alcoholic beverages, **OR** allow *Consumption of* 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 **OR** *allow Consumption* of alcoholic beverages, is to ask for an acceptable form of identification. Identification should always be required if the customer purchasing **OR** *Consuming* alcoholic beverages 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 forms of identification, unaltered or current, verifying their age to be of at least 21 years of age, are acceptable ;

1. Current Driver's License (Primary)
2. Current Photo Identification Card (State Issued)
3. Passport
4. Armed Forces I.D.
5. 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 is available on the premises to verify any out-of-state identification.**

*** VERTICAL I.D. CANNOT BE ACCEPTED**

These are Drivers Licenses AND Identification Cards that are read from the top downwards.

*** 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 the Identification.
- Utilize State Identification guide to check Out – Of – State Licences.

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

IS THAT THE SAME PERSON ???

- **NOTE :** If an I.D. is blank on the Reverse Side - It is NOT Valid Identification.
ALL STATE I.D.'s HAVE INFORMATION ON THE REVERSE SIDE !

Check the person's Physical Description :

- Height
- Weight
- Eye AND Hair Color

Does the person giving you the I.D. match the description on the I.D. in regard to the eyes, height, weight, and the 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 the Signature on the I.D.)

**WHEN IN DOUBT - DO NOT MAKE THE SALE
OR - POUR IF IT IS A B.Y.O. SITUATION**

- ❖ It is against the law for a person to misrepresent their age.
- ❖ Using False Identification is Punishable by Local AND State Law.

RECOGNIZING DRINKING LEVELS

Green  = GO

Yellow  = SLOW DOWN

Red  = STOP

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

The **Yellow**  or “*CAUTION LEVEL*” is where the first sizable changes begin to occur. Though specific behaviors of individual drinkers may vary, the progression of behavior is the same. This is because alcohol affects the body progressively.

First alcohol relaxes inhibitions, then it impairs judgement, then it effects personal reactions, finally motor coordination.

Behaviors that exhibit relaxed inhibitions and impaired judgement, and may

signal a **Yellow**  drinking level include ;

- ✓ Talking OR laughing louder.
- ✓ Less restraint - Overly talkative OR overly friendly
- ✓ Becoming so relaxed that they get giddy
- ✓ Argue OR bait others around them
- ✓ Start to use OR increase the use of foul language

Behaviors that exhibit impaired judgement, signaling a

Red



STOP !!!

drinking level include ;

- ✓ May look glassy-eyed
- ✓ Need time to respond to questions
- ✓ Slow reactions moving as if in slow motion
- ✓ Lose they're train of thought OR make irrational statements
- ✓ Clumsy actions may result in spilling a drink OR dropping money
- ✓ May stumble OR fall down
- ✓ Cannot walk straight

LIQUOR INFORMATION

Alcohol Percentage is often expressed with a term called “ **Proof** ”. Divide the “ Proof ” in half to determine the Alcohol Percentage (%). **Alcohol Range** can be found as low as 3 % in some beers, to more than 75 % in some Rums and Liqueurs.

The percentage of alcohol can vary widely by type of alcoholic beverage. Therefore, it is important to monitor the **Volume of Alcohol** consumed.

The following beverages all contain the same - ½ Ounce of Alcohol.
1 Ounce of 100 Proof Vodka - a 12 Ounce Beer - 4 Ounces of Wine

Safe Limits of Alcohol Consumption in the first hour :

 Small Person ↔ 1 to 2 Drinks

 Medium Person ↔ 2 to 3 Drinks

 Large Person ↔ 3 to 4 Drinks

Subsequent Hours :

ONE (1) Drink per person - *Regardless of body size*

LIQUOR INFORMATION

CONSIDER THIS EXAMPLE :

A 160 lb. person who consumes - Three (3) 1 Ounce Drinks of either 100 % Liquor , three (3) 12 Ounce Beers , OR three (3) 5 Ounce Wine, over a one hour period may register above the safe 0.05 % level.

Six drinks over a two hour period and the person is over the .10 % level and is - **LEGALLY INTOXICATED** .

Also, at any given level of intoxication, it takes only one drink per hour to maintain a level alcohol count since the body emanates alcohol at the rate of one drink per hour.

BLOOD ALCOHOL CHART (Note: Approximate based on Weight Vs. Consumption)

| * # of Drinks | 100 | 120 | 140 | 160 | 180 | 200 | 220 | 240 |
|---------------|-----|-----|-----|-----|-----|-----|-----|-----|
| 1 | .04 | .03 | .03 | .02 | .02 | .02 | .02 | .02 |
| 2 | .08 | .06 | .05 | .05 | .04 | .04 | .03 | .03 |
| 3 | .11 | .09 | .08 | .07 | .06 | .06 | .05 | .05 |
| 4 | .15 | .12 | .11 | .09 | .08 | .08 | .07 | .06 |
| 5 | .19 | .16 | .13 | .12 | .11 | .09 | .09 | .08 |
| 6 | .23 | .19 | .16 | .14 | .13 | .11 | .10 | .09 |
| 7 | .26 | .22 | .19 | .16 | .15 | .13 | .12 | .11 |
| 8 | .30 | .25 | .21 | .19 | .17 | .15 | .14 | .13 |
| 9 | .34 | .28 | .24 | .21 | .19 | .17 | .15 | .14 |
| 10 | .38 | .31 | .27 | .23 | .21 | .19 | .17 | .16 |

*ONE DRINK = 1 1/4 Ounce of 80 Proof Liquor - Either One (1) 12 oz. beer OR One (1) 4 oz. wine

Handling Intoxicated Individuals

Waiters and waitresses must not serve intoxicated persons.

There is no obligation to help prevent intoxicated persons from leaving and subsequently injuring themselves and others.

Preventative Measures

- Do Not pour two (2) or more drinks for one person at one time.
(NOTE : *This is a Village of Downers Grove Ordinance !*)
- Discourage intoxication by monitoring guests by counting drinks.
- Keep track of the amount of alcohol consumed over a specific period of time.

While any one given individual acts 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
Carelessness with Money
Irrational Statements
Unable to sit on chair
Complaining about drink strength

Handling Intoxicated Individuals

IMPAIRED COORDINATION :

Stumbling
Drowsy
Slurred Speech
Spilling 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 Occurs :

Offer NON – ALCOHOLIC Drinks
Slow Down Service of Alcohol
Encourage Additional Food
Bring Water

If you observe that the customer needs to be cut off, alert management so that a thorough evaluation can be carried out. If termination of liquor is necessary, after management deems cut off is required, advise other people so that a drinks cannot be poured by another employee.

REMEMBER : An Establishment *OR* it's Employees are liable if an intoxicated guest causes injury to another person.

Legal Serving Hours – Village Of Downers Grove

It is important to know and observe The Village of Downers Grove Serving Hours as listed below ;

| <u>Day</u> | <u>Hours</u> |
|-------------------------|---|
| Monday through Thursday | 8:00 a.m. to 1:00 a.m., the following day |
| Friday and Saturday | 8:00 a.m. to 1:00 a.m., the following day |
| Sunday | 9:00 a.m. to 1:00 a.m., the following day |
| News Years'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 |

The above Village of Downers Grove Legal Serving Hours, MUST ALWAYS be followed. NEVER SERVE before these hours, and NEVER SERVE after these hours. When hours have completed, all glasses must be removed from the tables and guests removed from Pinecone Cottage Tea House.

Food must be available for guest consumption up to 1 hour before closing time. It is unlawful to consume alcohol on premises later than 1 hour before closing time. Disregarding these hours may bring stiff penalties.

Minimum Age of Servers – Village Of Downers Grove

Servers must be a MINIMUM of 19 YEARS of Age to legally serve or sell alcohol: however, they under 21 server MAY NOT take the initial order or make the determination that a patron is of legal age. Initial orders / determination of age (carding) must be done by another server who is over 21.

Adults Sharing Drinks With Minors

Village Of Downers Grove

Pinecone Cottage Tea House DOES NOT ALLOW adults to share drinks with minors, and WILL NOT be tolerated, regardless if the minors are in the company of their parents.

Preventative Measures

- If an instance arises, notify a Manager immediately to inform the guest that such practices are not permitted.
- Any alcoholic beverage in front of a minor will be removed.
- If the situation persists, the Manager will remove the alcoholic beverage from the adult and refuse any more alcohol orders.

Compliance Testing (Control Buy Program)

Village Of Downers Grove

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 or consume liquor. In the event the 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 (Pinecone Cottage Tea House) will be required to attend a public hearing on the violation. A finding of guilty will result in fines, penalties and / or suspension of the liquor license and possible certified training for all employees.

Mandatory Training – Village Of Downers Grove

Every employee who serves, sells or distributes alcoholic liquor shall successfully complete a certified training program and maintain a current effective certification from said program. Servers at on premise consumption facilities will need to complete training every three (3) years. Certificates are available at Pinecone Cottage Tea House as a licensed premise for inspection by the Village.

Termination Policy – Underage Serving of Alcohol

Following is the Pinecone Cottage Tea House policy for serving alcohol to underage patrons ;

Post Incident Measures

- First Incident – Review and employee put on probation.
- Second Incident – Employee Termination.

ILLINOIS

NEW DRIVER'S LICENSE/ID CARD DESIGN



Under 21 Driver's License



Driver's License



Under 21 ID Card



ID Card



Under 21
Temporary Visitor
Driver's License (TVDL)



Under 21 Commercial
Driver's License



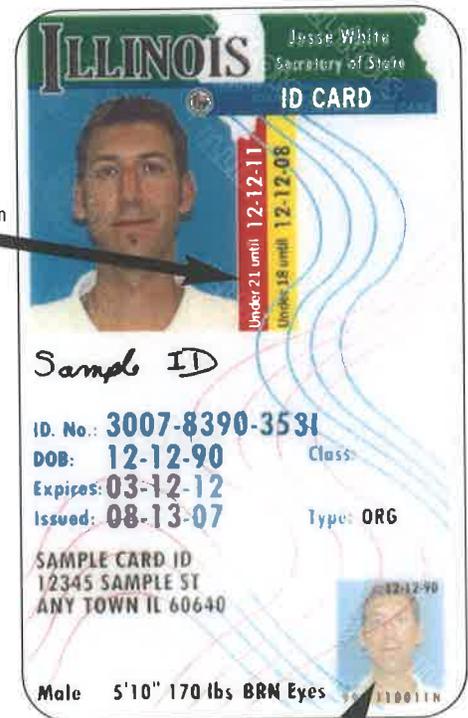
Commercial Driver's License (CDL)



Temporary Visitor Driver's License (TVDL)

Illinois Secretary of State Jesse White

Driver's License/ID Card Security Features



Driver's License Features

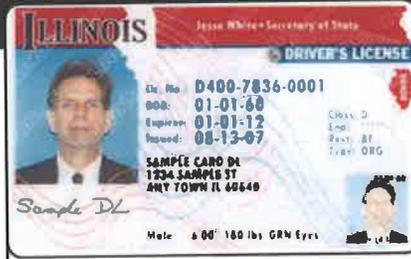
- Card type indicator
Red — Driver's License and CDL
Green — ID Card
Purple — TVDL
- Guilloche pattern in background
- Date of birth in two locations
- Ghost image of photo
- Organ/Tissue Donor indicator
- UV, hologram, microtext and more

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



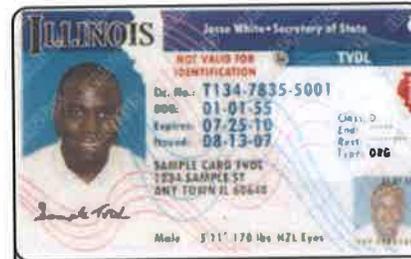
Driver's License, issuance phased in Fall 2007



ID card, issuance phased in Fall 2007

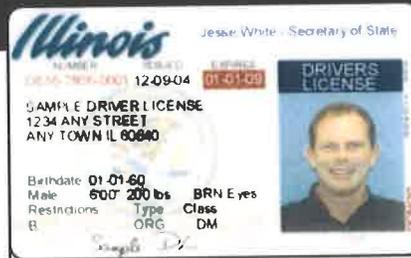


CDL, issuance phased in Fall 2007



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

OLD to be phased out upon individual expiration dates



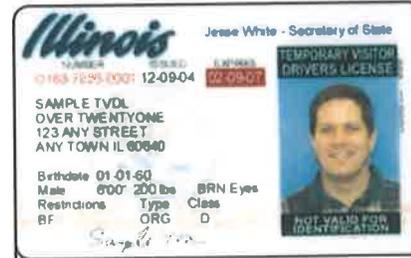
Driver's License



ID card



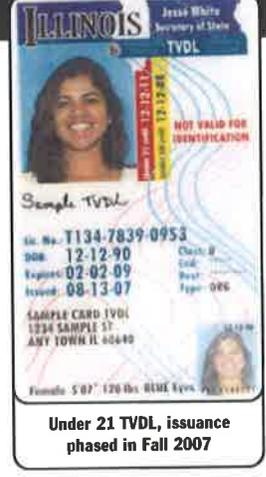
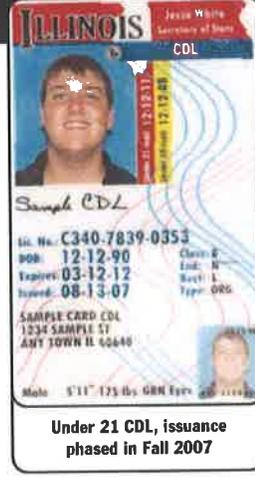
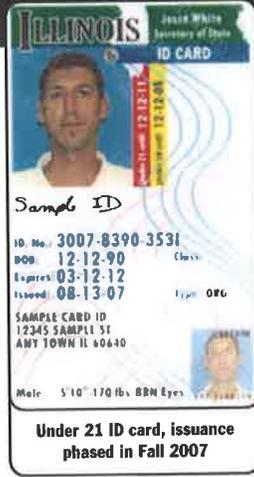
CDL



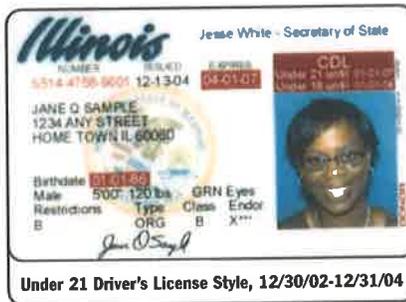
TVDL

Valid Under 21 Driver's Licenses/ID Cards

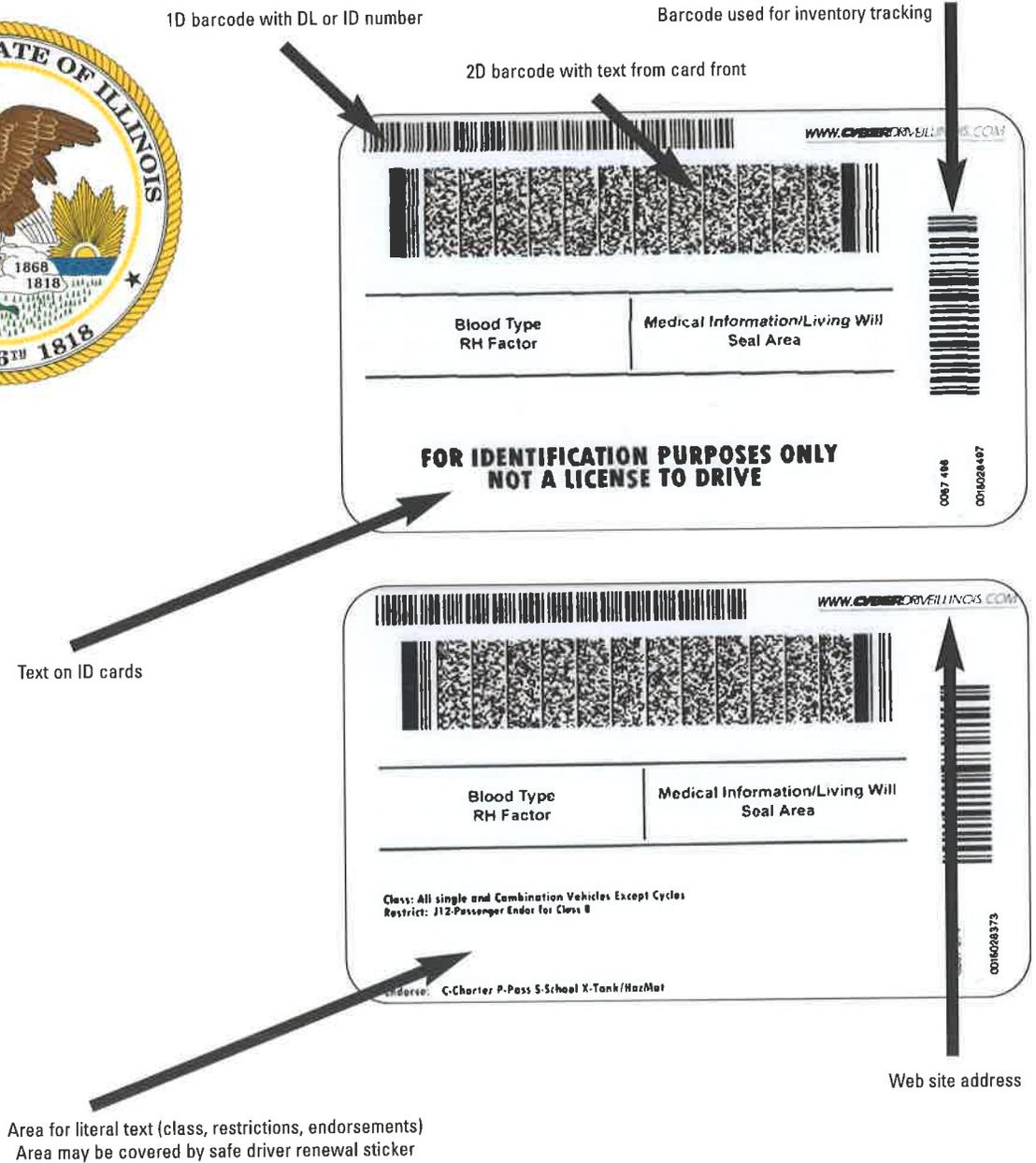
NEW to be phased in Fall 2007



OLD to be phased out upon individual expiration dates



Features on Back of Driver's License/ID Card



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)



DRIVER SERVICES

Driver's License/State ID Card Central Issuance



A significant change will soon take place at the Secretary of State's office. The change will improve upon the design and issuing process of Illinois' driver's licenses/ID cards.

Applicants visiting Driver Services facilities will no longer be issued a new permanent DL/ID card at the end of the application process. Instead, they will leave the facility with a temporary secure paper driver's license, which is valid for 45 days and will serve as their DL/ID for driving purposes and proof of identification. For air travel, the U.S. Department of Homeland Security (DHS) states that it will accept the temporary document in conjunction with the old DL/ID to board an aircraft until the permanent card arrives in the mail. Therefore, the facility employee will return the old DL/ID card back to the applicant after punching a hole in it.

Meanwhile, the applicant's information will be sent to a centralized, secure facility in Illinois. After fraud checks have been conducted to ensure the applicant's identity, a higher quality, more secure DL/ID will be printed and sent via U.S. mail within 15 business days to the applicant's address.

This new process, central issuance, meets REAL ID requirements mandated by DHS. As a result, these changes are necessary for Illinois to move closer to achieving full REAL ID compliance. Illinois is not the first state to transition to central issuance. In fact, 39 other states have already done so. This includes heavily populated states like California, Texas, New York and Florida – as well as Illinois' neighboring states.

Also, central issuance allows better identity theft prevention by allowing the office to investigate possible fraud before applicants receive their DL/ID. In addition, the design of the DL/ID card has been upgraded with important features that over-the-counter technology simply cannot produce.

The transition to central issuance will take place in phases. Beginning May 17, 2016, Safe Driver Renewal applicants will receive by mail their new driver's license with the upgraded security features. Beginning in late June 2016, through a gradual rollout, Driver Services facilities throughout the state will implement central issuance with the new card design. By the end of July 2016, all Driver Services facilities will have transitioned to central issuance.

NOTE: The temporary DL/ID is not acceptable as proof of identity for a Social Security Number replacement card. If you plan to request a Social Security Number replacement card, please wait for your permanent driver license or ID card to arrive in the mail before visiting a Social Security office.

Quick Links

- [Address Change](#)
- [Central Issuance Brochure](#)
- [Central Issuance Brochure - Spanish](#)
- [Check Status of Your Permanent DL/State ID](#)
- [Driver's License/State ID Card Information](#)
- [FAQs](#)
- [Jesse White Announces Security Upgrades to Driver's License/ID Card](#) - video
- [News Release](#)

Video



You may download a copy of the above video by right-clicking on [this link](#) and selecting the "Save Link/Target As" option.

THE NEW PROCESS:

STEP 1

When it is time to renew your driver's license or if you are a new driver in Illinois, visit a Secretary of State Driver Services facility.



STEP 2

Take the vision, written and road tests (if necessary).



STEP 3

Take your photo at the facility.



STEP 4

Receive your temporary, secure paper driver's license at the facility and your old driver's license/ID card will be returned to you after a hole has been punched in it.

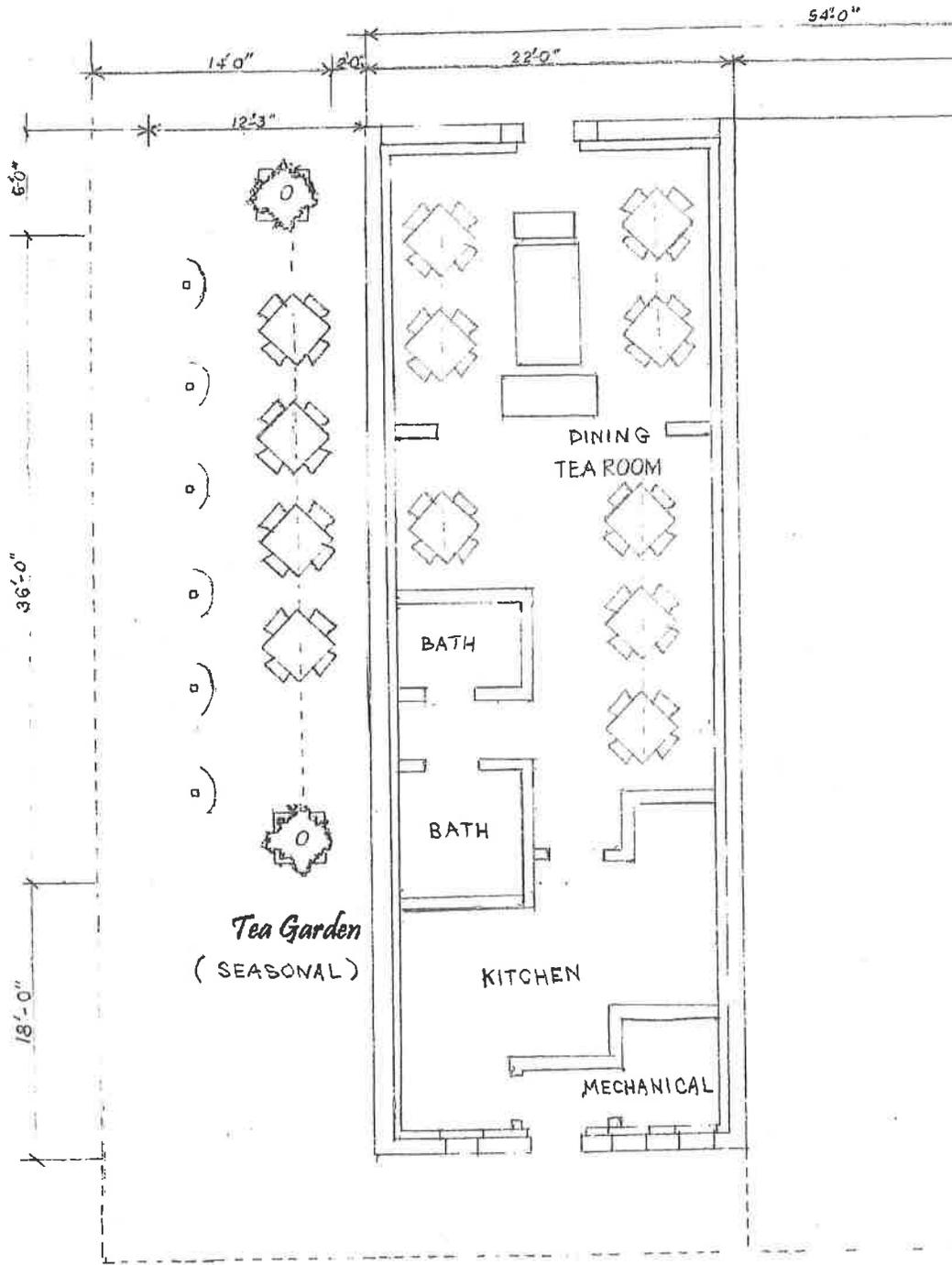


STEP 5

After fraud checks have been conducted, your new permanent driver's license/ID card will be mailed to you within 15 business days.



EXISTING
PARKING LOT AREA



 **PINECONE
COTTAGE**
Tea House & Catering