



VILLAGE OF PALATINE
VILLAGE HALL - COUNCIL CHAMBERS
200 E. WOOD STREET
PALATINE, IL 60067-5339 – (847) 359-9050
<http://www.palatine.il.us>

PALATINE LIQUOR COMMISSION

MINUTES

JANUARY 10, 2022

Regular Meeting

7:05 PM

I. ROLL CALL – Time: 7:05 PM

Attendee Name	Title	Status	Arrived
Jim Schwantz	Commissioner	Present	
Tim Millar	Commissioner	Present	
Scott Lamerand	Commissioner	Present	
Doug Myslinski	Commissioner	Absent	
Greg Solberg	Commissioner	Present	
Kollin Kozlowski	Commissioner	Present	
Brad Helms	Commissioner	Present	

Also Present:

Village Clerk Marg Duer, Village Manager Reid Ottesen, Deputy Village Manager Mike Jacobs, Village Attorney Patrick Brankin, Director of Planning & Zoning Ben Vyverberg, Director of Public Works Matt Barry, Police Chief Dave Daigle, Deputy Police Chief Bryce Baker, Fire Chief Patrick Gratziana, Deputy Fire Chief Scott Mackeben, and IT Director Larry Schroth

II. MINUTES APPROVAL

1. Palatine Liquor Commission - Regular Meeting - December 6, 2021 - **Accepted**

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Greg Solberg, Commissioner
SECONDER:	Tim Millar, Commissioner
AYES:	Schwantz, Millar, Lamerand, Solberg, Kozlowski, Helms
ABSENT:	Myslinski

III. AGENDA ITEMS

1. Consider an Application for a Class E (Temporary) Liquor License for the St. Theresa School/Parish 6th Annual AFC/NFC Championship Party on January 16, 2022 at 445 N. Benton Street - **Approved by Voice Vote**

Village Manager Reid Ottesen noted the date for the AFC/NFC Championship may not be on the date requested.

Bill Kubek, Hoffman Estates, event coordinator, stated the event will take place January 16, 2022, as requested.

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Brad Helms, Commissioner
SECONDER:	Kollin Kozlowski, Commissioner
AYES:	Schwartz, Millar, Lamerand, Solberg, Kozlowski, Helms
ABSENT:	Myslinski

2. Consider an Application for a Class E (Temporary) Liquor License for the Palatine Jaycees' 2022 Hometown Fest - **Approved by Voice Vote**

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Tim Millar, Commissioner
SECONDER:	Kollin Kozlowski, Commissioner
AYES:	Schwartz, Millar, Lamerand, Solberg, Kozlowski, Helms
ABSENT:	Myslinski

IV. ADJOURNMENT – Time: 7:21 PM

Motion to Adjourn the Palatine Liquor Commission Meeting - **Motion Carried by Voice Vote**

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Brad Helms, Commissioner
SECONDER:	Kollin Kozlowski, Commissioner
AYES:	Schwartz, Millar, Lamerand, Solberg, Kozlowski, Helms
ABSENT:	Myslinski

SUBMITTED BY:

Margaret R. Duer
Village Clerk



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 200 E. WOOD STREET
 PALATINE, IL 60067-5339 – (847) 359-9050
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PALATINE LIQUOR COMMISSION

MINUTES

DECEMBER 6, 2021

Regular Meeting

7:05 PM

I. ROLL CALL – Time: 7:28 PM

Attendee Name	Title	Status	Arrived
Jim Schwantz	Commissioner	Present	
Tim Millar	Commissioner	Present	
Scott Lamerand	Commissioner	Present	
Doug Myslinski	Commissioner	Present	
Greg Solberg	Commissioner	Present	
Kollin Kozlowski	Commissioner	Present	
Brad Helms	Commissioner	Present	

Also Present:

Village Clerk Marg Duer, Village Manager Reid Ottesen, Deputy Village Manager Mike Jacobs, Village Attorney Mark Kujawa, Director of Planning & Zoning Ben Vyverberg, Director of Public Works Matt Barry, Police Chief Dave Daigle, Fire Chief Patrick Gratziana, IT Director Larry Schroth, Director of Finance Paul Mehring, Director of Human Resources Pam Jackson, Assistant Finance Director Sue Conn, and Deputy Clerk Doris Sadik

II. MINUTES APPROVAL

1. Palatine Liquor Commission - Regular Meeting - September 20, 2021 - **Accepted**

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Doug Myslinski, Commissioner
SECONDER:	Kollin Kozlowski, Commissioner
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

III. AGENDA ITEMS

1. Consider an Application for a Class G (Beer & Wine) Liquor License for SW2 LLC(d/b/a Pink's Shrimp) at 773 N. Quentin Road - **Approved by Voice Vote**

In response to Commissioner Millar, Village Manager Reid Ottesen noted that although the Class G Liquor License has hours to operate until 12:00 and 1:00

AM; as clarification for neighbors, the business license stipulates hours of operation from 10 AM to 10 PM.

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Tim Millar, Commissioner
SECONDER:	Scott Lamerand, Commissioner
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

IV. ADJOURNMENT – Time: 7:29 PM

Motion to Adjourn the Liquor Commission Meeting - **Motion Carried by Voice Vote**

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Brad Helms, Commissioner
SECONDER:	Kollin Kozlowski, Commissioner
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

SUBMITTED BY:

Margaret R. Duer
Village Clerk

Minutes Acceptance: Minutes of Dec 6, 2021 7:05 PM (Minutes Approval)

Consider an Application for a Class E (Temporary) Liquor License for the St. Theresa School/Parish 6th Annual AFC/NFC Championship Party on January 16, 2022 at 445 N. Benton Street

BACKGROUND: St. Theresa School/Parish is requesting a one day liquor license for the sale of alcoholic beverages in conjunction with their annual AFC/NFC Championship Party in O'brien Hall on January 16, 2022. Hours requested are from 11 AM - 11 PM. Food will be served.

KEY ISSUES The hours requested are consistent with prior years' special events. The bar area will be located to the right of the entrance of O'brien Hall. All servers will be required to comply with the Police Department seminar in regard to identifications.

ALTERNATIVES

1. Approve the request.
2. Do not approve the request.

RECOMMENDATION OR CONCLUSION At the discretion of the Commission.

ACTION REQUIRED At the discretion of the Commission.

ATTACHMENTS:

- AFC NFC Championship

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Brad Helms, Commissioner
SECONDER:	Kollin Kozlowski, Commissioner
AYES:	Schwantz, Millar, Lamerand, Solberg, Kozlowski, Helms
ABSENT:	Doug Myslinski

VILLAGE OF PALATINE

TEMPORARY EVENT LIQUOR LICENSE APPLICATION

THIS FORM MUST BE COMPLETED IN FULL AND SUBMITTED 60 DAYS PRIOR TO THE EVENT
Village Manager's Office, 200 E. Wood St, Palatine, IL 60067 Fax: 847-359-9094 E-mail: village@palatine.il.us

INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

Name of Event ST THERESA AFC / NFC PARTY		First time event? ☐ Yes ☒ No	
Exact Address of Event 445 N BENTON ST - O'BRIEN HALL			
Date(s) of Event JANUARY 16, 2022		Hours of Event 11:00 AM TO 11:00 PM	
Phone number/website for publication [REDACTED]		Estimated attendance 110	Last year's actual attendance NA
Describe the events community and/or cultural benefit CHARITY FUNDRAISER FOR ST THERESA SCHOOL NEEDS			

CONTACT INFORMATION

Name of Sponsoring Organization [REDACTED]		Contact person from Sponsoring Organization [REDACTED]	
Sponsoring Organization Address [REDACTED]		City [REDACTED]	Zip [REDACTED]
Name of Organizer/Coordinator [REDACTED]		Email [REDACTED]	
Organizer/Coordinator Address [REDACTED]		City [REDACTED]	Zip [REDACTED]
Phone Number [REDACTED]	Cell Phone Number [REDACTED]	Fax Number [REDACTED]	

LIQUOR LICENSE INFORMATION

Dates of Alcohol Service			
Date	Time from: (am/pm)	Time to: (am/pm)	Type of Alcoholic Beverages
1/16/2022	11:30 AM	10:00 pm	☒ Beer
			☒ Wine
			☐ Mixed Drinks
			☐ Other _____

A Copy of the following must be attached to every application:

- ☒ Site Plan
- ☒ Certificate of Insurance evidencing Dramshop Liability
- ☒ Letter from property owner acknowledging service of alcohol (Park District or Private Property Owner)
- ☒ Letter from Organization authorizing the liquor application

Conditions of Liquor License Approval

Must provide copy of State Liquor License upon Issuance to the Village
All persons who sell or serve alcoholic liquor and/ID Check must satisfactorily complete the Village of Palatine Liquor Ordinance Compliance Training Course. To schedule training course, please contact the Crime Prevention Department at (847)-359-9061.

Signature of Organizer [REDACTED]	Date [REDACTED]
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TEMPORARY EVENT LIQUOR LICENSE APPLICATION

VILLAGE OF PALATINE

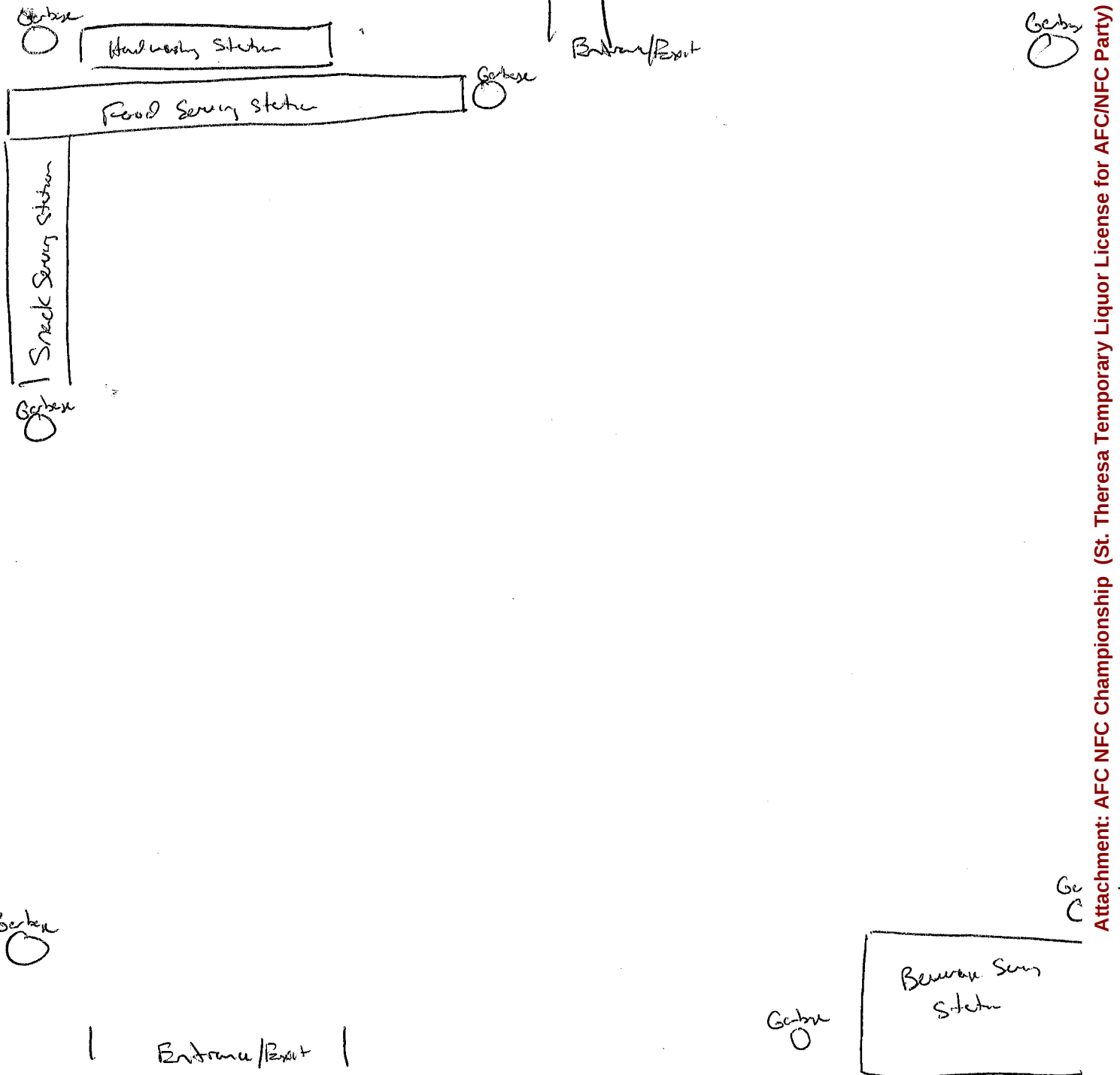
TEMPORARY EVENT LIQUOR LICENSE APPLICATION

THIS FORM MUST BE COMPLETED IN FULL AND SUBMITTED 60 DAYS PRIOR TO THE EVENT
 Village Manager's Office, 200 E. Wood St, Palatine, IL 60067 Fax: 847-359-9094 E-mail: village@palatine.il.us

INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

SITE PLAN

Please use this Site Plan to illustrate the layout of your event. If you need additional space, please attach a separate sheet.



If applicable the following must be included:

- ☒ Location of food vendors (F)
- ☒ Location of beverage vendors both non-alcoholic (NAB) and alcoholic beverages (AB) along with number of serving stations at each location
- ☒ Public entrances and exits
- ☐ Location of sound stages and amplified sound

VILLAGE OF PALATINE TEMPORARY EVENT FOOD PERMIT APPLICATION

Environmental Health Division, 200 E. Wood St., Palatine, IL 60067 Phone: 847-359-9090 Fax: 847-776-4733

INSTRUCTIONS: APPLICATIONS MUST BE SUBMITTED 14 DAYS PRIOR TO EVENT.
PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

SEE ATTACHED GUIDELINES FOR FURTHER INFORMATION

SECTION 7 - FOOD SERVICE LAYOUT

Identify the location of the following food service equipment

- | | | |
|--|--|---------------------------------------|
| ☐ Handwashing Station | ☐ Prep Tables | ☐ Tent Outline |
| ☐ Bucket Washstation | ☐ Service Counter | |
| ☐ Mechanical Refrigeration/Freezers | ☐ Cooking Equipment | |
| ☐ Hot Holding Equipment | ☐ Single Service and Supplies | |
| ☐ Garbage Cans | ☐ Insect Fan | |



CERTIFICATE OF LIABILITY INSURANCE

3.1.a

DATE (MM/DD/YYYY)

12/27/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Arthur J. Gallagher Risk Management Services, Inc. 2850 Golf Road Rolling Meadows IL 60008	CONTACT NAME: Gallagher Bassett Services, Inc.	
	PHONE (A/C, No, Ext): 866-829-8486 FAX (A/C, No): 855-858-0904 E-MAIL ADDRESS: cbccerts@gbtpa.com	
INSURED Catholic Bishop of Chicago 835 N. Rush St. Chicago IL 60611	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Underwriters at Lloyd's London	15792
	INSURER B: American Alternative Insurance Corp	19720
	INSURER C: Safety National Casualty Corporation	15105
	INSURER D:	
	INSURER E:	
INSURER F:		

COVERAGES**CERTIFICATE NUMBER:** 1666633109**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:			BP1000921	7/1/2021	7/1/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ Included MED EXP (Any one person) \$ Included PERSONAL & ADV INJURY \$ Included GENERAL AGGREGATE \$ N/A PRODUCTS - COMP/OP AGG \$ Included \$
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			BP1000921	7/1/2021	7/1/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	☒ UMBRELLA LIAB ☒ OCCUR ☒ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 1,000,000			R2A2FF000000906	7/1/2021	7/1/2022	EACH OCCURRENCE \$ 9,000,000 AGGREGATE \$ 9,000,000 \$
A C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐	N/A	BP1000921 SP4065267	7/1/2021 7/1/2021	7/1/2022 7/1/2022	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 5,000,000 E.L. DISEASE - EA EMPLOYEE \$ 5,000,000 E.L. DISEASE - POLICY LIMIT \$ 5,000,000
A B	Liquor Liability Liquor Liability			BP1000921 R2A2FF000000906	7/1/2021 7/1/2021	7/1/2022 7/1/2022	Occurrence \$1,000,000 Occurrence \$9,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

If additional insured status granted herein, coverage afforded by Endorsement 1 issued by Company A above.
St. Theresa Parish, 455 N. Benton Street, Palatine, IL 60067

Proof of Insurance for "2022 AFC/NFC Championship Football Game" on Sunday, January 16, 2022 (11:00 am - 11:00 pm) in St. Theresa's O'Brien Hall located in school, 445 N. Benton Street, Palatine, IL 60067.

Additional Insured: Village of Palatine, and its elected and appointed officials, employees and agents, 200 E. Wood Street, Palatine, IL 60067

CERTIFICATE HOLDER**CANCELLATION**

Illinois Liquor Control Commission
Village of Palatine
200 E. Wood Street
Palatine IL 60067

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

The Catholic Community of St. Theresa Parish
455 N. Benton Street
Palatine, Illinois 60067

Phone: 847-358-7760

Fax: 847-202-8941



Our Father does not inspire us to do what cannot be done.
St. Theresa of Lisieux

December 24, 2021

Village of Palatine
200 E Wood St
Palatine, IL 60067

Dear Village Trustees,

St Theresa Men's Club will be hosting an annual AFC / NFC Championship party on January 16, 2022 in the O'Brien Hall in the main school. Beer and wine will be served at this charity event from approximately 12:00 PM until 9:00 PM on that day. The attached application for liquor is being submitted with this required letter acknowledging the service of alcohol.

Sincerely,

A handwritten signature in blue ink, reading "Rev. Timothy J Fairman". The signature is stylized with a large, flowing "F" and a long horizontal stroke at the end.

Rev. Timothy J Fairman
Pastor
St Theresa Parish

Attachment: AFC NFC Championship (St. Theresa Temporary Liquor License for AFC/NFC Party)



St. Theresa Men's Club
455 N. Benton St.
Palatine, IL 60067

December 24, 2021

Village of Palatine
200 E. Wood St.
Palatine, IL 60067

To Whom It May Concern:

Please let this letter serve as a verification on behalf of the St. Theresa Men's Club, who will be hosting a football watching party on January 16, 2022, that we authorize the enclosed liquor application on our behalf as the organization that will be hosting the fundraising event at which beer and wine will be served to the attendees.

Sincerely,

A handwritten signature in blue ink, appearing to read "William J. Kubek".

William J. Kubek
Event Coordinator
St. Theresa Men's Club

Attachment: AFC NFC Championship (St. Theresa Temporary Liquor License for AFC/NFC Party)

Consider an Application for a Class E (Temporary) Liquor License for the Palatine Jaycees' 2022 Hometown Fest

BACKGROUND:

The Palatine Jaycees are requesting a temporary liquor license for the sale of beer and wine at their annual 65th of July festival to be held from June 30 - July 4, 2022. This annual festival is held at Community Park. The proposed hours are as follows:

- Thursday, June 30: 5 pm to 10 pm (Last call at 9:45 pm)
- Friday, July 1: 3 pm to 12 am (Last call at 11:45 pm)
- Saturday, July 2: Noon - 12 am (Last call at 11:45 pm)
- Sunday, July 3: Noon - 12 am (Last call at 11:45 pm)
- Monday, July 4: Noon - 5 pm (Last call at 4:45 pm)

KEY ISSUES:

All servers will be required to comply with the Police Department seminar in regard to identifications. Extensive precautions are planned to prevent problems with underage patrons. A representative from the Jaycees will be available for questions. A diagram of the serving area is attached.

ALTERNATIVES:

1. Approve request.
2. Refer back to Staff.

RECOMMENDATION:

Action is at the discretion of the Commission.

ACTION REQUIRED:

Action is at the discretion of the Commission.

ATTACHMENTS:

- Hometown Fest Liquor 2022

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Tim Millar, Commissioner
SECONDER:	Kollin Kozlowski, Commissioner
AYES:	Schwantz, Millar, Lamerand, Solberg, Kozlowski, Helms
ABSENT:	Doug Myslinski

VILLAGE OF PALATINE

TEMPORARY EVENT LIQUOR LICENSE APPLICATION

THIS FORM MUST BE COMPLETED IN FULL AND SUBMITTED 60 DAYS PRIOR TO THE EVENT

Village Manager's Office, 200 E. Wood St, Palatine, IL 60067 Fax: 847-359-9094 E-mail: village@palatine.il.us

INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

Name of Event Palatine Jaycees Hometown Fest 2022		First time event? ☐ Yes ☒ No	
Exact Address of Event Community Park, 262 E. Palatine Road, Palatine, IL 60067			
Date(s) of Event June 30 - July 5 2022		Hours of Event 12 p.m. - 12 a.m.	
Phone number/website for publication [REDACTED]		Estimated attendance 50,000	Last year's actual attendance 50,000
Describe the events community and/or cultural benefit Annual 4th of July celebration with a carnival, food, entertainment, and special events for the community and families.			

CONTACT INFORMATION

Name of Sponsoring Organization Palatine Jaycees		Contact person from Sponsoring Organization [REDACTED]	
Sponsoring Organization Address [REDACTED]		City [REDACTED]	Zip [REDACTED]
Name of Organizer/Coordinator [REDACTED]		Email [REDACTED]	
Organizer/Coordinator Address [REDACTED]		City [REDACTED]	Zip [REDACTED]
Phone Number [REDACTED]	Cell Phone Number [REDACTED]	Fax Number [REDACTED]	

LIQUOR LICENSE INFORMATION

Date	Time from: (am/pm)	Time to: (am/pm)	Type of Alcoholic Beverages
6/30/2021	5 p.m.	10 p.m.	☒ Beer
7/1/2021	3 p.m.	12 a.m.	☒ Wine
7/2/2021	12 p.m.	12 a.m.	☐ Mixed Drinks
7/3/2021	12 p.m.	12 a.m.	☐ Other _____
7/4/2021	12 p.m.	5 p.m.	

A Copy of the following must be attached to every application:

- ☐ Site Plan
- ☐ Certificate of Insurance evidencing Dramshop Liability
- ☐ Letter from property owner acknowledging service of alcohol (Park District or Private Property Owner)
- ☐ Letter from Organization authorizing the liquor application

Conditions of Liquor License Approval

Must provide copy of State Liquor License upon Issuance to the Village

All persons who sell or serve alcoholic liquor and/ID Check must satisfactorily complete the Village of Palatine Liquor Ordinance Compliance Training Course. To schedule training course, please contact the Crime Prevention Department at (847)-359-9061.

Signature of Organizer
[Signature]

Date
10/26/21

TEMPORARY EVENT LIQUOR LICENSE APPLICATION

VILLAGE OF PALATINE

TEMPORARY EVENT LIQUOR LICENSE APPLICATION

THIS FORM MUST BE COMPLETED IN FULL AND SUBMITTED 60 DAYS PRIOR TO THE EVENT
 Village Manager's Office, 200 E. Wood St, Palatine, IL 60067 Fax: 847-359-9094 E-mail: village@palatine.il.us

INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

SITE PLAN

Please use this Site Plan to illustrate the layout of your event. If you need additional space, please attach a separate sheet.

Attachment: Hometown Fest Liquor 2022 (Jaycees Hometown Fest 2022 - Liquor License)

If applicable the following must be included:

- ☐ Location of food vendors (F)
- ☐ Location of beverage vendors both non-alcoholic (NAB) and alcoholic beverages (AB) along with number of serving stations at each location
- ☐ Public entrances and exits
- ☐ Location of sound stages and amplified sound

TEMPORARY EVENT LIQUOR LICENSE APPLICATION

Carnival

Palatine Jaycees Hometown Fest Community Park Layout Plan 262 E. Palatine Rd.

Kick Ball Tournament

Portable Restrooms

40 x 180
Food Vendor
Tent / NAB Tent

All Main tent masts and side posts will be secured via stakes. All tent sides will be open.

- = additional
- = Emergency
- ▲ = Fire Extinguisher
- = Emergency

Electrical Box Access

Beer, Wine and Liquor
Tent 30x60

Jaycee Volunteer
tent 20x20

40 x 80
Dinning Tent

Fred P. Hall
Amphitheater

Soundboard tent



Amplified Sound

Parkside Preschool



October 28, 2022

Susan Storelli
Village of Palatine
200 E Wood St
Palatine, IL 60067

Dear Susan,

On behalf of the Palatine Jaycees, we would formally request the needed Village approvals to hold the 65th Annual Palatine Jaycees Hometown Fest. The festival will take place at Community Park in Palatine. It is scheduled to begin on Thursday, June 30th, 2022 and will conclude Monday July 4th, 2022.

We attended the Park District board meeting on October 26th. The board approved our proposal for Hometown Fest 2022. Attached is the approved permit.

We would like to request permission to sell beer and wine during the following dates and times:

Thursday, June 30th: 5:00 pm to 10:00 pm (Last call at 9:45 pm)
Friday, July 1st: 3:00 pm to 12:00 am (Last call at 11:45 pm)
Saturday, July 2nd: 12:00 pm to 12:00 am (Last call at 11:45 pm)
Sunday, July 3rd: 12:00 pm to 12:00 am (Last call at 11:45pm)
Monday, July 4th: 12:00 pm to 5pm (Last call at 4:45 pm)

We would like to request that Wood Street be closed between Oak Street and Mozart Street from Monday, June 27th in the early morning (approximately 7 am) to Monday, July 5th for the purpose of the carnival.

We would also like to request a waiver of all fees associated with the festival.

Other notable events we have scheduled for the festival include: (full schedule is attached)

- Sunday July 3rd Fireworks by Mad Bomber at dusk approx. 9:30 pm
- Saturday July 2nd Parade 11:00 am kickoff
- Carnival-
 - Thursday, June 30th 3:00-5:00 pm Special Needs Carnival
 - Thursday, June 30th 5:00 pm-10:00 pm
 - Friday July 1st 1:00pm-3:00pm Tentative Special Needs Carnival
 - Friday, July 1st 3:00 pm-12:00 am

Attachment: Hometown Fest Liquor 2022 (Jaycees Hometown Fest 2022 - Liquor License)