

Class “F” Liquor License Checklist

Class “F”: License shall authorize retail sale on premises of alcoholic liquor for consumption on the premises for a period of 24 hours. **A Class “F” license may be issued only to charitable groups, or non-profit associations or corporations, or religious corporations or government entities upon a determination by the Commissioner that the retail sale of alcoholic liquor will be for a charitable purpose.** No more than three (3) Class “F” licenses shall be issued to any such organization or association in any one license year, such year beginning May 1st and ending April 30th. A Class “F” license shall be issued for the sole purpose of obtaining local liquor authority from McHenry County pursuant to an application for a State of Illinois Special Use Permit Liquor License. **Failure to obtain a State of Illinois Special Use Permit shall render the Class “F” license void.**

1. Complete an **online** Class “F” license application providing information relating to the applicant, as well as detailing the event.
2. Official documentation that the licensee has authority from the charitable or non-profit group to apply for the license.
3. Temporary Use Permit, or other zoning authorization, from the McHenry County Planning and Development Department for the event. **(Private events conducted on public property or in public facilities do not require a temporary use permit provided the event has been approved by the agency that owns the property of the facility)** For information contact, Kim Scharlow, Zoning Coordinator, at 815-334-4561, kbscharlow@mchenrycountyil.gov
4. Proof of completion of a State Certified Beverage Alcohol Sellers and Servers Education and Training (BASSET) program for **all** persons who sell or serve alcoholic beverages, **all** management personnel working on-premises, and anyone whose job description entails the checking of identification for the purchases of alcoholic beverages, pursuant to your license.
5. Description of the location of the premises where the event will occur (a site map, clearly indicating the exact location of the area where alcohol is to be sold)
6. Copy of Dram Shop Insurance – showing coverage for the dates of the event and with County of McHenry, 2200 North Seminary Ave., Woodstock, IL 60098; listed as the Certificate Holder in the bottom left corner of the document.
7. Safety plan **approved** by the McHenry County Sheriff’s Department for the event including crowd control, security if necessary, and the prevention of underage drinking. For information contact, Lt. Benjamin Brock, at 815-334-4706 btbrock@mchenrycountyil.gov
8. Check in the amount of \$125.00 made payable to the “McHenry County Treasurer”. The license may be extended to an additional four consecutive calendar days at a fee of \$75.00 for each 24 hours or fraction thereof.
9. Copy of applicant's driver’s license.
10. Paperwork confirming the applicant is affiliated with the charitable organization.

As a condition of this Class “F” license, in addition to any other conditions that may be imposed by the Commissioner within his or her discretion, Class “F” licensee shall not, directly, or indirectly, sell or otherwise distribute to any authorized patron or consumer more two (2) standard alcoholic drinks in a single transaction or interaction. For the purposes of this section, a standard alcoholic drink shall not be more than 16 fluid ounces of beer or seltzer, 1.75 fluid ounces of liquor, or five (5) ounces of wine. In addition to the above-listed prohibited amounts, Class “F” licensees shall not complete one transaction or interaction and immediately thereafter begin another transaction or interaction to the same authorized patron or consumer. A reasonable amount of time between transactions or interactions must occur.

The Liquor Control Commission may impose additional requirements, if appropriate, after reviewing the above information. A Class “F” license is subject to the time restrictions set forth in Paragraph A of Section 24 of this Ordinance.

For additional answers to commonly asked questions please contact:
Kathie Bough, Administrative Manager, 815-334-4041, kmbough@mchenrycountyil.gov