

**CHANGE OF MANAGER
LIQUOR ESTABLISHMENT**

To: Algonquin Liquor Commissioner, Village of Algonquin, 2200 Harnish Drive, Algonquin, IL 60102

Date: _____

NAME OF ESTABLISHMENT: _____

COMPLETE ADDRESS: _____

CITY AND STATE _____ ALGONQUIN, ILLINOIS 60102

NEW MANAGER INFORMATION NEEDED AS FOLLOWS:

THE FULL NAME, ADDRESS, SOCIAL SECURITY NUMBER, AND DATE OF BIRTH OF THE MANAGER OR AGENT WHO WILL CONDUCT THE BUSINESS IS:

NAME: _____
(LAST) (FIRST) (INITIAL)

SOCIAL SECURITY NUMBER: _____

DATE OF BIRTH: _____

COMPLETE ADDRESS: _____
(STREET NUMBER AND NAME)

CITY AND STATE: _____

PHONE NUMBER: _____

NEW MANAGER: _____
(Signature Required)

OWNER: _____
(Signature Required)

Upon submission of this and the attached form, contact the Village of Algonquin Police Department (847-658-4531) immediately to set up an appointment and start the process of a background check. The background/fingerprint processing needs to be started for the new manager of your establishment immediately. The Police Department will collect the background processing fee (**separate from Change of Manager Fee**) for this process at the time of the appointment.

If the new manager does not pass the standards by the State and Federal agencies conducting the checks, the Village of Algonquin will immediately revoke the Village of Algonquin Liquor License issued to this establishment.

Office Use Only Change of Manager Fee Due \$50.00 _____ (PAID - Date Received)
Received by: _____



Village of Algonquin

Police Department



Date: _____

Business Name: _____

Address: _____, ALGONQUIN, IL

To Whom It May Concern:

The Village of Algonquin Police Department has an active compliance team that is here to help promote a successful relationship with local businesses, that hold a liquor license, to ensure that they are familiar with current ordinances and state laws. The compliance team completes a minimum of four random compliance checks throughout the year which may include inspections of various items included on the attached "Sample" check list. Should you have any questions regarding the program please contact the Algonquin Police Department.

In addition, pursuant to Village Municipal Code, Chapter 33 Section 34, your establishment is required to verify all employees have successfully completed an approved BASSET program. You are also required to maintain copies of all employees' current BASSET certificates and provide proof of completion for inspection by any authorized member of the Police Department or the Local Liquor Control Commission. Please note, BASSET training is valid for three years following completion.

33.34 BASSET PROGRAM 06-O-69; Amended 2011-O-43, 2011-O-32

A. BASSET Training Required: Successful completion of a BASSET program, or other similar program as approved by the Chief of Police, is required for all persons who sell or serve alcoholic liquor, all management personnel working in a licensed premise, and anyone whose job description entails the checking of identification for the purchase of alcoholic liquor pursuant to the license. Any new owner, manager, employee, or agent requiring BASSET training shall, within 90 days from their first day of employment with a licensee, complete a BASSET approved program. Until successful completion of the program, such person shall work under the supervision of a person who has successfully completed BASSET training.

Failure to comply with this code may result in penalties, including, but not limited to, a \$500 fine for each employee not BASSET certified, as well as being required to complete an in-person training class at the Police Department.

PRESENT THIS LETTER WHEN SUBMITTING YOUR LIQUOR LICENSE APPLICATION OR RENEWAL, SIGNED BY YOUR LOCAL MANAGER, CERTIFYING YOUR ESTABLISHMENT IS IN COMPLIANCE WITH SECTION 34.34, BASSET PROGRAM, OF THE ALGONQUIN MUNICIPAL CODE AND THAT YOU HAVE RECEIVED THE "SAMPLE" LIST OF LC13 COMPLIANCE CHECK REQUIREMENTS.

Questions regarding this program and upcoming class schedules can be directed to the Police Department (847) 658-4531.

Sincerely,

Dennis Walker
Chief of Police

MANAGER'S SIGNATURE