

**AGENDA
DOWNERS GROVE LIQUOR COMMISSION
SEPTEMBER 5, 2024
BETTY CHEEVER COUNCIL CHAMBERS**

6:30 P.M.

- I Call to Order**

- II Roll Call**

- III Approval of Minutes of September 5, 2024 Liquor Commission Meeting**

- IV Application Hearing**

 Bubbly Side of Life
 5131 Main
 Class WB

- V New Business**

- VI Old Business**

- VII Comments from the public**

- VIII Adjournment**

**DOWNERS GROVE LIQUOR COMMISSION
FIRE STATION #2 TRAINING ROOM
5240 MAIN STREET**

Thursday, August 1, 2024

DRAFT

I. CALL TO ORDER

Chairman Johnson called the August 1, 2024 Liquor Commission meeting to order at 6:30 p.m.

II. ROLL CALL

PRESENT: Mr. Fenton, Ms. Kastory, Ms. Rutledge, Chairman Johnson

ABSENT: Mr. Mehta, Ms. Saucedo, Mr. Shah

STAFF: Carol Kuchynka, Liaison to the Liquor Commission, Assistant Village Attorney Brandan Rissman,

OTHERS: Rachel Velez, Wiqar Khan, Court Reporter

III. APPROVAL OF MINUTES

Chairman Johnson asked for approval of the minutes for the June 6, 2024 Liquor Commission meeting and asked members if there were any corrections, changes or additions.

Hearing no additional changes, corrections or additions, the June 6, 2024 minutes of the Liquor Commission meeting were approved as written.

Chairman Johnson reminded those present that this evening's meeting was being recorded on Village-owned equipment. Staff was present to keep minutes for the record.

IV. APPLICATION FOR LIQUOR LICENSE

Chairman Johnson made the following statements:

"The next order of business is to conduct a public hearing for liquor license applications. 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 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 licenses."

"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."

7-Eleven – 6301 Main Street

Chairman Johnson stated that the next order of business was an application from Sher Akbar Corporation d/b/a 7-Eleven #38976A located at 6301 Main Street. He stated that the applicant is seeking a Class “P-2”, beer and wine, off-premise consumption liquor license.

Chairman Johnson asked that any individual(s) representing the applicant step forward and be seated. He 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.

Ms. Rachel Velez introduced herself as the corporate representative from 7-Eleven. Mr. Wiqar Khan was sworn in by the court reporter. He introduced himself as the franchisee taking over the corporate location.

Chairman Johnson asked them to explain their license request.

Mr. Khan stated that he is a new franchisee taking over the existing 7-Eleven store at 6301 Main Street. He understood that there was some concern related to an underage alcohol sale at this location. He stated that he has experience managing full-service hotels. He stated that they both serve and sell liquor at each of his managed locations. Mr. Khan stated he is fully aware of age restrictions and checking identification.

Mr. Khan stated that he was aware of concerns with alcohol sales given the proximity to the high school. He stated that they have multiple locks on the doors and will lock them in a timely manner. He stated that the POS will also be set to require that employees scan identification for liquor sales.

Ms. Velez stated that working locks are installed on the doors to be sure they are locked to prevent after hour sales.

Ms. Velez stated that the age restrictive item in the POS system has been turned off and will require identification for any age restricted product.

Chairman Johnson asked for questions from the Commission.

Ms. Rutledge stated that they have answered her question about overriding the system. She asked them to explain the POS system and how it has been turned off.

Ms. Velez stated that franchisees are allowed to decide how the POS system will operate. Mr. Khan added that only a manager or owner will have rights to modify restrictions. He stated that associates will not be able to modify the programming.

Ms. Rutledge stated that this store is near her house where she sends her teenager to shop. She noted that the proximity to the high school is critical. She appreciated their efforts to put safeguards on the POS system so that the franchise can program and lock the cooler doors.

Ms. Rutledge asked staff to refresh her memory about the violation at this store. Ms. Kuchynka replied that the violation occurred a very short time after the store opened. She stated that the POS system was overridden by the employee which bypassed scanning of the agent’s identification.

Ms. Kuchynka stated that she made this very clear and explained to this applicant the concerns that the Village had concerning the ability to bypass the POS and the proximity to the high school.

Mr. Khan added that he will be at the store during the evening and his wife will be running the store during the day. He stated that they both have hospitality and convenience store experience. He stated that he wife's family owned and operated gas stations with convenience stores in Connecticut and his family owned and operated stores in Virginia. He stated that they both have experience selling beer, wine and liquor. He noted that this store will only be selling beer and wine.

Ms. Rutledge asked Mr. Khan if he is running other businesses. Mr. Khan replied no. He stated that he formerly worked for a full service Marriott/Hilton for over 16 years.

Mr. Fenton noted that a previous violation occurred at this location and was glad that the scanning requirement is in place.

Mr. Fenton asked if the doors have automatic or manual locks. Mr. Khan replied that they are manual but he will be looking into electronic locks that can be automatic.

Mr. Fenton asked if all employees will be over 21. Mr. Khan replied ye.

Ms. Kastory appreciated that extra restrictions that will be put in place.

Ms. Kastory wondered if employees can override the system with their own personal identification. Mr. Khan replied that since the store was corporate, some employees may have been borrowed from other locations. He stated that as a franchisee, he will have his own regular employees who are fully trained. He stated that they plan to have quarterly training refresher courses. He stated that he will personally have tests done at the site where secret shoppers come into to check the establishment.

Ms. Kastory stated that the manual also referred to daily pre-shift meeting with staff. Mr. Khan replied yes.

Chairman Johnson noted that he will be a new franchisee with positive changes.

Chairman Johnson asked Mr. Khan if his wife has a BASSET Certification. Mr. Khan replied not as of yet but will get it done.

Chairman Johnson noted that meetings could be more often than quarterly as employees can never be reminded enough of the importance of selling liquor. Chairman Johnson noted that pre-shift meetings were not a bad thing either.

Chairman Johnson asked about security cameras. Ms. Velez stated that there are typically three 3 cameras, a 360 view of the register, a camera on the gas island outside and another directed toward the cooler area with liquor. Mr. Khan stated that he plans on adding 6-8 cameras to give the associates more access to the site where they can be monitored by the register. He wanted them to be able to monitor if minors are at or near the beer areas.

Chairman Johnson noted that extra cameras would be beneficial as the line of sight from the register to the cooler area may not be very good.

Chairman Johnson asked if staff had any comments concerning the application. Ms. Kuchynka stated that factors affecting the finding or recommendation from this evenings meeting include receipt of an updated Certificate of Occupancy, receipt of the annual fee, satisfactory background checks and employee certifications.

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

Hearing the testimony given in this case, Chairman Johnson asked for a recommendation from the Commission concerning its finding of “qualified” or “not qualified” with respect to their request for a Class P-2 liquor license.

MS. RUTLEDGE MOVED TO FIND SHER AKBAR CORPORATION D/B/A 7-ELEVEN #38976A LOCATED AT 6301 MAIN STREET QUALIFIED FOR A CLASS "P-2", BEER AND WINE ONLY, OFF-PREMISE CONSUMPTION LIQUOR LICENSE. MS. KASTORY SECONDED.

Aye: Ms. Rutledge, Ms. Kastory, Mr. Fenton, Chairman Johnson

Nay: None

Abstain: None

MOTION CARRIED: 4:0:0

V. NEW BUSINESS

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

Ms. Kuchynka stated that she planned to hold a meeting on September 5th. It was noted that Labor Day holiday falls the week prior and that she would confirm their attendance via email.

Ms. Kuchynka advised that she provided Council agenda item information on increasing the Brew Facility and Wine Boutique license classes which was approved on June 4th. Chairman Johnson asked about the brew facility. Ms. Kuchynka replied that it will be a similar operation to Goldfinger with manufacturing on the premises. She believed that there was some work that needs to be done with the building.

VI. OLD BUSINESS

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

Ms. Kuchynka referred to the month end reports for June and July. She stated that licenses have been issued to both Entourage and Hampton Inn and Suites.

VII. COMMENTS FROM THE PUBLIC

There were none. No members of the public were present for comment.

VIII. ADJOURNMENT

Concluding business for the evening, Chairman Johnson called for a motion to adjourn. Mr. Fenton moved to adjourn the August 1, 2024 meeting. The meeting was adjourned by acclamation at 6:47 p.m.



VILLAGE OF DOWNERS GROVE
REPORT FOR THE LIQUOR COMMISSION
SEPTEMBER 5, 2024 AGENDA

SUBJECT:	TYPE:	SUBMITTED BY:
Licensee: Bubbly Side of Life, LLC D/B/A: Bubbly Side of Life Address: 5131 Main Street	Application for Class W-1 liquor license	Carol Kuchynka Liaison to the Liquor Commission

REQUEST

The applicant is requesting a Class W-1 liquor license for Bubbly Side of Life located at 5131 Main Street.

NOTICE

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

GENERAL INFORMATION

Officer(s): Vicki Sowa, Managing Partner

Stockholder(s): Vicki Sowa - 100%

Manager: Ms. Vicki Sowa

Licensee: Bubbly Side of Life, LLC d/b/a Bubbly Side of Life
5131 Main Street
Downers Grove, IL 60515

PROPERTY INFORMATION

EXISTING LAND USE: Commercial
PROPERTY SIZE: (1,239 square feet)

ANALYSIS

Submittals

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

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

Project Description

The applicant is requesting a Class W-1 liquor license for the operation of a Wine Boutique located at 5131 Main Street.

The establishment is defined as:

Wine/Beer Boutique. A place kept, used, maintained, advertised or held out to the public as a place where the retail sale of wine and/or beer, tastings and education seminars/classes are conducted on a regular basis and on-site consumption of wine and/or beer is allowed.

License conditions

Class "WB" Wine/Beer Boutique Licenses

"WB" Wine/Beer Boutique licenses shall authorize the retail sale of wine and/or beer in original packages with the option for delivery service pursuant to DGMC Section 3.33.4 herein and for consumption on the premises. Tastings, classes or seminars shall be permitted on such premises in accordance with State law and Village ordinances. Such licenses shall be only authorized in locations where the sale of wine and/or beer is the primary business. The sale of wine and/or beer shall be permitted for consumption on the premises subject to the following conditions:

The premises shall not exceed three thousand six hundred (3,600) square feet.

Such facilities shall provide food service on the premises, including hot or cold sandwiches, appetizers or other similar foods.

Public Safety Requirements

Fire Prevention and Community Development Department will need to conduct a walkthrough of the facility. A permit for remodel has been applied for and is pending. Health Department approval is required.

Factors Affecting Finding or Recommendation

Certificate of Occupancy, insurance, annual fee, satisfactory background checks and employee certifications.

Recommendation

Based upon testimony presented at the September 5, 2024 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 W-1 liquor license application, along with any conditions and/or restrictions with respect to this applicant.



downers.us

August 27, 2024

CIVIC CENTER

850 Curtiss St.
Downers Grove, IL
60515-4782

MAIN 630.434.5500
POLICE 630.434.5600

Ms. Vicki Sowa
Bubbly Side of Life, LLC
5131 Main Street
Downers Grove, IL 60515

RE: *Application for Class W-1 Liquor License*
Bubbly Side of Life
5131 Main Street, Downers Grove, IL 60515

Dear Ms. Sowa:

FIRE DEPT

Administration
5420 Main St.
Downers Grove, IL
60515-4834

630.434.5980

The Liquor Commission of the Village of Downers Grove will meet on Thursday, September 5, 2024, at 6:30 p.m. in the Civic Center Council Chambers located at 850 Curtiss Street, Downers Grove, Illinois, to consider applications for liquor licenses. A public hearing will be held on your application as a part of this meeting.

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

PUBLIC WORKS

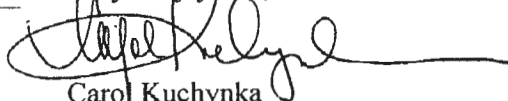
5101 Walnut Ave.
Downers Grove, IL
60515-4046

630.434.5460

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

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

Very truly yours,



Carol Kuchynka
Liaison to the Liquor Commission

VILLAGE OF DOWNERS GROVE



VILLAGE OF DOWNERS GROVE, ILLINOIS

APPLICATION FOR LIQUOR LICENSE

Date: 7/23/24

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

1. GENERAL INFORMATION

1.1 Applicant:

Name: Bubbly Side of Life LLC Phone: [REDACTED]
Address: 5131 Main St, 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: Vicki Sousa Phone: [REDACTED]
Address: [REDACTED]
Driver's License No. [REDACTED] Social Sec. No. [REDACTED]
Date of Birth [REDACTED] Place of Birth [REDACTED]

2. PREMISES

Doing Business As Bubbly Side of Life Phone: [REDACTED]
Address: 5131 Main St, Downers Grove, IL 60515

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

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

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

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

Name: FS Real Estate LLC Phone: 708.373.3600
Address: 321 Center St. Hillside, IL 60612

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. October 1 2024
November

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 _____ on the _____ day of _____, A.D., _____.
- 3.2 If Applicant was not incorporated under the laws of the State of Illinois, is Applicant a foreign corporation qualified under the "Business Corporation Act of 1983" to transact business in the State of Illinois? Yes ___ No ___
- 3.3 **Registered Agent:**
Name: _____ Phone: _____
Address: _____
- 3.4 Corporate Applicants must complete and attach DG LIQ-FORM 2/OFFICERS and DG LIQ-FORM 3/SHAREHOLDERS.

4. PARTNERSHIP/LIMITED LIABILITY CORPORATION

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

- 4.1 Applicant was formed under the laws of the State of IL on the 28 day of June, A.D., 2024
- 4.2 Is Applicant a limited partnership pursuant to the Illinois Revised Uniform Limited Partnership Act? Yes ___ No X
- 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: Vicki Sowa Phone: _____
Address: _____
- 4.5 **General Partner:** Not Applicable X (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: Vicki Sowa Phone: _____
Address: _____
- 4.7 Partnership Applicants must complete and attach DG LIQ-FORM 3/SHAREHOLDERS and DG LIQ-FORM 4/ PARTNERSHIP/LIMITED LIABILITY CORPORATION.

5. SOLE PROPRIETORSHIP Skip to Section 6.

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

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

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

☒ No

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

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

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

☒ No

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

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

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

☒ No

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

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

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

☒ Yes ☐ No

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

☒ No

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

a. Jurisdiction revoking or suspending license: _____

b. Date of revocation or suspension: _____

c. Reason given by revoking jurisdiction for revocation or suspension: _____

d. Additional explanatory information, if desired: _____

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

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

6.8 Is applicant a citizen of the United States?

☒ Yes ☐ No ☒ Not Applicable - Applicant is a corporation or partnership

6.9 Is applicant a resident of Downers Grove?

☐ Yes ☒ No ☒ Not Applicable - Applicant is a corporation or partnership

7. SUBMITTALS

- 7.1 In addition to this application form the following are submitted as applicable:
- ☒ DG LIQ-FORM 1/Liquor Manager
 - ☐ DG LIQ-FORM 2/Officers & Directors (for each Officer/Director, a Background Check Waiver form must be submitted)
 - ☐ DG LIQ-FORM 3/Stockholders (for each Stockholder, a Background Check Waiver form must be submitted)
 - ☒ DG LIQ-FORM 4/Partnership/Limited Liability Corporation (for each Partner, a Background Check Waiver form must be submitted)
 - ☒ DG LIQ-FORM 5/Declaration
 - ☐ DG LIQ-FORM 6/Outdoor Sales Application (If applicable)
 - ☒ DG LIQ-FORM 7/Certifications
 - ☐ Articles of Incorporation (If applicable)
 - ☐ Proof of ownership of premises (i.e. title report)
 - ☒ Lease-If premises not beneficially owned by Applicant (for the full period for which the license is to be issued)
 - ☒ Floor Plan, as required for any premises to be licensed for sale of alcoholic liquor for consumption on the premises, drawn to scale, and with sufficient detail to depict types of seating, location of bars and other design features.
 - ☒ Employee liquor handling training manual
 - ☒ Application fee
 - ☒ Certificate of Insurance
 - ☐ Menu (If applicable)
 - ☐ Reduced Menu -after regular menu hours (If applicable)
- 7.2 Applicant understands and agrees that additional information and material may be required during the processing of this application related to applicant's qualifications, the information provided herein, including attachments, and the class of license involved. Applicant agrees to provide such additional information and material and that failure to do so may delay the processing of this application or result in its denial.
- 7.3 In the event Applicant is made aware that any information or document submitted as part of this application process is inaccurate or incomplete, Applicant agrees to immediately notify the Village and provide appropriate corrections. Applicant understands and agrees to provide such additional information and material, and that failure to do so may delay the processing of this application or result in its denial.

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

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

APPLICANT:

Bubbly Side of Life LLC
Name of Corporation/Partnership/LLC/Sole Proprietorship

BY:

Vicki Sousa
Print Name

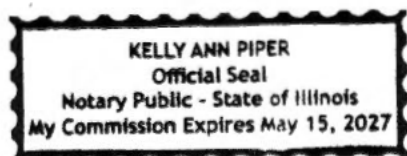
Vicki Sousa
Sign Name

TITLE:

CEO

Subscribed and sworn to before me this 23rd day of July, 2024.

Kelly Ann Piper
Notary Public





VILLAGE OF DOWNERS GROVE, ILLINOIS LIQUOR MANAGER APPLICATION

1. Name of Liquor License Applicant/Holder: Bubbly Side of Life LLC

Doing Business As: Bubbly Side of Life

Address: 5131 Main St, Downers Grove, IL 60515

Phone: (204) 755-2713 Liquor License Number: _____

2. Manager: Vicki Ann Sowa Phone: [REDACTED]
(First) (Middle) (Last)

Residence Address: [REDACTED]
(Street Address) (City) (State) (Zip)

If less than one year, previous residence: _____

Citizenship: United States If naturalized, date/place of naturalization: _____

Date of Birth: [REDACTED] Place of Birth: [REDACTED]

Social Security #: [REDACTED] Driver's License # and State: [REDACTED]

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:

Sept 2021 - April 2023 Willamette Valley Vineyards (Turner, OR)

Domaine Willamette (Aundee, OR)

Sept 2021 - 2022 Sales Manager at both properties

Sept 2022 - April 2023 Hospitality Manager at Domaine Willamette

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

SIGNATURE OF MANAGER Vicki Sowa Date 7/29/24

Return to:

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



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

Applicant: Bubbly Side of Life LLC

The following is a listing of:

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

Applicant: Bubbly Side of Life LLC

By: Vicki Sousa

Corporate Title: CEO

Date: 7/29/24

Name: Vicki Sousa

Address: _____

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

General Partner _____ Limited Partner _____ Managing Partner ☒ Ownership Interest: 100%

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: _____

General Partner _____ Limited Partner _____ Managing Partner _____ Ownership Interest: _____

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: Bubbly Side of Life LLC
Doing Business As: Bubbly Side of Life
Address: 5131 Main St, Downers Grove, IL 60515
Email (corporate): hello@bubblysideoflife.com Email (site): Vicki@bubblysideoflife.com
Phone: [REDACTED] License Class: WB
2. Main or Principal Business to be conducted by the Applicant: Wine Shop & wine tasting experiences
wherein the following is devoted to the sale/service of:
pre packaged food (10 %) Food Wine, beer (70 %) Alcohol
water, non-alcoholic wine (5 %) Non-alcoholic beverages merchandise (15 %) Other - List:
merchandise: wine themed apparel, accessories, glassware, cards, etc.

3.

HOURS	OPEN	CLOSE
Monday	12pm	7pm
Tuesday	by appointment	
Wednesday	12pm	7pm
Thursday	12pm	8pm
Friday	12pm	9pm
Saturday	11am	9pm
Sunday	12pm	7pm

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:

Bubbly Side of Life, LLC
Name of Corporation/Partnership/LLC/Sole Proprietorship

BY: Vicki Sowa

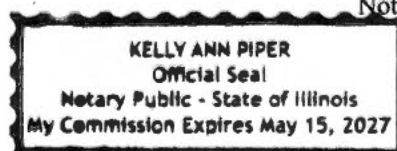
NAME: Vicki Sowa

TITLE: CEO

Subscribed and sworn to be me this 23rd day of

July, 2024

Kelly Ann Piper
Notary Public





VILLAGE OF DOWNERS GROVE, ILLINOIS CERTIFIED EMPLOYEE DECLARATION

I, Vicki Sowa, DO HEREBY CERTIFY THAT I am the
Print Name

CEO of Bubbly Side of Life, LLC and I DO
Corporate title/Position Corporation

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

list of current employees who serve, sell or distribute alcoholic liquor of Bubbly Side of Life
d/b/a

located at 5131 Main Street, Downers Grove, Illinois.
Business Address

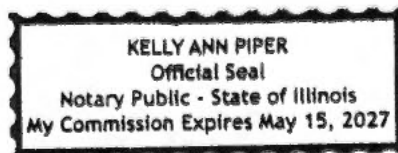
I DO HEREBY FURTHER CERTIFY THAT the attached copies of training certificates are true, correct and valid copies of the training certifications for each of the employees.

Date: 7/23/24 Vicki Sowa
Signature

Subscribed and sworn to before me this 23rd day of July, 2024

Kelly Ann Piper
Notary Public

Attachments:
Employee list
Certifications



BASSET Card



August 9, 2023



Letter ID: L2062545096

License No.: 5A-0110606

Expiration Date: 8/5/2026

License Type: Basset Card

VICKI SOWA

Your "Student ID number" is: 26444214

Your "Trainer's ID number" is: 5A-0110606

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 LCC.illinois.gov (click on the RESOURCES tab to access the "BASSET Card Lookup" page).

<p>ILLINOIS LIQUOR CONTROL COMMISSION 50 W. Washington Street, Suite 209 - Chicago, IL 60601 BEVERAGE ALCOHOL SELLERS AND SERVERS EDUCATION AND TRAINING [BASSET] CARD Date of Certification: 8/5/2023 Expires: 8/5/2026 Trainer's IL Liquor License Number: 5A-0110606 VICKI SOWA  **Card is not transferrable**</p>	
---	---

VISIT
ILLINOISBASSET.COM



CERTIFICATE

PRESENTED TO

Name:

Vicki Sowa

Date issued:

12 Aug 2024

Student Number: 146667 -

2067552713

ILCC BASSET




This is an official State ILCC BASSET temporary certificate issued by Certified Online Training LLC through www.illinoisBASSET.com. This certificate is valid for 30 days from the date of issue. This certificate serves as proof that the recipient has completed the official State ILCC BASSET training. They are currently being processed by the State (ILCC) and will receive their official BASSET card within 30 days. This document allows the recipient to work in Illinois from the date of issue.



LEASE AGREEMENT

This Lease Agreement ("**Lease**") is made on the date appearing on the signature page hereto (the "**Effective Date**") between FS Real Estate, LLC, an Illinois limited liability company, ("**Agent**") as agent for the owner of the Premises and Property, which is 5135 Main, LLC an Illinois limited liability company (hereinafter referred to as "**Landlord**") and Bubbly Side of Life, LLC, a Wyoming limited liability company ("**Tenant**"): ✓

SCHEDULE

PREMISES:	5131 Main St. Downers Grove, IL	
RENTABLE SQUARE FEET:	<u>1,239 Square Feet</u>	
COMMENCEMENT DATE:	Same as Effective Date	
TERM:	✓ Five (5) Years (sixty (60) full calendar months)	
MONTHLY BASE RENT:	Period	Monthly Base Rent
	07/01/24 – 06/30/25	
	07/01/25 – 06/30/26	
	07/01/26 – 06/30/27	
	07/01/27 – 06/30/28	
	07/01/28 – 06/30/29	
OPTION TO EXTEND:	One (1) – 5 Year Option	
SECURITY DEPOSIT:		
BROKER:	None	
TENANT'S PERCENTAGE:		

The foregoing Schedule is an integral part of this Lease, is incorporated herein by reference, and is hereinafter referred to as the "Schedule".

Tenant. All such references shall include, without limitation, the Tenant identified in the Schedule and all assignees and subtenants of the Tenant, all occupants of the Premises and any of Tenant's respective servants, employees, agents, invitees, contractors and suppliers.

Tenant's Percentage. As set forth in the Schedule.

Tenant's Permitted Use. Wine tasting and the sale of wine and related products. ✓

Transfer. As defined in Paragraph 9.1.

Turnover Date: Commencement Date.

1.2 **Moving In.** Except as otherwise agreed to in writing, Tenant's taking possession of the Premises shall be conclusive evidence that the Premises were acceptable to Tenant and in good order and satisfactory condition when Tenant took possession. Except as expressly set forth in this Lease, Landlord has made no representation or warranty respecting the condition of the Premises or any part of the Property. Landlord shall have the right to approve the timing and path of Tenant's move into the Premises. In addition, Tenant shall notify Landlord of any heavy personal property that Tenant intends to bring into the Premises. Landlord shall have the right to prohibit such items and prescribe the weight, size and position of all heavy items of Tenant's personal property brought into the Premises and the times and manner of moving the same in and out of the Premises. As a condition of Landlord's approval, Landlord may require, at Tenant's cost and expense, that such heavy items stand on supports of such thickness as is necessary to properly distribute the weight or that Tenant reinforce the floors in a manner acceptable to Landlord. Landlord shall not be responsible for loss of or damage to any heavy items from any cause, and all damage done to the Premises or the Property by moving or maintaining any such heavy items shall be repaired at Tenant's expense.

1.3 **Term.** Means the initial term of this Lease identified as the "Term" in the Schedule, commencing on the Commencement Date and ending on the last day of the month of the time period identified as "Term" in the Schedule, and any exercised renewals or extensions of this Lease, if any, expressly set forth in this Lease.

The provisions of this Lease shall be effective as of the date of this Lease. Tenant's (i) right to occupancy of the Premises for the purpose of completing the Tenant Improvements shall begin on the Commencement Date; and (ii) obligation to pay Rent shall begin on the Rent Commencement Date and shall continue for remainder of the Term.

1.4 **Extensions.** Provided that Tenant is not then in default as set forth in Paragraph 8.1, Landlord grants to Tenant one (1) option to extend the Lease (the "**Option**"), for a period of five (5) years (the "**Extension Period**"), upon all the terms and conditions set forth in this Lease, except the monthly Base Rent shall be adjusted. Monthly Base Rent for each Lease Year of the Extension Period shall increase by four percent (4%) per annum. Tenant must provide written notice to Landlord not less than one hundred eighty (180) days prior to the expiration date of the then current Term of Tenant's exercise of such Option, and upon receipt of such notice the Term of this Lease will automatically extend for the Extension Period without the requirement for any further document or agreement or consent by either party. Tenant agrees to execute and deliver to Landlord a Lease Amendment, if requested by Landlord, detailing any extension of this Lease and the increased Base Rent due hereunder.

1.5 **Use of Premises.**

(a) Use

Tenant shall use the Premises for Tenant's Permitted Use only and for no other purpose whatsoever. Tenant will not use or permit to be used any part of the Premises for any Prohibited Uses and will not bring into or keep anything in any part of the Premises that (i) violates any of the terms of this Lease; (ii) directly or indirectly is forbidden by any Applicable Law; (iii) is dangerous to life, limb or property; (iv) increases the risk to Landlord or any other tenant or invalidates or increases the premium cost of Landlord's Insurance; (v) that unreasonably disturbs any other tenant in the Property or creates a nuisance in, upon or about the Property, including but not limited to, noise, odors or vibrations; or (vi) in the sole, but reasonable, judgment of Landlord, in any way impairs or tends to impair the character, reputation or appearance of the Property. Tenant shall not, without the prior written consent of Landlord,

Guide to Serving Alcohol Responsibly



Bubbly Side of Life - Sparkling Wine Shop & Tasting Experience.....	4
Philosophy.....	4
Sparkling Wine Shop.....	4
Experiences.....	4
Private Tasting Experience.....	4
Classes.....	5
Community Events.....	5
Private Events.....	5
General Guidelines.....	6
Staff Responsibilities.....	6
Do:.....	6
Don't:.....	7
Daily Compliance & Incident Log.....	7
Carding Procedures.....	9
Checking ID Steps:.....	9
Additional Verification Steps:.....	9
Other Tips:.....	9
Out of State IDs.....	10
Right to Refuse Service:.....	10
Intoxicated Guests.....	10
Identifying the Levels.....	11
Green Level (Low Risk).....	11
Yellow Level (Moderate Risk).....	11
Red Level (High Risk).....	11
Responding to Each Level.....	12
Liquor Information/Blood Alcohol Concentration.....	12
Handling Intoxicated Guests:.....	13
Responsibility to the Customer.....	14
Emergency Contacts.....	15
Management Responsibilities.....	15
Alcohol Awareness Programs.....	17
Compliance Testing (Control Buy Program).....	17
DUI Notification.....	17
Local Ordinances You Should Know.....	18
Legal Serving Hours (Section 3.31).....	18
Minimum Age of Sellers (Section 3.28).....	19
Age Restrictions for Staff.....	19
Guidelines for Alcohol Sales to Ensure Compliance (Section 3.25).....	19

Prohibited Sales.....	19
Penalties.....	19
Presumption of Sale to Minors.....	19
Verification of Age.....	20
Alcohol Possession and Consumption (Section 3.34).....	20
Restrictions for Underage Individuals.....	20
Penalties.....	20
Adults Sharing Drinks with Minors.....	20
Selling or Providing Alcohol to Underage Individuals.....	20
Displaying Licenses (Section 3.23).....	20
Liquor Product Identification Signs (Section 3.33.2).....	20
Mandatory Warning Signs for Alcohol Sales (Section 3.27).....	21
Customer Warning:.....	21
Warning to Servers & Sellers:.....	21
Training Requirements for Alcohol Sales (Section 3.33.3).....	21
Off-Premise License Holders.....	21
On-Premise License Holders.....	21
Delivery Service (Section 3.33.4).....	21
Definition of Delivery.....	22
Delivery Restrictions within Downers Grove.....	22
Checklist, Forms & Resources.....	23
Incident Report.....	24
Check in for Tasting Experience/Private Event.....	25
Opening/Closing Procedures.....	26
Illinois Drivers License Samples.....	27
Happy Hour.....	32

*This Guide to Serving Alcohol Responsibly is an ever-evolving document, reflecting the latest regulations and best practices.

Our guide will be reviewed and updated quarterly to reflect changes in alcohol service laws. Staff will be informed of updates during mandatory training sessions.

It is essential to stay informed and comply with the most current guidelines to ensure a safe and responsible environment for our guests.

Updated August 2024

Bubbly Side of Life - Sparkling Wine Shop & Tasting Experience

Philosophy

At Bubbly Side of Life, we believe everyday moments deserve to be celebrated just as much as the big ones. There's always a reason to celebrate, and our mission is to transform those everyday moments into celebrations.

Located on Main Street in Downers Grove, our storefront is more than just a wine shop—it's an experience. We are dedicated to making sparkling wine approachable for everyone and aim to create a community of sparkling wine enthusiasts who celebrate the everyday moments in life.

Sparkling Wine Shop

At Bubbly Side of Life, we offer a curated selection of sparkling wines from around the world. Whether you're a connoisseur or someone who just loves sparkling wine, you'll find a bottle to suit your taste and occasion. In addition to our sparkling wine collection, we also stock a few unique still wines and craft beers to ensure we have something for every palate.

Our shop is full of wine-themed apparel, accessories and gift items to accompany your bottle selection and enhance your wine-drinking experience.

Experiences

Private Tasting Experience

Our private tasting experience is designed for small groups by reservation only. This intimate and exclusive setting is perfect for friends, family, or colleagues looking to explore the world of sparkling wine together. Our certified staff will customize each tasting session to your preferences, offering a curated selection of sparkling wines from around the globe. You'll have the opportunity to:

- **Discover New Wines:** Taste a variety of sparkling wines you might not encounter elsewhere, including limited editions and exclusive releases.
- **Learn Fun Facts:** Gain insights into the history, production methods, and some fun tips and tricks to make you the expert at your next event.
- **Refine Your Palate:** Enhance your wine-tasting skills in a relaxed and enjoyable atmosphere.

Classes

At Bubbly Side of Life, we are passionate about educating our guests on the world of sparkling wine. Our classes are designed to be informative and fun, suitable for both beginners and seasoned wine enthusiasts. Here's what you can expect:

- Exploring Wine Regions: Travel the world through your glass as we explore sparkling wine regions.
- Understanding Varietals: Learn about the different grape varieties used in sparkling wine production.
- Tasting Techniques: Learn, practice and master the 6 steps to tasting wine.
- Food Pairing: Discover the art of pairing sparkling wines with food.
- Interactive Sessions: Engage in hands-on activities like blind tastings, aroma workshops, and food pairing exercises, making learning both educational and entertaining.

Private Events

Our versatile space is perfect for hosting a variety of private events tailored to your specific needs. Whether you're planning a social gathering or a professional meeting, we've got you covered:

- Book Clubs & Art Clubs: Enjoy a fun, bubbly atmosphere for your book club discussions or art club gatherings, complemented by a selection of sparkling wines.
- Off-Site Business Meetings: Take your business meetings off-site and impress your clients or team with a unique and sophisticated setting. Our private space is ideal for brainstorming sessions, presentations, and appreciation events.
- Networking Events: Create meaningful connections in a relaxed and elegant environment, perfect for mingling and exchanging ideas over a glass of bubbly.
- Customized Celebrations: From birthdays and anniversaries to bridal showers and baby showers, we'll help you celebrate life's special moments.

Social Events

Celebrating everyday life moments is at the heart of Bubbly Side of Life. Our events are designed to bring people together in memorable ways.

- Open Houses: Join us for open house events where you can explore our space, sample our sparkling wines, and enjoy special promotions.
- Pop-Up Shops: We love supporting local businesses, so we'll host pop-up shops in our private space featuring unique products and services.

General Guidelines

Staff Responsibilities

Do:

- ☐ Clock in for your shift before serving any guests. You may clock in as early as 10 minutes prior to the start of your shift.
- ☐ Sign the compliance log at the beginning of your shift.
- ☐ Greet guests immediately upon entering the shop. Greet them and ask, "What are you celebrating today?"
- ☐ Ask about the purpose of their visit.
 - ☐ If they're here for an experience, check them in following procedures.
 - ☐ If they are here to shop, explain the layout of the shop and welcome all questions.
 - ☐ If they are here to enjoy a glass of sparkling wine or beer while they wait for a reservation, invite them to an open seat at the bar if there is one.
- ☐ Check IDs for anyone who looks under the age of 40.
- ☐ Serve wine and beer only during Bubbly Side of Life's operating hours.
- ☐ Open bottles following the guidelines of how to open one safely.
- ☐ Pour drinks responsibly and according to the pour size guidelines.
- ☐ Understand and acknowledge the consequences of over-serving.
- ☐ Regularly observe guests for signs of intoxication.
- ☐ Know and understand state and local liquor laws, and your responsibility to serve liquor responsibly.
- ☐ Offer non-alcoholic options to guests.
- ☐ Approach each guest enjoying a glass of wine or beer 30 minutes before closing time to let them know closing time is approaching.
- ☐ Maintain a clean and safe wine shop:
 - ☐ Quickly address and clean up any spills
 - ☐ Clean up broken glass immediately, placing it in the recycling bin in the alley.
 - ☐ During inclement weather, ensure the entrance has a clean, dry rug and promptly use TINECO to clean up any water to prevent slipping hazards.
- ☐ Document any incidents that occur as soon as possible so that the details are fresh and no later than the end of your shift.
- ☐ Always follow the proper procedure for handling cash and credit transactions.
- ☐ Encourage guests to enjoy responsibly and assist them with transportation options if necessary.
- ☐ Communicate with the manager on duty prior to clocking out for any final instructions.
- ☐ Sign the incident book at the end of the shift whether an incident occurred or not.
- ☐ Clock out at the end of your shift.
- ☐ Complete certified training program for alcohol sales and maintain a current certificate on file.

- ☐ Attend quarterly training sessions and mandatory meetings. These will be on the calendar 30 days in advance.

Don't:

- ☐ Serve anyone under 21 years old, or anyone who appears underage without a valid ID.
- ☐ Serve anyone who is already intoxicated or appears intoxicated.
- ☐ Give away any wine, beer or cider.
- ☐ Give more than 1 bonus pour during any tasting experience.
- ☐ Allow guests to open bottles of sparkling wine in the shop.
- ☐ Open or close the store outside of operating hours.
- ☐ Serve alcohol outside business hours regardless of serving hours in Downers Grove.
- ☐ Create a happy hour special on a whim.
- ☐ Create any shop specials that are not authorized by the manager.
- ☐ Engage in any behavior that could be perceived as promoting excessive drinking.
- ☐ Open any bottles of sparkling wine that are not on the pour list without consent from a manager.
- ☐ Wash or rinse and reuse glassware. If a flute is dropped, dispose of it and get a new one.
- ☐ Discuss personal or sensitive information about guests with other customers or with colleagues in front of customers.
- ☐ Be on your phone during your shift. If it's an emergency, get someone to cover your section and step in the back or outside.
- ☐ Wear any open toe or open back shoes while on shift.
- ☐ Leave the store unattended during operating hours.
- ☐ Consume alcohol during your shift.

Daily Compliance & Incident Log

The Daily Compliance and Incident Log is located on the front counter for easy access for all employees.

This log serves two purposes:

1. Staff acknowledgment and agreement to uphold policies and procedures.
2. Documentation of any incidents, concerns or near incidents, or confirmation of no incidents.

Procedure:

Shift Start:

- All employees must initial the log at the beginning of their shift once clocked in. By signing this log, you acknowledge and agree to the policies and procedures you have been trained to uphold.
- Acknowledge the following statement:

"I acknowledge that I am familiar with the liquor laws and Bubbly Side of Life's policy on dealing with the sale of wine and beer.

I will assume the responsibility to request at least two pieces of ID from guests who do not look of legal drinking age and will prioritize safety over making a sale if there is any doubt about the customer's age.

I understand that I will only sell wine and beer during Bubbly Side of Life's operating hours."

Shift End:

- At the end of each shift, one team member must date and sign the log, noting either "No Incidents" or documenting any incidents (using the Incident Report Form and attaching it inside the notebook) or noting any near incidents that occurred during the shift.

Log Entry Format:

- Date
- Employee Name and Shift Time
- Confirmation of no incidents or description of near incident
- Initials

Examples:

Beginning of Shift	End of Shift
9/1/24 Vicki Sowa 12-7	9/1/24 No incidents VS
9/1//24 Vicki Sowa 12-7	9/1/24 Minor attempted to buy wine, ID check failed. VS

Incident Report

This report is to be completed by the employee when an incident occurs on the premises of Bubbly Side of Life. Examples of reasons to write up an incident report are (not limited to):

- Altercations or assault
- Overconsumption or intoxication (when you refuse to serve or escort someone off premises.)
- Removal of a minor
- Property damage

- Medical emergency
- Employee incidents (injury, altercation, violation of policy, etc)

This report must be completed as soon as possible and no later than the end of the day that the incident occurred.

Once completed, inform the manager and owner if they don't already know and place inside the Daily Compliance and Incident Log.

Carding Procedures

Always verify the age of customers using valid identification before serving alcohol. No exceptions.

All IDs must have a photo, date of birth, and must not be expired.

- Acceptable IDs:
 - Valid driver's license
 - Passport
 - State ID card
 - Military ID
 - Under 21 ID for a guest who has turned 21
 - These IDs are valid for 3 months after their birthdate. When you are checking one of these IDs, you must be sure their birthdate is on that day or has already happened.

Checking ID Steps:

- ☐ Any guest who looks under the age of 40 or you are remotely questioning, will be carded.
 - ☐ Guests checking in for experience or event **MUST** be ID'd in the shop prior to going back to the private room.
 - ☐ The employee hosting the tasting experience will also card guests once they're in the private room.
 - ☐ If you suspect a guest may already be intoxicated, card them. This gives you the opportunity to chat with them to determine the level of intoxication.
1. ALWAYS ask the guest in question, "Are you over 21? (Allow them to respond) Then ask, "Can I see your ID please?" (Ask the guest to remove the ID from their wallet.)
 2. Check the birth date to ensure the guest is 21 or older.
 3. Verify the expiration date.
 4. Examine the ID for signs of tampering, such as uneven edges or altered numbers.
 5. Compare the photo to the guest's face to ensure they match. Specifically looking at the shapes of nose, eyes, etc as those things don't change like height/weight.

IMPORTANT NOTE: We want you to take 10-15 seconds to card someone to ensure it's a valid ID. This is not something you need to rush through. And don't hesitate to ask for assistance if you need it.

Additional Verification Steps:

- **Ask Questions:** Ask the patron to state their birthdate or address. Inconsistent answers can indicate a fake ID.
- **Look for Signs of Tampering:** Check for any signs of tampering, such as peeled corners, uneven edges, dirt around the edges, crease in the middle or lamination bubbles.
- **Compare Signatures:** If the ID has a signature, compare it with the patron's signature on a credit card or debit card if possible.
- **Ask for Backup ID:** Request a second form of identification if the first one appears suspicious.

Other Tips:

- Traffic tickets and birth certificates are not valid forms or IDs.
- Someone may not "vouch" for another person's age.
- When in doubt, ask the manager for support, but don't make the sale. Remember, it is against the law for a person to misrepresent their age.
- Those 21 and older will be born on or before the current date in 2003.

Out of State IDs

Out of State IDs can be difficult to navigate. Take your time to make sure it is a valid ID. If you need assistance, please call your manager or another co-worker.

If the guest is under the age of 21:

- Inform the guest that you will be unable to serve them and they can enjoy sparkling water or non-alcoholic sparkling grape juice during their stay.
- Make sure no one is sharing their sparkling wine, beer or cider with the minor.

If you suspect the ID has been tampered with or is a fake ID,

- Call the manager to double-check.
- If the manager isn't available, offer the guest sparkling water or non-alcoholic sparkling juice while you wait for the manager to be available.
- Be sure that no one is sharing or giving this guest any alcohol until the ID is verified.

IMPORTANT NOTE: If a person under 21 is found with alcohol on the premises, it is presumed that the establishment provided it and we will be held responsible.

Right to Refuse Service:

- You have the right to refuse alcohol service to anyone unable to provide valid proof of age or appearing intoxicated. The owner and manager will always support your judgment call.
- You have our permission to lose the sale and risk an unhappy customer rather than serve alcohol to anyone who is questionable.

Intoxicated Guests

Regularly observe guests for signs of intoxication. If a guest appears intoxicated, notify the manager immediately and follow procedures for managing intoxicated guests.

IMPORTANT NOTE: Bubbly Side of Life may not be the guests first stop of the day. It's important to always be observing their behavior from the moment they enter the shop.

1. Prevent Over Consumption
 - Ensure your pours are the proper amount.
 - Keep track of the number of drinks served to each guest.
 - Encourage drinking water between alcoholic beverages.
 - Encourage guests to take their time with each drink, pace pouring drinks accordingly.
2. Pour Size Guidelines
 - Glass of Sparkling Wine
 - i. Use Bubbly Side of Life flute
 - ii. 5 oz pour
 - Sparkling Wine (90 Minute) Tasting Experience
 - i. Use Bubbly Side of Life flute junior
 - ii. 2 oz pour (no more than 5 sparkling wines)
 - Beer/Cider.
 - i. 1 beer/cider per guest at a time. Offer to pour it in a Bubbly Side of Life Pint cup.
3. Recognizing Drinking Levels:
 - Understand and recognize the green, yellow, and red levels of drinking to prevent overconsumption and ensure guest safety.
 - Communicate code yellow/red with your manager as quickly as possible.

Identifying the Levels

Green Level (Low Risk)

- Behavior: Appears relaxed, sociable, and in control.
- Physical Signs:

- Speech is clear and coherent.
- Coordination is normal; movements are fluid.
- Eyes may be slightly relaxed or cheerful.
- Interaction: Engages in conversations appropriately.
- Awareness: Aware of surroundings and able to make sound decisions.

Yellow Level (Moderate Risk)

- Behavior: Beginning to show signs of impairment.
- Physical Signs:
 - Speech may start to slur slightly.
 - Coordination may become slightly impaired; movements may be slower or less precise.
 - Eyes may appear slightly glazed or unfocused.
- Interaction: Conversation may become repetitive or tangential.
- Awareness: Beginning to lose some awareness of surroundings; decision-making may be impaired.

Red Level (High Risk)

- Behavior: Clearly intoxicated and potentially disruptive.
- Physical Signs:
 - Speech is significantly slurred or difficult to understand.
 - Coordination is visibly impaired; stumbling or loss of balance may occur.
 - Eyes may be heavily bloodshot or droopy.
- Interaction: Communication may be difficult or aggressive.
- Awareness: Severely impaired awareness of surroundings; judgment is greatly compromised.

The effects of alcohol on judgment, inhibitions, and reaction times can have significant implications for personal safety and decision-making.

It's essential for individuals to be aware of these effects and practice moderation when consuming alcohol, while servers and establishments should monitor guests closely to prevent overconsumption and maintain a safe environment.

Responding to Each Level

- Green Level: Continue monitoring, but no immediate action necessary.
- Yellow Level: Limit further alcohol service, offer water or non-alcoholic beverages, and monitor closely. Inform your manager of a code yellow so that you're both evaluating the guest.
- Red Level: Notify your manager, cease alcohol service immediately, ensure the individual's safety, and consider involving management or security if necessary. Offer assistance or call for transportation if the individual is unable to leave safely.

Recognizing these levels of drinking allows servers to intervene appropriately, prevent overconsumption, and maintain a safe environment for all guests.

Liquor Information/Blood Alcohol Concentration

Blood Alcohol Concentration (BAC) is a measure of the amount of alcohol present in a person's bloodstream, expressed as a percentage. BAC is influenced by various factors, including the individual's weight, gender, metabolism, the rate of alcohol consumption, and the type and amount of alcohol consumed.

Safe Limits of Alcohol Consumption

First Hour

Smaller Sized Person: 1-2 drinks

Medium Sized Person: 2-3 drinks

Larger Sized Person: 3-4 drinks

Hour 2 and beyond

One drink/hour for EVERYONE regardless of size or gender

In your BASSET training course, you reviewed limits for men and women and completed examples for each. These charts from the course are easily accessible during your shift if you need to use them to help evaluate a guest.

The drinks consumed at Bubbly Side of Life will be wine or beer. The majority of wine will be 12.5% alcohol by volume and guests will have the option to consume it one of 2 ways:

- Wine tasting (4 wines of 2 oz pours OR 5 wines of 1 ½ oz pours) (60-90 minutes)
- Wine by the glass (5 oz pour)
- Beer bottle that will be under 9% alcohol.

Men/Women Know Your Limit

Use the charts below to determine estimated BAC levels for men and women. Subtract 0.015 for each hour after drinking. One drink is based on 1.5 oz of 80 proof liquor (40%), 12 oz. beer (4.5%), or 5 oz. wine (12%). The figures are averages and may vary based on the amount of food in the stomach. **NOTE: At a BAC of 0.40% a person may become comatose and will be in danger of dying.**

MEN KNOW YOUR LIMIT

Drinks	Body Weight In Pounds									Influenced
	100	120	140	160	180	200	220	240		
1	.04	.03	.03	.02	.02	.02	.02	.02		Possibly
2	.08	.06	.05	.05	.04	.04	.04	.04		
3	.12	.09	.08	.07	.06	.06	.05	.05		Impaired
4	.16	.12	.11	.10	.09	.08	.07	.06		
5	.20	.16	.15	.14	.13	.12	.11	.10		Legally Intoxicated
6	.24	.19	.18	.17	.16	.15	.14	.13		
7	.28	.22	.21	.20	.19	.18	.17	.16		
8	.32	.25	.24	.23	.22	.21	.20	.19		
9	.36	.28	.27	.26	.25	.24	.23	.22		
10	.40	.31	.30	.29	.28	.27	.26	.25		

WOMEN KNOW YOUR LIMIT

Drinks	Body Weight In Pounds									Influenced
	100	120	140	160	180	200	220	240		
1	.05	.04	.03	.03	.02	.02	.02	.02		Possibly
2	.09	.08	.07	.06	.05	.05	.04	.04		
3	.14	.11	.10	.09	.08	.07	.06	.06		Impaired
4	.18	.15	.14	.13	.12	.11	.10	.09		
5	.22	.19	.18	.17	.16	.15	.14	.13		Legally Intoxicated
6	.26	.22	.21	.20	.19	.18	.17	.16		
7	.30	.26	.25	.24	.23	.22	.21	.20		
8	.34	.30	.29	.28	.27	.26	.25	.24		
9	.38	.34	.33	.32	.31	.30	.29	.28		
10	.42	.38	.37	.36	.35	.34	.33	.32		

This is one tool to use when evaluating a guest's condition.

Another tool to use is to count how many drinks you have poured for each guest. This will be easy to do with our system and intimate space.

While counting drinks can be a helpful tool, not all drinks are equal when counting drinks.

Keep in mind, while here at Bubbly Side of Life, we are only serving wine/sparkling wine which is typically 12.5% alcohol and bottles of beer which are typically under 9% alcohol, that doesn't mean we are their first stop.

Use your observations of guests along with these tools to determine if you need to get a manager to intervene and help handle an intoxicated guest or a guest who is progressing toward intoxication.

Handling Intoxicated Guests:

IMPORTANT NOTE: Bubbly Side of Life and you, the server are liable if an intoxicated guest causes injury to themselves, another person or property.

It's very important that you are constantly monitoring our guests' consumption and observing their behavior.

If you are observing the following behaviors, a guest may be intoxicated:

- His/her speech pattern becomes slurred
- He/she gets really loud or unusually quiet
- He/she is slouching in the chair
- He/she wobbles or stumbles when they walk or need assistance to walk (this could include another person or holding on to other chairs or walls, etc.)
- He/she is argumentative or abusive
- He/she uses foul language
- He/she spills drinks
- His/her eyes are glassy
- He/she is struggling to stay awake
- He/she is overly emotional

If you observe this type of behavior, notify the manager immediately with a "CODE YELLOW" or "CODE RED".

When evaluating an intoxicated guest, the manager on duty will take several steps to ensure the safety and well-being of both the guest and other patrons:

1. Engage in conversation with the guest to gauge his/her level of intoxication. If a guest shows signs of intoxication (slurred speech, impaired coordination, aggressive behavior), remove their drink immediately.
2. Offer them water and snacks like crackers.
3. Politely, but firmly tell the guest you can not serve them anymore. Do not use the words 'drunk' or 'cut off'. Use phrases like:
 - a. "For your safety and the safety of others, I cannot serve you another drink."
 - b. "I feel like you have had too much to drink."
 - c. "I can't give you anymore tonight."
 - d. "I want to make sure neither of us gets into any trouble tonight."
4. Talk to the most sober person in the group and explain the situation.

5. Arrange transportation for the guest by calling Uber or Lyft or offering to call a friend or family member of the guest. Bubbly Side of Life has a phone with these apps that can be easily accessed by any employee.
6. If the guest becomes aggressive, call another employee or police for assistance.

Responsibility to the Customer

Safety is the number one priority for our staff and our guests. As representatives of Bubbly Side of Life, it is crucial that we ensure a safe and enjoyable environment for everyone. This includes being vigilant about the well-being of our guests and responding appropriately to any situations that may arise.

In the event of an emergency, follow these steps to ensure the safety and well-being of our guests:

Medical Emergency Steps:

1. Call 911 immediately: If a guest is experiencing any kind of medical emergency, do not hesitate to contact emergency services.
2. Stay with the guest: If you are trained in first aid, administer it as necessary until professional help arrives.
3. Notify the manager: Inform the manager of the situation so they can assist and coordinate with emergency services.
4. Document the incident: Record all details of the incident in the incident log to ensure proper follow-up and reporting.

Aggressive Guest or Altercation:

- If a guest becomes aggressive or if there is an altercation in the shop, call 911 immediately.

Your priority is to ensure the safety of everyone present. Do not attempt to handle the situation on your own; let the professionals manage it.

Emergency Contacts

All phone numbers will be in the contacts of the Bubbly Side of Life phone that is to remain on the front counter.

In any emergency situation, use the following contact information:

- Police: 911
- Local Non-Emergency: (630) 434-5600
- Nearest Hospital: Good Samaritan Hospital
 - Address: 3815 Highland Ave, Downers Grove, IL
 - Phone: (630) 275-5900

Arrange Safe Transportation

- Use the Bubbly Side of Life phone and call UBER or Lyft.
- American Taxi: Use app on phone or call 847.416.8586

Management Responsibilities

1. Training & Education:

- Distribute the policy manual upon hire with a training session covering:
 - Policies & Procedures
 - Daily Incident Report Log/Incident Report Form
 - Serving alcohol responsibly
 - Local liquor codes
 - Procedures for handling severely intoxicated guests
 - Emergency procedures, including contacting local law enforcement or medical services if necessary.
 - Create/Update and train on opening and closing procedures.
- Obtain and keep on file a copy of each staff member's BASSET certification.
- Conduct quarterly refresher training sessions.
 - Updates on any new liquor laws.
 - Celebration of performance and successes at Bubbly Side of Life.
 - Continued education training on sparkling wine.
- Conduct monthly sparkling wine, beer and cider training sessions.
 - Educate staff on the sparkling wine, cider, and beer available in stock at the shop so that they are comfortable talking about options.

2. Pour Size Guidelines:

- Explain and model the different tasting experiences:
 - 2 oz wine pour for tasting experiences.
 - 5 oz wine pour for a glass.

3. Staff Performance:

- Consistently provide feedback on work performance.
- Discipline when necessary and intervene when necessary..

4. Operational Oversight:

- Open the shop 30 minutes prior to the start of service.
- Ensure all staff understand and adhere to state and local liquor laws.
- Monitor and support staff in handling intoxicated guests.
- Enforce all wine and beer service policies consistently.
- Close and lock shop and posted closing time.

5. Promotions and Marketing:

- Avoid creating promotions that encourage excessive wine consumption.
- Create marketing materials that promote responsible drinking and the enjoyment of wine tasting experiences.

6. Private Tasting Experiences:

- Manage and confirm reservations for private tasting experiences including signing the contract and taking the deposit.

- Ensure all necessary preparations are made for each private event, including setup and coordination with staff.
 - Oversee the delivery of personalized tasting experiences, ensuring each event meets the client's expectations.
 - Maintain clear and ongoing communication with clients to confirm details and accommodate any special requests.
 - Gather feedback from clients post-event to continuously improve the tasting experience offerings.
7. Inventory Management
- Track inventory levels of wine, beer, and other beverages.
 - Reorder stock as necessary to ensure an adequate supply for both regular service and private events.
 - Manage and maintain inventory records accurately.
 - Conduct regular inventory audits to prevent loss and ensure accuracy.
8. Mandatory Warning Signs
- Display required warning signs to inform customers and servers about the legal consequences of underage alcohol sales and purchases.
9. Compliance and Reporting
- Ensure compliance with all licensing requirements and renewals.
 - Maintain up-to-date records of staff certifications and training.
 - Report any incidents involving alcohol service to the appropriate authorities as required.
 - Document any incidents and/or review any documents within 24 hours involving intoxicated guests, refusals of service, or violations of liquor laws.
 - Document and review all incidents to improve policies and procedures.
10. Customer Relations
- Address customer complaints and concerns promptly and professionally.
 - Build and maintain positive relationships with regular guests.
 - Educate customers about responsible drinking practices through informational materials and staff interactions.
 - Solicit feedback from guests to improve services and offerings.
11. Safety
- Implement and enforce safety protocols to protect staff and guests.
 - Conduct regular safety inspections and address any hazards promptly.
 - Support staff in managing intoxicated guests, including evaluating their state, making judgment calls, and taking appropriate action to ensure everyone's safety.
 - Enforce all wine and beer service policies consistently across all staff.
 - Terminate wine and beer service when necessary to prevent over-consumption or manage intoxicated patrons.
 - Refuse to host a wine tasting if it poses a risk to responsible service standards.
 - Make judgment calls as soon as possible if inclement weather could cause potential safety risks to employees on shift.
12. Cleanliness
- Ensure the tasting room and shop are clean, organized, and inviting.
 - Keep cleaning supplies stocked and organized in the janitor's closet.
 - Update opening and closing checklists.

Alcohol Awareness Programs

Always be prepared for periodic compliance tests by the Downers Grove Police Department to ensure no minors are served.

Staff must adhere strictly to all guidelines to avoid citations.

Compliance Testing (Control Buy Program)

The Downers Grove Police Department regularly checks businesses to make sure they're not selling alcohol to minors. They send in someone under 21, called an Under 21 agent, to try to buy alcohol.

If a staff member sells alcohol to the agent, they get a citation right away. The business owner also has to go to a public hearing about the violation. If they're found guilty, they might have to pay fines and penalties.

Penalties include:

- A \$500 fine for the staff member who sold alcohol to the minor.
- Up to \$1000 to cover the costs of the hearing.
- Fines of up to \$15,000.
- Bubbly Side of Life might also have their liquor license suspended or taken away.

DUI Notification

The Downers Grove Police Department will inform an establishment if someone is arrested for DUI and mentions that they were drinking there before the arrest. If an establishment gets many of these notifications, they might have to go to a hearing when they renew their license. At the hearing, the police will review the establishment's policies for serving alcohol.

Local Ordinances You Should Know

Legal Serving Hours (Section 3.31)

Bubbly Side of Life's hours of operation are:

Sunday	12-7pm
Monday	12-7pm
Tuesday	By Appointment
Wednesday	12-7pm
Thursday	12-8pm

Friday	12-9pm
Saturday	11am-9pm

Our store must be closed based on the hours stated, but also familiarize yourself with the serving hours of Downers Grove.

To avoid any penalties, you must know when you stop serving, when to remove any glasses and empty the contents, and when guests must exit the store.

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

- Closing Time for On-Premises Consumption: Customers must stop consuming alcohol one hour after the official closing time.

Minimum Age of Sellers (Section 3.28)

Age Restrictions for Staff

- No Bartending for Under 21s: Only staff members who are 21 years or older can handle the following tasks: taking beer and wine orders, verifying the age of the guest and ringing up the order.

Guidelines for Alcohol Sales to Ensure Compliance (Section 3.25)

Prohibited Sales

- No Alcohol for Underage Individuals: It is illegal to sell, give, or deliver alcohol to anyone under 21 years old.
- No Alcohol for Intoxicated Individuals: It is illegal to sell, give, or deliver alcohol to anyone who is visibly intoxicated.

Penalties

- Fines for Violations: Violations of these rules will result in fines as specified in DGMC Section 1.16 (f)(1)(a).

Presumption of Sale to Minors

- Presumption of Guilt: If a person under 21 is found in possession of alcohol on our premises, it is presumed that our establishment provided the alcohol to them.

Verification of Age

- Right to Refuse Service: To prevent violations, our staff can refuse to sell or serve alcohol to anyone who cannot provide valid proof of being 21 or older.

Alcohol Possession and Consumption (Section 3.34)

Restrictions for Underage Individuals

- General Prohibition: Individuals under 21 years old are not allowed to possess, consume, purchase, attempt to purchase, or accept delivery of alcoholic beverages within the Village.

Penalties

- Fines for Violations: Anyone found violating these rules will be fined between \$75 and \$750.

Adults Sharing Drinks with Minors

Our management has a strict policy that prohibits adults from sharing alcoholic drinks with minors, even if the adults are the minors' legal parents. If this occurs:

1. Immediate Action: The manager will promptly inform the party that sharing drinks with minors is not allowed.
2. Removal of Beverage: The alcoholic beverage in front of the minor will be immediately removed.
3. Further Action if Needed: If the guests continue to disregard this policy, the manager will remove all alcoholic drinks from the adults and will refuse any further alcohol orders.

Selling or Providing Alcohol to Underage Individuals

- Prohibition on Distribution: No one is allowed to sell, give, or deliver alcohol to individuals under 21.

Displaying Licenses (Section 3.23)

- License Display Requirement: All licenses issued under this Chapter, including those issued by the State of Illinois, must be displayed at our establishment.
- Visibility: Licenses should be placed in a conspicuous location where they are easily visible to inspecting officers at all times.

Liquor Product Identification Signs (Section 3.33.2)

At any establishment holding a license for on-premises consumption, liquor product identification signs are strictly prohibited from being displayed as:

- Interior or Exterior Window Signs: Signs identifying liquor products cannot be placed inside or outside windows.
- Exterior Signs: They are not allowed as any form of exterior signage.

Mandatory Warning Signs for Alcohol Sales (Section 3.27)

These warning signs ensure that both customers and servers are aware of the legal consequences of underage alcohol sales and purchases, promoting responsible practices within the community.

In accordance with local regulations, every establishment in the Village where alcoholic liquor is sold must prominently display a printed card containing the following warnings:

Customer Warning:

Warning: If you are under twenty-one (21) years of age, you are subject to a fine of up to seven hundred fifty dollars (\$750.00) under the Downers Grove Municipal Code if you attempt to purchase alcoholic liquor, purchase alcoholic liquor, or misrepresent your age for the purpose of purchasing or obtaining alcoholic liquor. Official photo identification will be required to prove age before purchase.

Warning to Servers & Sellers:

Warning to Servers & Sellers of Alcoholic Liquor: If you sell, give, or deliver alcoholic liquor to a person under twenty-one (21) years of age, you are subject to a minimum fine of five hundred dollars (\$500.00) under DGMC Section 1.16 of the Downers Grove Municipal Code. Official photo identification should be requested from patrons to prove age before a purchase.

Training Requirements for Alcohol Sales (Section 3.33.3)

Off-Premise License Holders

- Employee Training: All employees who sell or distribute alcohol must complete a certified training program and maintain current certification from the program upon hire.

On-Premise License Holders

- Employee Training: All employees who serve, sell, or distribute alcohol must complete a BASSET (Beverage Alcohol Sellers and Servers Education and Training) certified training program and maintain current certification from the program upon hire.
- All certificates will be kept on file and made available for Village inspection.

Delivery Service (Section 3.33.4)

We will offer curbside pickup to our guests during our normal business hours.

Definition of Delivery

"Delivery" involves moving beer or wine purchased from our shop to the customer through Curbside Pickup which is delivery on Main Street or Curtiss curbside with a pickup by the customer.

Delivery Restrictions within Downers Grove

- Age Requirement: Deliveries must be made by someone at least 21 years old.
- Delivery Hours: Deliveries must occur during the hours specified in DGMC Section 3.31(a).
- Signature Requirement: The delivery agent must obtain the signature of someone 21 or older at the delivery address.
- Proof of Age: The delivery agent must verify the age of the recipient with appropriate ID.
- Record Keeping: A record of each delivery must be kept, including the purchaser's name, address, driver's license or state ID number, time, date, place of delivery, and the identity of the delivery agent.

Checklist, Forms & Resources

Incident Report

Date of Incident: _____ Time of Incident: _____(AM or PM)

Type:_____

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

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

How many drinks had been served to the person involved? _____

Did they appear intoxicated? ☐Yes ☐No If yes, please describe:

Was anyone injured? ☐Yes ☐No If yes, please describe:

Were the police called? ☐Yes ☐No If yes, please describe:

Explain in detail what occurred. (Use the back of the paper if necessary.)

Name of person completing this report: _____

Position: _____ Date completed:_____

Check in for Tasting Experience/Private Event

Preparation

- ☐ Clean the tables/bar in the private room.
- ☐ Move them into position if needed.
- ☐ Put out the tasting mats, pens, napkins, aroma charts, oyster crackers and glassware at each place.
- ☐ Place the bottles of sparkling wine into ice buckets and place them on presentation table.
- ☐ Have the TV ready if needed to present.

Greeting Guests

- ☐ Welcome guests as they arrive.
- ☐ Check IDs.
- ☐ Send to the private room.
- ☐ Introduce the guest to the host.

Verification

- ☐ Meet with the experience/event coordinator.
- ☐ Verify the number of guests is the same.
- ☐ Confirm how the final payment is being made.
- ☐ Remind coordinator of the 90 minute time period.

Gathering Time

During the first 10-15 minutes, while you're waiting for all guests to arrive:

- ☐ Check IDs.
- ☐ Give each guest their first tasting.

Starting Experience

Invite guests to find a seat and get ready for the tasting experience.

- ☐ Cover housekeeping details
 - ☐ Point out where the bathrooms are located.
 - ☐ Explain that this tasting experience is approximately 60-75 minutes.
 - ☐ Explain the theme of the night.

Opening/Closing Procedures

Opening Procedures

- ☐ Clock in for your shift no more than 10 minutes before the start time.
- ☐ Wipe down bar counter
- ☐ Log into Square
- ☐ Clean restrooms and stock with necessary supplies.
- ☐ Conduct a quick visual inspection to ensure shelves are well-stocked and organized.
- ☐ Refill any stock that is low from the storage area.
- ☐ Dust shelves and bottles.
- ☐ Attend a staff briefing.

Closing Procedures

- ☐ Celebrate wins of the day
- ☐ Ensure all opened wine bottles from the tasting area are sealed properly or disposed of if no longer good.
- ☐ Clean the tasting area, including washing and storing glasses.
- ☐ Wipe counters, shelves and any surfaces used during the day.
- ☐ Take out the trash and recycling.
- ☐ Ensure restrooms are clean and stocked for the next day.
- ☐ Vacuum and mop the floors.
- ☐ Refill supplies as needed.
- ☐ Document any incidents in the incident log.
- ☐ Clock out after completing any assigned closing tasks.

Illinois Drivers License Samples

Following are the most recent Driver's License samples from the Illinois Secretary of State. It's your responsibility to be familiar with each of these and be able to determine the validity of the ID that is handed to you.

ILLINOIS

NEW DRIVER'S LICENSE/ID CARD DESIGN

Under 21 Driver's License

Driver's License

Under 21 ID Card

ID Card

Under 21 Commercial Driver's License

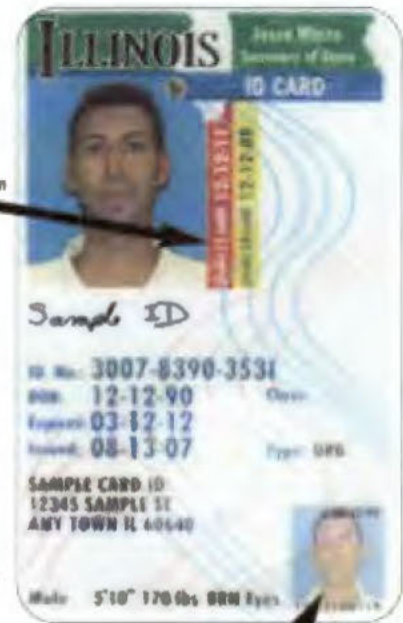
Commercial Driver's License (CDL)

Under 21 Temporary Visitor Driver's License (TVDL)

Temporary Visitor Driver's License (TVDL)

Illinois Secretary of State Jesse White

Driver's License/ID Card Security Features



Driver's License Features

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

Additional Features — Under 21 Driver's License

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

Valid Over 21 Driver's Licenses/ID Cards

NEW to be phased in Fall 2007



Driver's License, issuance phased in Fall 2007



ID card, issuance phased in Fall 2007



CDL, issuance phased in Fall 2007



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

OLD to be phased out upon individual expiration dates



Driver's License



ID card



CDL



TVOL

Valid Under 21 Driver's Licenses/ID Cards

NEW to be phased in Fall 2007



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



Under 21 ID card, issuance phased in Fall 2007



Under 21 CBL, issuance phased in Fall 2007



Under 21 TYDL, issuance phased in Fall 2007

OLD to be phased out upon individual expiration dates



Under 21 Driver's License, issuance began 1/1/95



Under 21 ID Card, issuance began 1/1/95



Under 21 CBL, issuance began 1/1/95



Under 21 TYDL, issuance began 1/1/95



Under 21 Driver's License Style, 12/30/92-12/31/04

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)

Happy Hour

All happy hour specials will be curated by the manager. You are not permitted to create or promote any happy hour specials that have not been created and approved by your manager.

Please refer to the Illinois Liquor Control Commission FAQs on Happy Hour Changes for the state for further details.

FAQs on "happy hour" changes

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

"Happy hour" FAQs (cont'd.)

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

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

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

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

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

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

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

A:

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

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

A: Yes.

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

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

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

A: No.

Q: Can I still offer daily drink specials?

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

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

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

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

A: Yes. Social media advertising is allowed.

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

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

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

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

FAQs on "infusions"

Below are frequently asked questions regarding the legality of "infusions" as cited in Public Act 99-0046 which went into effect on July 15, 2015:



Q: What is an infusion?

A: An infusion is a spirit where ingredients, including, but not limited to, fruits, spices, or nuts, are added to naturally infuse flavor into the spirit.

Q: Can I sell infusions?

A: Yes.

Q: What are the rules and regulations for selling infusions?

A: The infusion may be aged for up to 14 days. After aging, it may be served to customers for up to 21 days. A label is required indicating the production date, the base spirit of the infusion, the date the infusion will finish aging, and the date which the infusion must be destroyed.

Q: How is an infusion different than a mixed drink or pre-mix like a margarita?

A: Infusions are not intended for immediate consumption. Mixed drinks and pre-mixes are intended for immediate consumption.

Q: Do rules differ for pre-mixes like a margarita?

A: Yes. All pre-mix dispensing containers or systems must be drained, contents disposed of, and thoroughly cleaned at least once every week. A record shall be kept on the premises as to the dates the cleaning was done, signed by the person who actually performed the cleaning. ILCC Rule and Regulation 100.160(e).

Q: Is sangria an infusion?

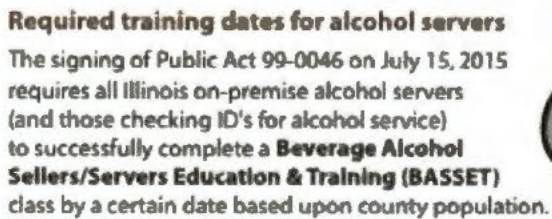
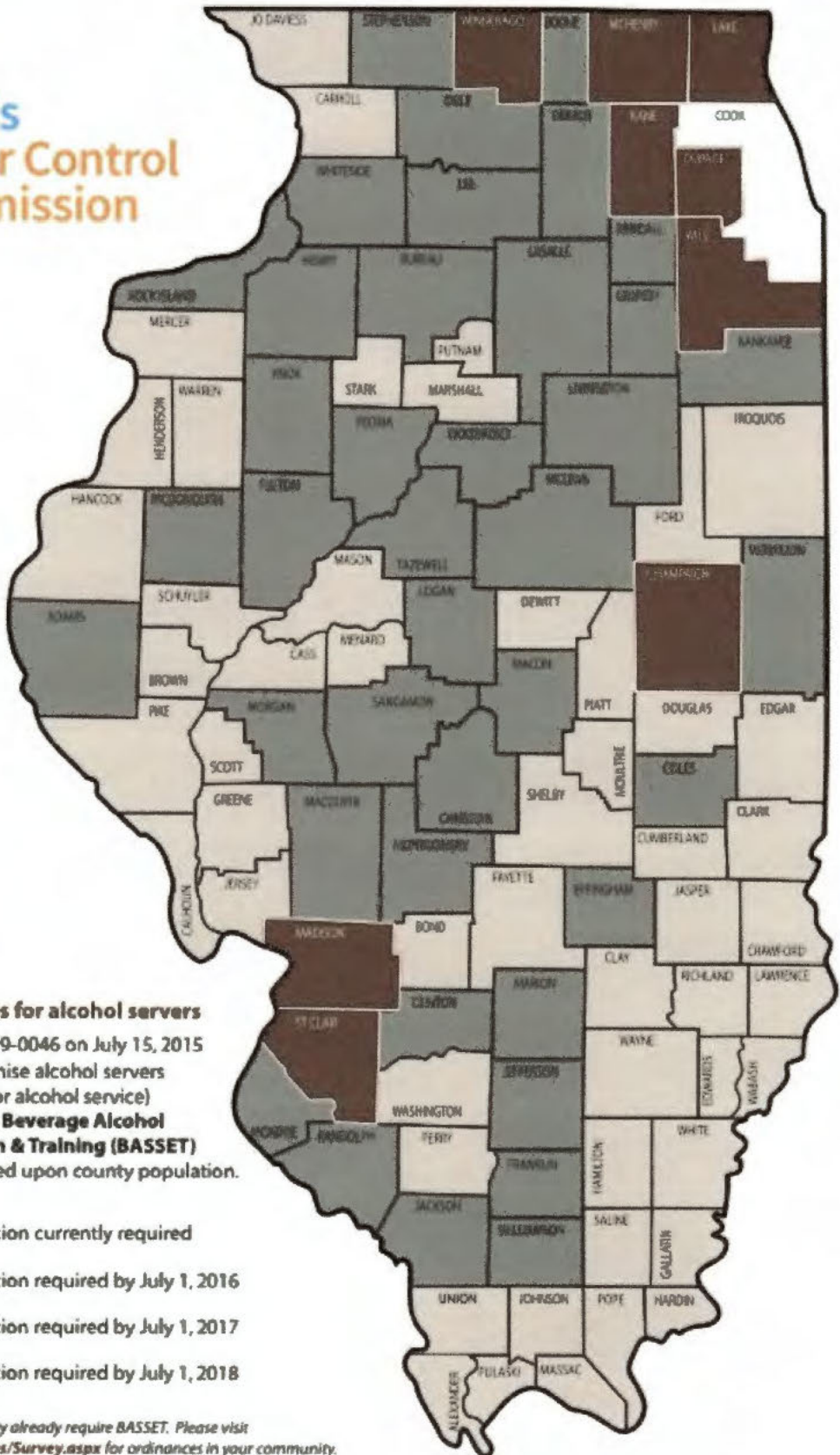
A: No. The base ingredient of sangria is wine not spirits. Therefore, sangria is not an infusion and is regulated according to the pre-mix rules.




Q: Does the Illinois Liquor Control Commission regulate the sales or service of the non-beverage byproducts of an infusion (i.e. fruit saturated with alcoholic liquor)?

A: No. The Illinois Liquor Control Commission solely regulates items which "are capable of being consumed as a beverage by a human being." 235 ILCS 5/1-3.05. Infusion byproducts that are sold or served as food items are regulated by local food ordinances and the Illinois Food, Drug and Cosmetic Act (420 ILCS 620/).

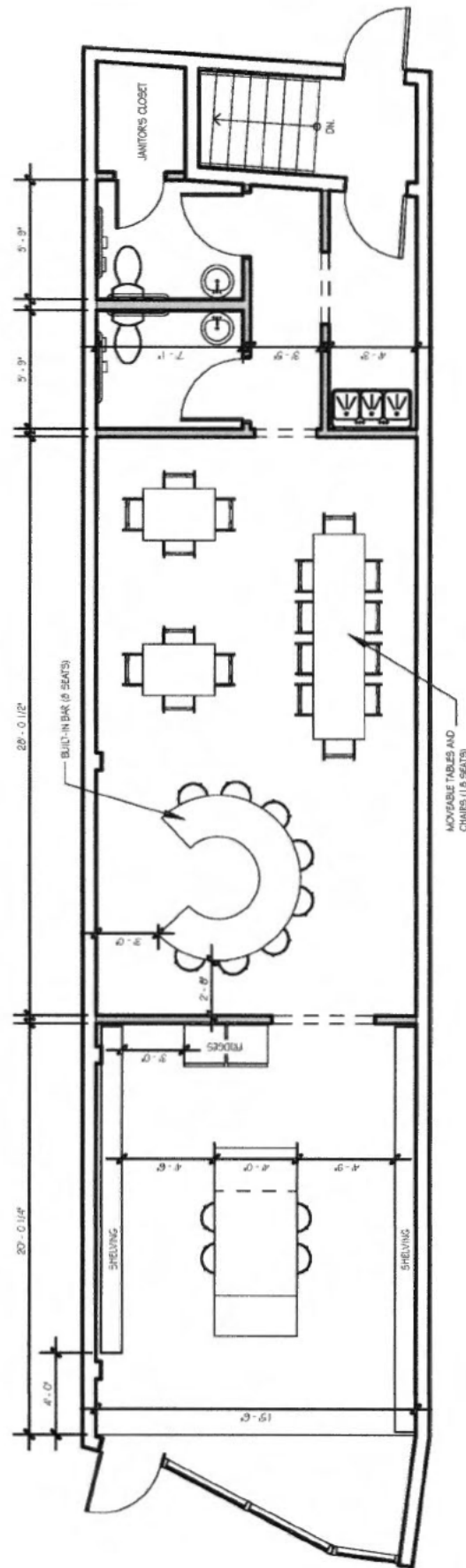
Q: Can I sell infusions to go?

A: No. Infusions can only be served and consumed on the licensed premises.



-  BASSET certification currently required
-  BASSET certification required by July 1, 2016
-  BASSET certification required by July 1, 2017
-  BASSET certification required by July 1, 2018

NOTE: Some local jurisdictions may already require BASSET. Please visit www.illinois.gov/ILCC/SitePages/Survey.aspx for ordinances in your community.



FIRST FLOOR

SCALE: 1/8" = 1'-0"