



Village of Downers Grove

Liquor Commission – Agenda

Table 1 – Liquor Commission meeting information.

Meeting Location	Civic Center – Betty Cheever Council Chambers
Meeting Address	850 Curtiss St., Downers Grove, IL 60515
Meeting Date	August 6, 2026 at 6:30 PM

Call to Order.

Roll Call.

Approval of Minutes.

June 11, 2026

Action Items/Public Hearings.

Application Hearing: DG Golf, LLC d/b/a X Golf located at 1310 Butterfield Road, for a Class REC-1 liquor license.

New Business.

Old Business.

Public Comments.

Adjournment.



Village of Downers Grove

Liquor Commission – DRAFT Minutes

Table 1 - Liquor Commission meeting information.

Meeting Location	Civic Center – Betty Cheever Council Chambers
Meeting Address	850 Curtiss Street, Downers Grove, IL 60515
Meeting Date	June 11, 2026

I. Call to Order.

Chairman Johnson called the June 11, 2026 Liquor Commission meeting to order at 6:06 p.m.

II. Roll Call.

PRESENT: Mr. Fenton, Ms. Kastory, Mr. Mehta, Ms. Saucedo, Chairman Johnson

ABSENT: Mr. Dietrich, Mr. Shah

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

OTHERS: Jeremy Samatas, Dan Thiem, Sean Schorp, Jeredie Sinzinkayo, Dipesh Patel, Chandrakant Patel, Nick Patel, Dhruvilkumar Patel, Bhumi Patel, Court Reporter

III. Approval of Minutes.

Chairman Johnson asked for approval of the minutes for the April 23, 2026 Liquor Commission meeting and asked members if there were any corrections, changes or additions.

Hearing no additional changes, corrections or additions, the April 23, 2026 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. Action Items/Public Hearings.

Chairman Johnson made the following statements:

"The next order of business is to conduct a public hearing for a liquor license application. For the benefit of all present, I would like to state that this Commission does not determine the granting or denial of the issuance of any license. We may, at the end of each hearing, make a finding or recommendation with respect to the application. If necessary, the Commission may adjourn a hearing to a later date in order to have benefit of further information."

"At the conclusion of the hearing, the Commission will 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."

Lucky Monk 1461 Butterfield Road.

Chairman Johnson stated that the first order of business was an application from The Lucky Monk Downers Grove, LLC, located at 1461 Butterfield Road. He stated that the applicant is seeking a Class "R-3", full alcohol, on and off-premise consumption liquor license and a Class "O" outdoor 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.

Mr. Jeremy Samatas, Mr. Dan Thiem and Mr. Sean Schorp were sworn in by the court reporter. Mr. Samatas and Mr. Thiem introduced themselves as part owners of Lucky Monk. Mr. Schorp introduced himself as the General Manager.

Chairman Johnson asked them to explain their request for a liquor license.

Mr. Samatas stated that Lucky Monk has been operating in South Barrington for 16 years. He stated that they focus on burgers and a scratch kitchen. He stated they have their own brewery and plan to offer their beer from the Downers Grove location. He stated he lived and grew up in Downers Grove a number of years ago and felt this a homecoming along with some of the other owners. He stated the seven current owners are family.

Chairman Johnson asked Mr. Samatas if they will be brewing on-site. Mr. Samatas replied no.

Chairman Johnson asked Mr. Samatas if they have a patio and are requesting a license for that area. Mr. Samatas replied yes.

Chairman Johnson asked Mr. Samatas if they will be selling product for consumption off-premises in addition to selling product for on-premise consumption. Mr. Samatas replied yes.

Chairman Johnson stated that any decision by the Mayor granting a liquor license shall specifically confirm to an expected date of occupancy. He added that no decision shall be valid for more than ninety (90) days after the expected occupancy date. He stated that extensions may be granted or a new application may be required in accordance with Section 3.12(e)(2) of the Downers Municipal Code.

Chairman Johnson asked the expected date of occupancy. Mr. Samatas replied the latter half of July.

Chairman Johnson noted that the lease began in November of 2025. Mr. Samatas replied yes.

Chairman Johnson asked Mr. Samatas if renovations have been taking place since this time. Mr. Samatas replied yes.

Chairman Johnson asked for questions from the Commission.

Commissioner Saucedo had no questions. She commented that the handbook is very thorough and noticed that manager's approval is required if staff is presented with a vertical ID.

Commissioner Mehta asked if they have had any infractions in South Barrington since they opened. Mr. Samatas replied no.

Commissioner Mehta asked about their plans for staff training staff. Mr. Schorp replied that they will require alcohol training prior to employment. He stated staff will need to submit Bassett, food handlers, allergen as well as the RASP training prior to employment. He stated that they will conduct alcohol trainings quarterly.

Mr. Thiem added they have daily standups with South Barrington employees as they enter their shifts and plan to do daily standups in Downers Grove. He noted this brief meeting will go over the days' highlights and discussed identification processes and make sure that there is an adherence to policy.

Mr. Mehta noted that the site was the former Brickhouse which had a very nice outdoor space. He cautioned them that they may have a hard time keeping an eye on the exterior. He noted it's one thing to card someone but they should be mindful of what happens to the alcohol once it is served.

Ms. Kastory asked if they have any consequences for employees who sell to underage patrons. Mr. Schorp stated that there is a significant fine from the Village. He stated it will result in a loss of employment. He was aware that the establishment will be subjected to the violation penalties. He noted that was one of the reasons why a manager's eye should be on the vertical ID as it is a serious topic for them.

Commissioner Fenton asked if they will have under 21 employees. Mr. Schorp replied serving, but not bartending.

Chairman Johnson noted that they have been in business for 16 years. He asked Mr. Schorp about his experience. Mr. Schorp replied he worked just shy of 13 years for a Lettuce Entertain You venue and most recently as the GM at Violi in Oak Brook.

Chairman Johnson was pleased that they have had no issues with regard to their license in South Barrington. He asked how the Downers Grove application process is compared to South Barrington. Mr. Thiem replied it is a similar process. He noted that they May of 2003 under a different concept. He advised that they closed down just shy of a year to re-concept the site to what is now known as, The Lucky Monk

Chairman Johnson asked if they were aware if South Barrington administered a controlled buy program where a law enforcement officer tests the site for alcohol sales compliance. Mr. Thiem replied he did not know and had never heard of the program from South Barrington. He advised they never had received a violation.

Chairman Johnson asked if staff had any comments concerning the application.

Ms. Kuchynka stated that factors affecting the finding or recommendation include receipt of the annual fee, certificate of insurance, Certificate of Occupancy and employee certifications.

Ms. Kuchynka stated that Lucky Monk representatives advised that their projected opening would be late July, 2026.

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 the applicant’s request for a Class R-3 liquor license.

Mr. Mehta moved to find The Lucky Monk Downers Grove, LLC d/b/a The Lucky Monk located at 1461 Butterfield Road qualified for a Class “R-3”, full alcohol on and off-premise consumption liquor license. Ms. Kastory seconded.

Vote.

Aye: Mr. Mehta, Ms. Kastory, Mr. Fenton, Ms. Saucedo, Chairman Johnson.

Nay: None.

Abstain: None.

MOTION CARRIED: 5:0:0.

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 the applicant’s request for a Class “O” outdoor liquor license.

Mr. Mehta moved to find The Lucky Monk Downers Grove, LLC d/b/a The Lucky Monk located at 1461 Butterfield Road qualified for a Class “O”, outdoor liquor license. Ms. Kastory seconded.

Vote.

Aye: Mr. Mehta, Ms. Kastory, Mr. Fenton, Ms. Saucedo, Chairman Johnson.

Nay: None.

Abstain: None.

MOTION CARRIED: 5:0:0.

IV. Disciplinary Hearings for Alleged Violations

Chairman Johnson made the following statements:

"The next order of business is to conduct disciplinary hearings for alleged violations."

"Section 3-40 of the Downers Grove Municipal Code provides that the Local Liquor Commissioner may revoke or suspend any license issued if the Commissioner determines that the licensee has violated any of the provisions of this chapter or any State law pertaining to the sale of alcohol. Both under the Section cited above, and under Chapter 235, Section 5/7-5, Illinois Compiled Statutes, the Local Liquor Commissioner is required to hold a public hearing after notice to the licensee, in which the licensee is afforded an opportunity to appear and defend. Pursuant to Section 3-5 of the Downers Grove Municipal Code, this hearing is being conducted by the Local Liquor Commission at the request of the Local Liquor Commissioner."

"The Commissioner has the power to temporarily suspend a license without a hearing if there is reason to believe that continued operation of the licensed business would immediately threaten the welfare of this community. Such was not done in these cases. The licensees may be represented by counsel, although he need not be for the purposes of this hearing."

Chairman Johnson asked if there were signed stipulations in these cases. Attorney Rissman replied yes.

Chairman Johnson made the following stated that in view of the signed stipulations for each case, the order of the hearing will be substantially as follows:

- A. Prosecution will read each signed stipulation into the record with the opportunity for the licensee to register its concurrence or non-concurrence for the record.
- B. Prosecution may present any additional evidence in this case with the right of the licensee to cross-examine.
- C. Licensee may present any defense or mitigating evidence with right of the prosecution to cross-examine.
- D. Summary of case by prosecution and defense."

"The prosecution should establish that timely notice of this hearing has been provided to the licensee."

"Witnesses shall be sworn."

"Strict rules of evidence will not need to be adhered to although the Commission expects to exercise control over the hearing to ensure that irrelevant or repetitive testimony does not unduly prolong the hearing."

"A court reporter is present and will take the proceedings verbatim. Staff is also present for the purpose of summarizing the proceedings."

"The Commission will submit the findings and recommendations to the Local Liquor Commissioner regarding the existence and nature of any violation, if any."

"Upon receipt of the recommendation of the Commission, the Commissioner will render a decision and the licensees will be notified in writing."

Walgreens #04636 – 1000 Ogden Avenue

Chairman Johnson stated that before us is Bond Drug Company of Illinois, LLC d/b/a Walgreens located at 1000 Ogden Avenue. He stated that the licensee has been charged with a violation of Section 3.25 of the Downers Grove Liquor Control Ordinance.

Chairman Johnson asked that any individuals in the audience who will represent the licensee step forward and be seated. He asked that any individual giving testimony be sworn in by the Court Reporter. He asked that they state and spell their name for the record and indicate their affiliation with the establishment.

Mr. Jeredie Sinzinkayo was sworn in by the court reporter. He introduced himself as the Assistant Store Manager.

Chairman Johnson asked the Prosecuting Attorney to proceed. Attorney Rissman made the following statements:

The parties to this hearing before the Liquor Commission of the Village of Downers Grove by and through their attorneys, if any, hereby stipulate as follows:

1. Bond Drug Company of Illinois, LLC d/b/a Walgreens #04636, 1000 Ogden Avenue, Downers Grove, Illinois, is the holder of a Class P-1 Liquor License No. LQ202500301, issued by the Village of Downers Grove. That said Licensee has held a liquor license for this location from the Village of Downers Grove since March 26, 2010.
2. Notice of this hearing was served upon the Licensee by certified mail to its registered agent and by personal delivery to the manager of the licensed premises. A copy of the certificates of service are attached to the stipulation as Exhibit 1.
3. At approximately 5:15 p.m., on Wednesday, April 29, 2026, Downers Grove Police Officer Milas observed , a special agent of the Downers Grove Police

Department under the age of twenty-one (21), R.M. whose date of birth is October 4, 2007 (making her 18 years old), enter Walgreens #04636 located at 1000 Ogden Avenue, Downers Grove.

4. That the Special Agent retrieved a bottle of BeatBox Pink Lemonade and approached the front cash register of Walgreens #04636 where Jamie Nottlemann was working as a cashier.
5. That the Special Agent placed the BeatBox Pink Lemonade on the counter and handed to her valid Illinois driver's license indicating her date of birth as October 4, 2007, and reading "Under 21 until 10-04-28" on the face of the license)
6. That Jamie Nottlemann, whose date of birth is January 14, 2003 viewed the special agent's drivers license, cleared an alert on the register, completed an entry and returned the driver's license to the special agent.
7. That Jamie Nottlemann scanned the BeatBox Pink Lemonade and charged the special agent \$4.39 for the item.
8. That the Special Agent provided the cashier \$5.00 and received \$0.61 in change.
9. That Officer Milas who witnessed the events in the foregoing paragraphs, identified themselves and advised that he/she/they witnessed the delivery of an alcoholic beverage to a minor.
10. That Jamie Nottlemann was issued a Village ordinance administrative citation for delivering alcohol to a minor in violation of Section 3-25(a) of the Downers Grove Municipal Code.
11. Officer Milas advised that notice of further action would be forthcoming from the Downers Grove Liquor Commission.

Attorney Rissman asked that the signed stipulation be entered into the record as Village's Exhibit #1.

Chairman Johnson accepted the signed stipulation into the record as Village's Exhibit #1.

Chairman Johnson asked the Licensee to present its case.

Mr. Sinzinkayo advised that he was not working during the time the incident took place. He stated the violation was the fault of a single employee who failed to follow procedure and was subsequently terminated, and that the company has extensive training protocols.

Mr. Sinzinkayo stated that he has been with the company for six months. He stated that employees are trained, and they encourage associates to properly read the drivers licenses.

Chairman Johnson confirmed that Mr. Sinzinkayo was not working on the evening of the incident and asked where the Liquor Manager, Mr. Trujillo was. Mr. Sinzinkayo replied that Mr. Trujillo's last day with Walgreens was last week.

Chairman Johnson asked for questions from the Commission

Ms. Saucedo asked Mr. Sinzinkayo who was manning the store while he was present at tonight's hearing. Mr. Sinzinkayo replied the shift lead.

Ms. Kastory had no questions.

Mr. Fenton asked how the employee bypassed the system. Mr. Sinzinkayo replied that there is a popup that comes on the register screen, which asked for the month, date, year of birth. He stated that employees can enter the date of birth or scan the back of the license. He was unsure why this process was not followed.

Ms. Fenton noted that some licensees who failed in the past have implemented a policy that all IDs be scanned for age verification and recommended this process

for Walgreens. Mr. Fenton noted that there was a violation at the store a long while ago, but this is a second time a minor was sold to. Mr. Fenton noted that an employee bypassed the system and stated that scanning IDs should be considered a requirement.

Mr. Mehta asked Mr. Sinzinkayo if there is a new manager at the store. Mr. Sinzinkayo replied there is a temporary manager at the time and permanent store manager will be coming in a few weeks.

Mr. Mehta asked if the new store manager is aware of this incident. Mr. Sinzinkayo replied yes.

Mr. Mehta asked what has been done since this incident. Mr. Sinzinkayo replied that in addition to training, employees were advised of citations issued by the Village and loss of employment.

Mr. Mehta noted the seriousness of the incident and was concerned due to the proximity of the site to the high school, and questioned whether Walgreens was taking this violation seriously. Mr. Sinzinkayo replied that they have reinforced the importance of ID checking to customer associates at daily meetings.

Chairman Johnson asked Mr. Sinzinkayo if Ms. Nottlemann received training from Walgreens. Mr. Sinzinkayo replied that she received training before she was allowed to sell alcohol.

Chairman Johnson asked Mr. Sinzinkayo what has been done since the incident. Mr. Sinzinkayo replied that Ms. Nottlemann is no longer employed. He stated that the violation information was shared with the team and they have been encouraged to check identification.

Chairman Johnson asked Mr. Sinzinkayo if there have been any changes made to their POS system and/or not allowing employees to clear alerts. Mr. Sinzinkayo replied they will be able to manually enter a date of birth.

Chairman Johnson asked the prosecuting attorney to summarize.

Attorney Rissman summarized by stating that the Licensee has stipulated to a violation of Section 3.25 of the Downers Grove Municipal Code. He stated that notice was properly served on the Licensee. He asked that the Liquor Commission find the Licensee guilty of a violation of Section 3.25 of the Municipal Code.

Chairman Johnson asked if the Licensee had any additional comments for the record. Mr. Sinzinkayo had no further comments.

Upon hearing the evidence presented in the case Chairman Johnson requested a motion as to whether the licensee be found guilty or not guilty of a violation of Section 3.25 of the Downers Grove Municipal Code.

Mr. Fenton moved to find Bond Drug Company of Illinois, LLC d/b/a Walgreens #04636 located at 1000 Ogden Avenue guilty of a violation of Section 3.25 of the Downers Grove Municipal Code. Ms. Kastory seconded.

Vote.

Aye: Mr. Fenton, Ms. Kastory, Mr. Mehta, Ms. Saucedo, Chairman Johnson.

Nay: None.

Abstain: None.

MOTION CARRIED: 5:0:0.

Mr. Mehta asked Ms. Kuchynka if the Village has any information on the updated Liquor Manager. Ms. Kuchynka replied that she will need to contact Walgreens and was unaware that Mr. Trujillo was no longer employed at this location.

7-Eleven – 5105 Fairview Avenue

Chairman Johnson stated that before us is Saanvi 1, Inc. d/b/a 7-Eleven #33759C, located at 5105 Fairview. He stated that the licensee has been charged with a violation of Section 3.25 of the Downers Grove Liquor Control Ordinance.

Chairman Johnson asked that any individuals in the audience who will represent the licensee step forward and be seated. He asked that any individual giving testimony be sworn in by the Court Reporter. He asked that they state and spell their name for the record and indicate their affiliation with the establishment.

Mr. Dipesh Patel was sworn in by the court reporter. Mr. Patel introduced himself as the owner/franchisee of 7-Eleven.

Chairman Johnson asked the Prosecuting Attorney to proceed. Attorney Rissman made the following statements:

The parties to this hearing before the Liquor Commission of the Village of Downers Grove, by and through their attorneys, if any, hereby stipulate as follows:

1. Saanvi 1, Inc. d/b/a 7-Eleven #33759C, located at 5105 Fairview, Downers Grove, Illinois, is the holder of a Class P-1 Liquor License No. LQ202500318, issued by the Village of Downers Grove. That said Licensee has held a liquor license for this location from the Village of Downers Grove since November 1, 2023.
2. Notice of this hearing was served upon the Licensee by certified mail to its registered agent and by personal delivery to the manager of the licensed premises. A copy of the certificates of service are attached hereto as Exhibit 1 and are hereby incorporated herein by reference.
3. At approximately 5:42 p.m. on Wednesday, April 29, 2026, Downers Grove Police Officer Wade Larkin observed I.P., a special agent of the Downers Grove Police Department under the age of twenty-one (21), whose date of

birth is July 8, 2008 (making her 17 years old), enter 7-Eleven #33759C located at 5105 Fairview, Downers Grove.

4. That the Special Agent retrieved a can of MegaBat Vodka Cocktail and approached the front cash register of 7-Eleven #33759C where Rashid Mehmood was working as a cashier.
5. That the Special Agent placed the MegaBat Vodka Cocktail on the counter.
7. That cashier Rashid Mehmood asked the Special Agent for her identification.
8. That the Special Agent provided her valid Illinois driver's license indicating her date of birth as July 8, 2008, and reading "Under 21 until 07-08-29" on the face of the license.
9. That Rashid Mehmood, whose date of birth is February 28, 1981 viewed the Special Agent's driver's license and then returned the driver's license to the Special Agent.
10. That Rashid Mehmood scanned the MegaBat Vodka Cocktail and charged the special agent \$3.84 for the item.
11. That the Special Agent provided the cashier \$5.00 and received \$1.16 in change.
12. That Officer Larkin, who witnessed the events in the foregoing paragraphs, identified himself as a police officer and advised that he witnessed the sale of an alcoholic beverage to a minor.
13. That Rashid Mehmood was issued a Village ordinance administrative citation for delivering alcohol to a minor in violation of Section 3-25(a) of the Downers Grove Municipal Code.
14. Officer Larkin advised that notice of further action would be forthcoming from the Downers Grove Liquor Commission.

Attorney Rissman asked that the signed stipulation be entered into the record as Village's Exhibit #1.

Chairman Johnson accepted the signed stipulation into the record as Village's Exhibit #1.

Chairman Johnson asked the Licensee to present its case.

Mr. Patel advised that he was not at the location when the incident occurred. He stated that Rashid explained that he misread the date on the license and made the sale.

Mr. Patel stated that 7-Eleven had a glitch in the system software update. He stated that they have been scanning IDs since the glitch was corrected by 7-Eleven corporate.

Mr. Patel advised Ms. Kuchynka that Rashid has been going through the BASSET training again, even though he had completed the training in January.

Chairman Johnson asked for questions from the Commission

Ms. Mehta asked Mr. Patel what his role is. Mr. Patel replied that he is the franchisee and license holder.

Mr. Mehta asked Mr. Patel if Rashid is still employed. Mr. Patel replied yes. He advised that it is difficult to get workers. He stated that he cut Rashid's work schedule from five to three days. He noted that Rashid is also been re-trained in the six week long 7-Eleven university program.

Mr. Mehta asked Mr. Patel what re-training has he done on the franchise level. Mr. Patel replied that they have daily meetings with staff and remind them to check and scan IDs.

Mr. Mehta asked Mr. Patel if staff is able to enter in a customer's date of birth without scanning. Mr. Patel replied not anymore.

Mr. Mehta asked Mr. Patel what happens if the scanner does not work. Mr. Patel advised that the employee must deny the sale.

Ms. Saucedo had no questions.

Ms. Kastory had no questions.

Mr. Fenton stated that employees should be going through a training program immediately so they do not find themselves in this position again. He was pleased that they have implemented the scanning where keying in date of birth is locked down. Mr. Patel replied that Rashid is BASSET certified, but he is making him go through the training again as a result of the incident.

Ms. Kuchynka advised that BASSET certifications are valid for three years. Ms. Kuchynka asked Mr. Patel to confirm that Rashid was taking the program again. Mr. Patel replied yes.

Chairman Johnson recalled the application hearing for 7-Eleven and noted that there was conversation about the store's ability to scan IDs. He noted that the employee did not scan the ID. Mr. Patel confirmed and noted that there was a glitch in the 7-Eleven software which was the reasoning as to why the employee manually entered the date.

Chairman Johnson asked Mr. Patel when the glitch was discovered. Mr. Patel noted that the software update took place around April 20th. He noted that the problem was not limited to his location but throughout 7-Eleven locations.

Chairman Johnson asked Mr. Patel when the software problem was rectified. Mr. Patel replied the 7th or 8th of May.

Chairman Johnson asked if Mr. Mehmood was still employed. Mr. Patel replied yes.

Chairman Johnson asked the prosecuting attorney to summarize.

Attorney Rissman summarized by stating that the Licensee has stipulated to a violation of Section 3.25 of the Downers Grove Municipal Code. He stated that notice was properly served on the Licensee. He asked that the Liquor Commission find the Licensee guilty of a violation of Section 3.25 of the Municipal Code.

Chairman Johnson asked if the Licensee had any additional comments for the record. Mr. Patel had no further comments.

Upon hearing the evidence presented in the case, Chairman Johnson requested a motion as to whether the licensee be found guilty or not guilty of a violation of Section 3.25 of the Downers Grove Municipal Code.

Mr. Fenton moved to find Saanvi 1, Inc. d/b/a 7-Eleven #33759C, located at 5105 Fairview, guilty of a violation of Section 3.25 of the Downers Grove Municipal Code. Ms. Kastory seconded.

Vote.

Aye: Mr. Fenton, Ms. Kastory, Mr. Mehta, Ms. Saucedo, Chairman Johnson.

Nay: None.

Abstain: None.

MOTION CARRIED: 5:0:0.

Corner Pantry – 4240 Main Street

Chairman Johnson stated that before us is Swanokhi, Inc. d/b/a Corner Pantry, located at 4240 Main Street. He stated that the licensee has been charged with a violation of Section 3.25 of the Downers Grove Liquor Control Ordinance.

Chairman Johnson asked that any individuals in the audience who will represent the licensee step forward and be seated. He asked that any individual giving testimony be sworn in by the Court Reporter. He asked that they state and spell their name for the record and indicate their affiliation with the establishment.

Mr. Chandrakant Patel was sworn in by the court reporter. Mr. Patel introduced himself as the owner of the Corner Pantry.

Chairman Johnson asked the Prosecuting Attorney to proceed. Attorney Rissman made the following statements:

The parties to this hearing before the Liquor Commission of the Village of Downers Grove by and through their attorneys, if any, hereby stipulate as follows:

1. Swanokhi, Inc. d/b/a Corner Pantry, located at 4240 Main Street, Downers Grove, Illinois, is the holder of a Class P-1 Liquor License No. LQ202500284, issued by the Village of Downers Grove. That said Licensee has held a liquor license for this location from the Village of Downers Grove since October 22, 2024.
2. Notice of this hearing was served upon the Licensee by certified mail to its registered agent and by personal delivery to the manager of the licensed premises. A copy of the certificates of service are attached hereto as Exhibit 1 and are hereby incorporated herein by reference.
3. At approximately 5:39 p.m., on Wednesday, April 29, 2026, Downers Grove Police Officer Calvin Milas observed R.M., a special agent of the Downers Grove Police Department under the age of twenty-one (21), whose date of birth is October 4, 2007 (making her 18 years old), enter Corner Pantry located at 4240 Main Street, Downers Grove.
4. That the Special Agent retrieved a High Noon Vodka Seltzer and approached the front cash register of Corner Pantry where the owner, Chandrakant Patel was working as a cashier.

5. That the Special Agent placed the High Noon Vodka Seltzer on the counter.
6. That Chandrakant Patel scanned the High Noon Vodka Seltzer and charged the special agent \$5.49 for the item.
7. That the Special Agent provided the cashier \$10.00 and received \$4.51 in change.
8. That at no time did owner/cashier Chandrakant Patel, whose date of birth is September 19, 1980, view the special agent's driver's license or request identification.
10. That Officer Milas who witnessed the events in the foregoing paragraphs, identified himself as a police officer and advised that he witnessed the delivery of an alcoholic beverage to a minor.
11. That Chandrakant Patel was issued a Village ordinance administrative citation for delivering alcohol to a minor in violation of Section 3-25(a) of the Downers Grove Municipal Code.
12. Officer Milas advised that notice of further action would be forthcoming from the Downers Grove Liquor Commission.

Attorney Rissman asked that the signed stipulation be entered into the record as Village's Exhibit #1.

Chairman Johnson accepted the signed stipulation into the record as Village's Exhibit #1.

Chairman Johnson asked the Licensee to present its case.

Mr. Patel advised that he was the one working on the day of the violation and made a mistake. He stated that he did not request for or check the identification.

Chairman Johnson asked for questions from the Commission.

Ms. Saucedo asked if he has any employees. Mr. Patel replied just he and his partner.

Ms. Saucedo stated that Mr. Patel is an owner and this was not acceptable. Mr. Patel apologized.

Ms. Kastory asked Mr. Patel if they are able to complete a sale without scanning or checking identification. Mr. Patel replied that they have a POS system but this time he did not check the ID. He stated he is buying a new POS system where you cannot collect cash without scanning an ID.

Mr. Mehta asked Mr. Patel how much of his sales are alcohol related. Mr. Patel replied 40%.

Mr. Mehta asked Mr. Patel what would happen if he lost his license. Mr. Patel replied that this was his first and last mistake, and if anything were to happen next time he would accept it.

Mr. Mehta reminded Mr. Patel of his proximity to the high school. Mr. Patel understood and replied he mostly checks identification. Mr. Mehta replied mostly is not acceptable and it must be requested 100% of the time.

Mr. Patel stated he is putting in a new system and without scanning the ID, cash cannot be accepted.

Mr. Mehta noted that the POS scanning software would be a good investment if he had employees but him as an owner to do this, perhaps no.

Mr. Fenton felt that implementing the new system to require scanning is good, but there has to be something in place so this does not happen again.

Chairman Johnson stated as owner, Mr. Patel must lead by example and noted this was unconscionable.

Chairman Johnson asked Mr. Patel how many employees he has. Mr. Patel replied that he works mostly, with help from just his partner.

Attorney Rissman summarized by stating that the Licensee has stipulated to a violation of Section 3.25 of the Downers Grove Municipal Code. He stated that notice was properly served on the Licensee. He asked that the Liquor Commission find the Licensee guilty of a violation of Section 3.25 of the Municipal Code.

Chairman Johnson asked if the Licensee had any additional comments for the record. Mr. Patel had no further comments.

Upon hearing the evidence presented in the case Chairman Johnson requested a motion as to whether the licensee be found guilty or not guilty of a violation of Section 3.25 of the Downers Grove Municipal Code.

Mr. Mehta moved to find Swanokhi, Inc. d/b/a Corner Pantry, located at 4240 Main Street, guilty of a violation of Section 3.25 of the Downers Grove Liquor Control Ordinance. Mr. Fenton seconded.

Vote.

Aye: Mr. Mehta, Mr. Fenton, Ms. Kastory, Ms. Saucedo, Chairman Johnson.

Nay: None.

Abstain: None.

MOTION CARRIED: 5:0:0.

BP – 1200 75th Street

Chairman Johnson stated that before us is Downers Grove Gasoline, Inc. d/b/a Downers Grove BP, located at 1200 75th Street. He stated that the licensee has been charged with a violation of Section 3.25 of the Downers Grove Liquor Control Ordinance.

Chairman Johnson asked any individuals in the audience who will represent the licensee step forward and be seated. He asked that any individual giving testimony be sworn in by the Court Reporter. He asked that they state and spell their name for the record and indicate their affiliation with the establishment.

Mr. Nick Patel and Mr. Dhruvilkumar Patel were sworn in by the court reporter. Mr. Nick Patel introduced himself as the manager of the location. Mr. Dhruvilkumar Patel introduced himself as an employee.

Chairman Johnson asked the Prosecuting Attorney to proceed. Attorney Rissman made the following statements:

The parties to this hearing before the Liquor Commission of the Village of Downers Grove, by and through their attorneys, if any, hereby stipulate as follows:

1. Downers Grove Gasoline, Inc. d/b/a Downers Grove BP, located at 1200 75th Street, Downers Grove, Illinois, is the holder of a Class P-1 Liquor License No. LQ202500274, issued by the Village of Downers Grove. That said Licensee has held a liquor license for this location from the Village of Downers Grove since December 23, 2021.
2. Notice of this hearing was served upon the Licensee by certified mail to its registered agent and by personal delivery to the manager of the licensed premises. A copy of the certificates of service are attached hereto as Exhibit 1 and are hereby incorporated herein by reference.
3. At approximately 6:37 p.m., on Wednesday, April 29, 2026, Downers Grove Police Officer Milas observed I.P., a special agent of the Downers Grove Police Department under the age of twenty-one (21), whose date of birth is July 8, 2008 (making her 18 years old), enter Downers Grove BP located at 1200 75th Street, Downers Grove.

4. That the Special Agent retrieved a case of Budweiser beer and approached the front cash register of Downers Grove BP where Dhruvilkumar Patel was working as a cashier.
5. That the Special Agent placed the case of Budweiser beer on the counter.
6. That Dhruvilkumar Patel scanned the beer and charged the special agent \$8.77 for the item.
7. That the Special Agent provided the cashier \$10.00 and received \$1.23 in change.
8. That at no time did cashier Dhruvilkumar Patel, whose date of birth is September 24, 1982, view the special agent's driver's license or request identification.
9. That Officer Milas who witnessed the events in the foregoing paragraphs, identified himself as a police officer and advised that he witnessed the delivery of an alcoholic beverage to a minor.
10. Dhruvilkumar Patel was issued a Village ordinance administrative citation for delivering alcohol to a minor in violation of Section 3-25(a) of the Downers Grove Municipal Code.
11. Officer Milas advised that notice of further action would be forthcoming from the Downers Grove Liquor Commission.

Attorney Rissman asked that the signed stipulation be entered into the record as Village's Exhibit #1.

Chairman Johnson accepted the signed stipulation into the record as Village's Exhibit #1.

Chairman Johnson asked the Licensee to present its case.

Mr. Patel advised that he had left the store around 4PM and an officer called him around 5:30 to explain the situation. He stated that his employee was on the phone at the time of the sale and did not pay attention to the sale of alcohol to the minor.

Mr. Patel stated that upon hire, employees are required to sign their alcohol policy. He stated that he brought along the employee who was involved in the sale and invited them to question him on what happened that day.

Chairman Johnson asked for questions from the Commission.

Ms. Saucedo noted that there was a violation in 2022. She asked Mr. Patel if he was responsible for the store at that time. Mr. Patel replied he started after that.

Ms. Saucedo asked Mr. Patel if the employee is still employed. Mr. Patel replied he was not as he wanted to bring the employee with him this evening.

Mr. Patel stated that he gave Dhruvilkumar Patel written notice. He stated that an employee may be terminated for selling to a minor but he did not do so yet because he wanted Dhruvilkumar to attend.

Mr. Patel stated since the first violation they have been very strict. He added that they changed the POS system to scan IDs. He stated that Dhruvilkumar bypassed the scanner. He stated Dhruvilkumar had a violation because he was attending to a personal phone call.

Ms. Kastory had no questions.

Mr. Fenton asked if IDs have to be scanned. Mr. Patel replied yes. He stated that if someone comes in with a passport, they have to manually enter them.

Mr. Fenton stated this is the second time the location has been before the Commission for a violation. Mr. Patel apologized. He stated that Dhruvilkumar has

been working since 2023. He added that Dhruvilkumar will admit he was guilty because he was on the phone for some emergency.

Mr. Patel stated that he has stricter policies to not allowing employees to use the phone while working, and limit them to their break time.

Mr. Mehta recalled when the applicant appeared before the Commission as they were one of the first gas stations to obtain a license.

Mr. Patel stated that he has given training to every employee. He noted that after the hearing he will be terminating Dhruvilkumar.

Mr. Mehta asked how many employees do they have. Mr. Patel replied four.

Mr. Mehta asked Mr. Patel what will he be doing to make sure this does not happen again. Mr. Patel replied that he will be training employees every month in lieu of quarterly.

Mr. Mehta asked Mr. Patel if he can get a report from the POS system every time an employee uses a bypass. Mr. Patel replied yes.

Mr. Mehta asked Mr. Patel if he has been checking those reports and what they do with the information. Mr. Patel replied yes, and he will tell his employees not to bypass the system without checking IDs.

Mr. Mehta asked why employees would bypass the system. Mr. Patel replied in order to provide faster service or if it is a sale for an everyday customer.

Mr. Patel stated that they have eight liquor licenses and did not want to mess up anything because of a violation, which is why he personally has handled this store since the first violation.

Chairman Johnson asked Mr. Patel if he agreed with the signed stipulation. Mr. Patel replied yes.

Chairman Johnson asked Mr. Patel if he was aware that the Commission was provided letters explaining the Licensee's position on the violation from both Mr. Patel and Dhruvilkumar. Mr. Patel replied yes.

Chairman Johnson asked Mr. Patel if he crafted the letters. Mr. Patel replied yes.

Chairman Johnson asked Mr. Patel when the violation occurred. Mr. Patel replied April 29th. He stated by mistake he put the 30th on the letter as that is when he received an email from Ms. Kuchynka about the violation.

Chairman Johnson stated that Mr. Patel also provided the Commission with an updated policy manual. Mr. Patel replied yes. Chairman Johnson asked Mr. Patel why the document was signed dating back to 2023. Mr. Patel replied that was the training document signed back when Dhruvilkumar was employed.

Chairman Johnson stated that the most important change to the manual given this situation was that employees are not allowed to use cell phones and giving the Liquor Commission the old policy was a bit confusing. Mr. Patel agreed.

Attorney Rissman summarized by stating that the Licensee has stipulated to a violation of Section 3.25 of the Downers Grove Municipal Code. He stated that notice was properly served on the Licensee. He asked that the Liquor Commission find the Licensee guilty of a violation of Section 3.25 of the Municipal Code.

Chairman Johnson asked if the Licensee had any additional comments for the record. Mr. Patel had no further comments.

Upon hearing the evidence presented in the case Chairman Johnson requested a motion as to whether the licensee be found guilty or not guilty of a violation of Section 3.25 of the Downers Grove Municipal Code.

Mr. Mehta moved to find Downers Grove Gasoline, Inc. d/b/a Downers Grove BP, located at 1200 75th Street, guilty of a violation of Section 3.25 of the Downers Grove Liquor Control Ordinance. Ms. Kastory seconded.

Vote.

Aye: Mr. Mehta, Ms. Kastory, Mr. Fenton, Ms. Saucedo, Chairman Johnson.

Nay: None.

Abstain: None.

MOTION CARRIED: 5:0:0.

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 noted the upcoming 4th of July holiday and advised there would not be a July Liquor Commission meeting. She expected to receive a few applications and planned to hold a meeting on August 6th.

Ms. Kuchynka reminded the Commission that the annual Downers Grove Rotary Fest is scheduled for June 25-29th. She advised that they have obtained the necessary local and State licenses for the beer garden and advised that they have obtained a temporary use license agreement to conduct the event on public property.

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 March and April month end reports. She noted that 33 licensees had passed the control buy tests conducted on April 30th.

Ms. Kuchynka also noted in an article that she provided in the report was that Arlington Heights had seven violations. She was unsure if employees were not

carding or paying too much attention to their personal phones rather than being attentive to work.

VII. Public Comments.

There were none.

VIII. Adjournment.

Concluding business for the evening, Chairman Johnson called for a motion to adjourn. Mr. Fenton moved to adjourn the June 11, 2026 meeting. The meeting was adjourned by acclamation at 8:00 p.m.



Village of Downers Grove

Liquor Commission - Report

Table 1 - Liquor Commission Report.

Meeting Location	Civic Center – Betty Cheever Council Chambers
Meeting Address	850 Curtiss St., Downers Grove, IL 60515
Meeting Date	August 6, 2026 at 6:30 PM
Subject	DG Golf, LLC d/b/a XGolf – 1310 Butterfield Road
Type	Application for Class REC-1 Liquor License
Submitted by	Carol Kuchynka, Liaison to the Liquor Commission

Request.

The applicant is requesting a Class REC-1 liquor license for XGolf located at 1310 Butterfield Road.

Notice.

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

General Information.

Officer(s): Nafees Rehmatullah, General Partner; Ketan Patel, General Partner

Stockholder(s): Nafees Rehmatullah - 50%; Ketan Patel - 50%

Manager: Nafees Rehmatullah

Licensee: DG Golf, LLC d/b/a XGolf
1310 Butterfield Road
Downers Grove, IL 60515

Property Information.

Existing Land Use: Commercial

Property Size: (7,981 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
4. Menus
5. Liquor Handling Manual
6. Floor Plan

Project Description

The applicant is requesting a Class REC-1 liquor license for the operation of a recreational facility located at 1310 Butterfield Road.

Compliance with the liquor ordinance

The establishment is defined as:

Recreational facility. A place kept, used, maintained, advertised or held out to the public as a place in which the public may participate in activities, including but not limited to bowling, gaming, billiards, and indoor simulated golf, as defined herein. Such establishment shall include an area where food is prepared on the premises and food service shall be available during operation. It shall be unlawful for any licensee holding a license for a recreational facility to sell or offer for sale at retail, any alcoholic liquor on such premises at any time when the regular and complete business of the recreational facility is not staffed, in actual operation, and open to the public for business, except that such sales may be made during a one (1) hour period immediately following the close of regular recreational facility operations in such premises. Bar/lounge seating shall be no more than twenty percent (20%) of the total seating provided for patrons of the establishment.

License conditions:

"REC-1" Recreational Facility licenses shall authorize the retail sale of alcoholic liquor for consumption on the licensed premises, where the primary business is a recreational facility as defined herein.

Public Safety Requirements

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

Factors Affecting Finding or Recommendation

Annual fee, certificate of insurance, Certificate of Occupancy, employee certifications, Food & Beverage Tax registration.

Recommendation

Based upon testimony presented at the August 6, 2026 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 REC-1 liquor license application, along with any conditions and/or restrictions with respect to this applicant.



downers.us

July 24, 2026

CIVIC CENTER
850 Curtiss St.
Downers Grove, IL
60515-4782

MAIN 630.434.5500
POLICE 630.434.5600

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

630.434.5980

PUBLIC WORKS
5101 Walnut Ave.
Downers Grove, IL
60515-4046

630.434.5460

Mr. Nafees Rehmatullah
DG Golf, LLC



Via Email Only
nafees.rehmatullah@gmail.com

*RE: Application for Class REC-1 Liquor License
X Golf
1310 Butterfield Road, Downers Grove, IL 60515*

Dear Mr. Rehmatullah:

The Liquor Commission of the Village of Downers Grove will meet on Thursday, August 6, 2026, at 6:30 p.m. in the Civic Center Betty Cheever 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.

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

LIQUOR LICENSE APPLICATION

Date: 6/23/26

Application is hereby made to the Local Liquor Commissioner of the Village of Downers Grove for issuance of a Class REC-1 liquor license, pursuant to the ordinances of the Village and laws of the State of Illinois.

1. GENERAL INFORMATION

1.1. Applicant

Name: DG GOLF LLC

Address: [REDACTED]

Phone: [REDACTED]

1.2. Status

☐ Individual(s) or Sole Proprietorship

☐ Corporation

☒ Limited Liability Company

☐ Partnership

☐ Other (explain) _____

1.3. Liquor Manager

Name: Nafees Rehmatullah

Address: [REDACTED]

Phone: [REDACTED]

Driver's License Number:

Social Security Number (Last Four):

Date of Birth:

Place of Birth:

2. PREMISES

2.1. Doing Business As: X-GOLF

Address: 1310 Butterfield Rd, Downers Grove, IL, 60515

Phone: 630-541-3857

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

a. If yes, Applicant must attached proof of ownership. (i.e. deed)

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? ☐ No ☒ Yes

If yes,

i. A copy of lease must be attached; and,

ii. Identify the owner or rental agent for the property:

Name: Corey Bruce, North American Real Estate

Address: 27 N. Green Street, Chicago, IL, 60607

Phone: 816-863-1067

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?

☐ No

☒ Yes

2.4. State the anticipated date of occupancy. 08/15/2026

3. CORPORATION/LIMITED LIABILITY COMPANY

This section must be completed by authorized agent of any corporate or limited liability company Applicant. If Applicant is a partnership, skip section 3 and go to section 4. If Applicant is neither a corporation, limited liability company, nor a partnership, skip sections 3 and 4 and go to section 5.

3.1. Applicant was incorporated or organized under the laws of the State of _____ on the _____ day of _____, A.D., _____.

3.2. If Applicant was not incorporated or organized under the laws of the State of Illinois, is Applicant a foreign corporation or limited liability company authorized to transact business in the State of Illinois?

☐ No

☐ Yes

3.3. Registered Agent:

Name: Nafees Rehmatullah

Address: [REDACTED]

Phone: [REDACTED]

3.4. Corporate and limited liability company Applicants must complete and attach Officers and Directors, and Ownership Interests forms.

4. PARTNERSHIP

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

4.1. Applicant was formed under the laws of the State of IL
on the 29th day of April, A.D., 2026.

4.2. Is Applicant a limited partnership pursuant to the Illinois Revised Uniform Limited Partnership? ☐ No ☒ Yes

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?
☐ No ☐ Yes

4.4. Registered Agent: ☐ Not Applicable

Name: Nafees Rehmatullah

Address: [REDACTED]

Phone: [REDACTED]

4.5. General Partner: ☐ Not Applicable

Note: if there is more than one general partner, include that general partner who is to be primarily responsible for operation of the licensed premises.

Name: Nafees Rehmatullah

Address: [REDACTED]

Phone: [REDACTED]

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: _____

Address: _____

Phone: _____

4.7. Partnership Applicants must complete and attach Partnership forms.

5. SOLE PROPRIETORSHIP

Name: _____

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.

Skip to Section 6.

6. QUALIFICATIONS

6.1. Has any liquor license issued to the applicant, the liquor manager, or any person or entity listed on Officers and Directors, Ownership Interests, or Partnership forms ever been fined, revoked or suspended?

☒ No

☐ Yes, please identify the following:

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 the Officers and Directors, Ownership Interests, or Partnership forms 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, please identify the following:

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 the Officers and Directors, Ownership Interests, or Partnership forms, ever been convicted of a felony under Federal or State law?

☒ No

☐ Yes, please identify the following:

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 the Officers and Directors, Ownership Interests, or Partnership forms,

ever 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, please identify the following:

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 the Officers and Directors, Ownership Interests, or Partnership forms, been issued a federal wagering stamp by the federal government for the current tax period?

☒ No

☐ Yes, please 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?

☒ No

☐ Yes, please provide details.

6.8. Is applicant a citizen of the United States?

☐ Yes

☐ No

☒ Not Applicable – Corporation / LLC /

Partnership

6.9. Is applicant a resident of Downers Grove?

☐ Yes

☐ No

☒ Not Applicable – Corporation / LLC /

Partnership

7. SUBMITTALS

7.1. In addition to this application form the following are submitted as applicable:

___ Liquor Manager

___ Officers and Directors

___ Ownership Interests

- ☒ Partnership
- ☒ Declaration
- ☐ Outdoor Sales Application
- ☐ Certifications
- ☐ Articles of Incorporation or Organization (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, fingerprinting, 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.

Name of Corporation/Limited Liability Company/Partnership/Sole

Proprietorship:

DG GOLF LLC

Applicant Signature: Nafees Rehmatullah

Printed Name: Nafees Rehmatullah

Title: General Partner / Owner

Date: 6/23/26



Village of Downers Grove

MANAGER APPLICATION

Name of License Holder: DG GOLF LLC

Doing Business As: X-GOLF

Address: 1310 Butterfield Rd, Downers Grove, IL, 60515

Phone: [REDACTED]

License Number: _____

Manager Name: Nafees Rehmatullah

Phone: [REDACTED]

Residence Address: [REDACTED]

Previous Residence (if less than one year at current residence):

Date of Birth: [REDACTED]

Place of Birth: [REDACTED]

Social Security Number (Last Four): [REDACTED]

Citizenship: United States Of America

If naturalized, date/place of naturalization: _____

Driver's License Number and State: [REDACTED]

Number of hours per week of employment (minimum 35): _____

Experience

Name and address (city, state) of any other related establishment in which you have been employed, position held, and dates of employment

experience:

Multi-unit Franchisee

Currently: X-GOLF, Smootie King, UPS, HOTWORX, Buffalo Wild Wings GO

Past: Dunkin'

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

Signature of Manager: Nafes R. Timatullah

Date: 06/23/2026



Village of Downers Grove

PARTNERSHIP FORM

Applicant: DG GOLF LLC

By: Nafees Rehmatullah

Corporate Title: General Partner / Owner

Date: 06/23/2026

The following is a listing of:

- a. All general partners of any Applicant partnership formed pursuant to the Illinois Uniform Partnership Act or similar statute of another state; or
- b. 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; or,
- c. 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; or,
- d. 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.

**Note: include the person's full name, address and percent of ownership;
use additional pages if necessary.**

**Please attach a completed Background Check Waiver for each listed
partner.**

Name: Nafees Rehmatullah

Address: [REDACTED]

Phone: [REDACTED]

Date of Birth: [REDACTED]

Place of Birth: [REDACTED]

Social Security Number (Last Four): [REDACTED]

Citizenship: United States Of America

If naturalized, date/place of naturalization: _____

Driver's License Number and State: [REDACTED] [REDACTED]

☒ General Partner ☐ Limited Partner ☐ Managing Partner

Ownership Interest: 50%

Name and address of any other related establishment in which you have held an ownership interest or have operated. Please include the name of the entity issuing the license for the establishment, the license number, the date the license was issued and its date of expiration.

STL GOLF LLC D.B.A. X-GOLF O'FALLON; 2-12 Crossroads Plaza, O'Fallon, MI 

City of O'Fallon Liquor License, State of Missouri License #297764 expires 6/30/2 

Name: Ketan Patel

Address: [REDACTED]

Phone: [REDACTED]

Date of Birth: [REDACTED]

Place of Birth: [REDACTED]

Social Security Number (Last Four): [REDACTED]

Citizenship: United States Of America

If naturalized, date/place of naturalization: _____

Driver's License Number and State: [REDACTED]

☒ General Partner ☐ Limited Partner ☐ Managing Partner

Ownership Interest: 50%

Name and address of any other related establishment in which you have held an ownership interest or have operated. Please include the name of the entity issuing the license for the establishment, the license number, the date the license was issued and its date of expiration.



Village of Downers Grove

LIQUOR BUSINESS ACTIVITY DECLARATION

Name of Liquor License Applicant / Holder: DG GOLF LLC

Doing Business As: X-GOLF

Address: 1310 Butterfield Road, Downers Grove, IL, 60515

Phone: 630-541-3857

License Class: REC-1

Main or Principal Business to be conducted by the Applicant on the premises stated above: X-GOLF / Golf Simulator / Bar

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

Food 10 (%)

Alcohol 30 (%)

Non-alcoholic Beverages: (%)

Other - List: 60% - Golf Simulator Bay Rental

Monday:	<u>7 AM</u> Open	<u>11 PM</u> Close
Tuesday:	<u>7 AM</u> Open	<u>11 PM</u> Close
Wednesday:	<u>7 AM</u> Open	<u>11 PM</u> Close
Thursday:	<u>7 AM</u> Open	<u>11 PM</u> Close
Friday:	<u>6 AM</u> Open	<u>11 PM</u> Close
Saturday:	<u>6 AM</u> Open	<u>12 AM</u> Close
Sunday:	<u>6 AM</u> Open	<u>12 AM</u> Close

The undersigned, being duly sworn, does state as follows:

That the undersigned is empowered to prepare and sign this application on behalf of the applicant.

That the undersigned has reviewed this declaration and that the information contained herein is true and accurate.

Applicant Signature	<u>Nafees Rehmatullah</u>
Printed Name	<u>Nafees Rehmatullah</u>
Title	<u>General Partner / Owner</u>
Date	<u>06/23/2026</u>

ASSIGNMENT AND ASSUMPTION OF LEASE

THIS ASSIGNMENT AND ASSUMPTION OF LEASE (this "Assignment") is entered into _____, by and between OB GOLF LLC, an Illinois limited liability company ("Assignor") and DG GOLF LLC, an Illinois limited liability company ("Assignee").

Recitals

A. Assignor and NARE Butterfield, LLC ("Landlord") entered into a certain Lease dated February 19, 2021, a true, correct and complete copy of which is attached hereto as Exhibit "A" (the "Lease"), according to which Assignor leased from Landlord the premises located at 1310 Butterfield Road, Downers Grove, Illinois 60515 (the "Premises") along with certain other rights privileges, easements, and appurtenances attendant thereto, all as more particularly described in the Lease.

B. Assignee, from the Effective Date (defined herein) is acquiring the assets and properties used in connection with Assignor's X-Golf business that operates from the Premises.

C. Assignor desires to assign, as of the Effective Date, all of its right, title, and interest in and to the Lease and the Premises to Assignee in accordance with the terms and conditions set forth in this Assignment, and Assignee desires to accept Assignor's assignment of the Lease and the Premises.

D. Landlord consents to the assignment by Assignor of its interest in the Lease to Assignee and agrees to acknowledge such consent and agrees to release Assignor and Guarantor from all obligations under the Lease arising or accruing after the Effective Date; and

E. Landlord and Assignee have agreed to amend certain terms of the Lease, as described herein:

NOW, THEREFORE, in consideration of the forgoing recitals and other consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

1. Recitals. The Recitals to this Assignment are incorporated herein and made a part hereof by this reference.

2. Capitalized Terms. Capital terms, unless otherwise defined herein, shall have the meanings ascribed to them in the Lease.

3. Assignment; Acceptance of Assignment.

(a) Assignor hereby transfers, assigns, sells and conveys unto to Assignee all of Assignor's right, title, interest duties and obligations in to and under the Lease, and the rights, tenements, and appurtenances thereunto belonging, to have and to hold said Lease and the leasehold estate thereby created unto said Assignee, its successors and assigns, for and during the full unexpired portion of the term of said Lease, plus any remaining options to extend, effective from and after the Effective Date.

(b) Assignee hereby accepts the foregoing assignment and transfer, assumes, and agrees to be bound by each of the obligations of Assignor under the Lease, and promises and agrees to pay all rent and other charges due thereunder and to faithfully perform all covenants,

stipulations, agreements, and obligations to be performed by Assignor under the Lease arising from and after the Effective Date.

(c) On the date of the closing of the sale of Assignor's property to Assignee (the "Effective Date"), subject to the terms of the Lease, Assignor shall deliver exclusive possession of the Premises to Assignee, and Assignor acknowledges that thereafter Assignee shall have the sole and exclusive right to occupy the Premises, to demand, receive and enforce the performance of the terms of the Lease, and to give receipts, releases, and satisfactions for the same concerning all matters arising therefrom.

4. Contingency. The effectiveness of this Assignment and Amendment is conditioned on the closing transactions contemplated by that certain Asset Purchase Agreement dated June 8, 2026, by and between Assignor, Assignee, and their respective affiliates and/or principals (the "APA Transactions"). If the APA Transactions do not occur, then this Assignment and Amendment shall be of no force or effect.

5. Assignor's Representations. Assignor hereby represents and warrants to Assignee as follows:

(a) Attached hereto as Exhibit A is a true, accurate, and complete copy of the Lease and all amendments thereto, and there are no other written agreements between Assignor and Assignor's predecessor or, to Assignor's knowledge, between Assignor's predecessor and Landlord concerning the Lease or the Premises.

(b) The Lease is in full force and effect and has not been assigned, modified, supplemented, or amended, except as set forth within Exhibit A.

(c) No default or event which, with the passage of time, the giving of notice, or both, would constitute a default under the Lease, has occurred and is continuing, and neither Assignor nor Landlord has delivered notice to the other regarding any default or breach of any of the terms, covenants, or provisions of the Lease.

(d) The current term of the Lease is scheduled to expire ~~December 1~~ November 30, 2031. ✓

(e) Assignor has two (2) remaining options to extend the term of the Lease for a term of five (5) years each. ✓

(f) Monthly Base Rent is currently [REDACTED]

(g) Monthly Additional Rent (i.e., CAM, Taxes, and Insurance) is currently \$_____.

(h) All Base Rent, Additional Rent, and any other sums due under the Lease have been paid through July 31, 2026. There has been no prepayment of rent.

(i) Landlord is holding a security deposit of [REDACTED] (the "Security Deposit"). Effective as of the Effective Date, Assignor hereby assigns to Assignee all of Assignor's right, title, and interest in and to the Security Deposit.

(j) There are no actions, whether voluntary or otherwise, pending against Assignor under the bankruptcy laws of the United States or any state thereof.

6. Indemnities.

(a) Assignor agrees to indemnify and hold Assignee, its employees, agents, shareholders, officers, directors, successors, and assigns harmless from all claims and damages, including reasonable attorneys' fees incurred, relating to, or arising out of (i) the Lease or the Premises in connection with events occurring or arising prior to the Effective Date, and (ii) Assignor's breach of its representations, warranties or covenants contained in this Assignment.

(b) Assignee agrees to indemnify and hold Assignor, its employees, agents, shareholders, officers, directors, successors, and assigns, harmless from all claims and damages, including reasonable attorneys' fees incurred, relating to or arising out of (i) the Lease or the Premises in connection with events occurring or arising on or after the Effective Date, and (ii) Assignee's breach of its representations, warranties or covenants contained in this Assignment.

7. Notices. From and after the Effective Date, notices to Assignee under the Lease shall be sent to:

If to Assignee: 1310 Butterfield Road
Downers Grove, Illinois 60515
Attn: Ketan Patel


with a copy to: ZMA Legal
500 Lake Cook Road, Ste 350
Deerfield, Illinois 60015
Attn: Zaki Anarwala
Zaki.anarwala@zmalegal.com

8. Authority. Each party represents and warrants that the person executing this Assignment on its behalf has the power and authority to do so and that all necessary corporate, partnership or limited liability action required, as applicable, to authorize the execution and performance of this Assignment by such person has been taken.

9. Successors and Assigns. The terms and provisions of this Assignment and the Lease shall be binding upon and inure to the benefit of the parties and their respective successors and assigns.

10. Counterparts. This Assignment may be executed by each of the parties hereto in separate counterparts and shall have the same force and effect as if both the parties had executed it as a single document. Facsimile, electronic (e.g., DocuSign) and .pdf copies shall be deemed originals.

[SIGNATURES FOLLOW]

IN WITNESS WHEREOF, the parties hereto have caused this Assignment and Assumption of Lease to be duly executed effective as of the Effective Date.

ASSIGNOR:

OB GOLF LLC

By: _____

Name: _____

Title: _____

ASSIGNEE:

DG GOLF LLC

By: _____

Name: _____

Title: _____

LANDLORD CONSENT

Landlord hereby consents to the assignment of the Lease from Assignor to Assignee as set forth in Section 3 above. Landlord acknowledges and agrees that (a) Assignee is assuming the Lease and obligations thereunder arising from and after the Effective Date and shall have no liability for obligations or defaults arising prior to the Effective Date; (b) Assignor shall have no liability for obligations or defaults arising on or after the Effective Date; (c) effective as of the Effective Date, the Guaranty of Michael O'Shea ("Guarantor") is terminated so that Guarantor is released from any liability for obligations accruing or defaults arising on or after the Effective Date; provided, however, that Guarantor shall remain liable for obligations accrued and defaults arising prior to the Effective Date~~the Guarantor, Michael O'Shea, shall have no liability for obligations or defaults arising on or after the Effective Date;~~ (d) the Lease is in full force and effect and has not been assigned, modified, supplemented, or amended, except as set forth on Exhibit A hereto; (e) Landlord is holding a security deposit of [REDACTED] which shall be assumed by the Assignee as of the Effective Date; (f) monthly Base Rent is currently [REDACTED]; (g) monthly Additional Rent (i.e., CAM, Taxes, and Insurance) is currently \$ [REDACTED]; (h) there are two (2) options to extend the term of the Lease for a period of five (5) years each, which shall remain for the benefit of Assignee; (i) neither Assignor nor Landlord has delivered notice to the other regarding any default or breach of any of the terms, covenants or provisions of the Lease; (j) no default or event which, with the passage of time, the giving of notice, or both, would constitute a default under the Lease, has occurred and is continuing; and (k) Landlord is not a party to any legal proceeding with respect to the Lease or the Premises, and has not been notified that any such legal proceeding is threatened or contemplated by anyone else.

LANDLORD:

NARE Butterfield, LLC

By: _____
Name: _____
Title: _____

EXHIBIT A
Lease

(Attached Hereto)

Partial
CH

LEASE

This Lease is made and entered into this February 19, 2021, by and between NARE Butterfield, LLC (hereinafter referred to as the "Lessor") and OB GOLF LLC dba X-Golf (hereinafter referred to as the "Lessee").

WITNESSETH:

1. **PREMISES** In consideration of the rents to be paid and the covenants and agreements to be performed by Lessee hereunder, Lessor does hereby lease to Lessee certain portions of the improved real property situated in the Village of Downers Grove County of DuPage, State of Illinois, commonly known as 1310 Butterfield Road. Lessor covenants and agrees with Lessee that upon Lessee's paying the rent and observing and performing all the terms, covenants and conditions on Lessee's part to be performed and observed, Lessee may peaceably and quietly enjoy the Premises hereby leased.

A store consisting of approximately 7,721 square feet, (hereinafter referred to as the "Store" or "Premises") which forms a part of Lessor's property legally described on Exhibit "A" attached hereto and made a part hereof (hereinafter referred to as the "Property"), and Lessee hereby agrees to lease the Premises from the Lessor upon and subject to the covenants, terms and conditions hereinafter set forth.

Lessee shall have the right to have an architect selected by Lessee re-measure the Premises no later than ninety (90) days of the later of (i) the issuance of Lessee's building permit or (ii) the Delivery Date (defined herein). In the event Lessee's architect and Lessor's architect cannot agree as to the actual square footage of the Premises within ten (10) days following the expiration of the initial 90-day period prescribed above, then each of the Lessor's architect and Lessee's architect shall designate a third-architect (the fees of which shall be borne equally by Lessor and Tenant) to re-measure the Premises, which re-measurement shall be final, binding, and conclusive upon the parties. Thereupon, Base Rental and Lessee's pro rata share shall be adjusted

2. **PURPOSE** The Premises are to be used for an Entertainment Centric Golf Simulator Concept serving beer, wine, alcohol and prepackaged food (the "Purpose"). Landlord acknowledges that the simulator bays will be set aside for hitting golf balls. Tenant will ensure to have insulation in the walls to meet architect's specifications to minimize sound where simulator bays exist. 
3. **CONTINGENCY** This Lease shall be contingent on Lessee obtaining all necessary governmental approvals including but not limited to: liquor license approval, zoning, building permits for construction approval and operation of the intended Entertainment Centric Golf Simulator use (collectively "Lessee's Permits"). In the event Lessee shall not have received Lessee's Permits by April 1, 2021, Lessee shall have the right, upon notice to Lessor no later than ten (10) days after the expiration of either contingency, to terminate this Lease, in which case all amounts paid to Lessor shall immediately be returned to Lessee.



FOOD MENU

Tater Tots

\$6.99

Crispy tots served with ketchup

Supreme Tots

\$10.99

A mountain of tots topped with cheese sauce, sour cream and pico de gallo.

• Jalapeños available upon request

Double Bogey

\$12.99

Tortilla chips served with pico de gallo and cheese sauce

Nachos

\$11.99

Corn tortilla chips piled high with zesty cheese sauce, black beans, pico de gallo, and sour cream.

- Jalapeños available upon request
- Add Fajita Chicken +\$4.50

Traditional Wings

\$11.99 / \$19.99

6 or 12 Traditional Wings tossed in your choice of Buffalo, Korean BBQ, or Stingin' Honey Garlic.

Boneless Wings

\$9.99 / \$17.99

1/2 lb or 1 lb of Boneless Wings tossed in your choice Buffalo, Korean BBQ, or Stingin' Honey Garlic.

Bavarian Jumbo Pretzel

\$13.99

Jumbo soft Bavarian pretzel served with stoneground mustard and zesty cheese sauce.

Eastside Cafe Specialty 12" Pizza

\$17.99

Fire Roasted Vegetable

Sausage

Pepperoni

White Pizza with Sausage



X-GOLF

> DOWNERS GROVE

DRAFT BEER

Guinness \$9
20 oz Imperial Pint
Irish Dry Stout - Dublin, Ireland

Coors Light \$5
American Adjunct Lager - Colorado

Miller Lite \$5
A True American Pilsner - Wisconsin

Samuel Adams Octoberfest \$7
German Marzen - Boston

Lagunitas IPA \$7
Happy Ale - California

Stone Hazy IPA \$7
An Amazingly Hazy IPA - California

Allagash White \$7
Belgian Style Wheat Beer - Maine

3 Floyds GumballHead \$7
An American Wheat Ale - Indiana

SPECIALTY DRINKS

Classic John Daly \$9
Grey Goose Vodka, Minute Maid Lemonade,
Iced Tea

Bulleit Manhattan \$13
Bulleit Bourbon, Sweet Vermouth, Orange Bitters

Moscow Mule \$10
Tito's Vodka, Fresh Lime Juice, Topped with
Owen's Premium Mule Mix

Maker's Old Fashion \$11
Maker's Mark Bourbon, Simple Syrup, Orange
Bitters

The Barstool Transfusion Single: \$8 Double: \$14
New Amsterdam Vodka, Ginger Ale,
Splash of Concord Grape Juice.
• Make it a double -
Two shots over ice, served with the Can!



BARSTOOL SPORTS

X-Golf Bloody Mary \$9
Tito's Handmade Vodka, Zing Zang
Bloody Mary Mix.

Classic Margarita \$12
Hornitos Premium Silver Tequila,
Gran Marnier, Fresh lime juice, Owen's
Premium Margarita Mix

WINE

Two servings in a can / \$12.50

House Wine Pinot Noir

House Wine Original Red Blend

House Wine Sauvignon Blanc

House Wine Chardonnay

Pitcher of Sangria (Serves 4) \$28
• Red Sangria, Brandy, Orange Liqueur and
Fruit served over ice.

La Marca Prosecco \$8



Village of Downers Grove

LIQUOR CERTIFIED EMPLOYEE DECLARATION

I, DO HEREBY CERTIFY THAT I am the position listed below of company listed below and I DO 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 this company located at the supplied address in Downers Grove, Illinois.

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.

Name of Corporation/Limited Liability Company/Partnership/Sole

Proprietorship:

DG GOLF LLC

Address: 1310 Butterfield Rd, Downers Grove, IL 60515

Signature:

Nafees Rehmatullah

Printed Name:

Nafees Rehmatullah

Title:

Owner

Date:

06/23/2026



Temporary State of Illinois BASSET Certificate

State of Illinois Liquor Control Commission License #5A-1124536

On-Premise and Off-Premise

Awarded to

Nafees Rehmatullah

For successfully completing the

Beverage Alcohol Sellers and Servers Education and Training (BASSET)



3000059073

BASSET Student ID Number

Jul 22, 2026

Issue Date

This temporary certificate is valid for 30 days.
An official BASSET Card will be mailed by the ILCC.


John Comly
CEO, StateFoodSafety
StateFoodSafety
Food Safety Training & Certification 

Congratulations!

You have successfully completed the Illinois BASSET Program, powered by StateFoodSafety.

You will receive your official BASSET Card from the Illinois Liquor Control Commission at the address you provided during registration.

Your BASSET Card will be mailed within 30 days. If you do not receive your card, please go to the BASSET lookup at mytax.illinois.gov. If you are in the database, call for your student number to print your BASSET card. If you have taken the course and are not in the database, call the BASSET helpline at 217-524-9150.





A 360TRAINING COMPANY

CERTIFICATE OF COMPLETION

This certifies that

Nafees Rehmatullah

is awarded this certificate for

TIPS On-Premise Alcohol Server Training



Hours
3:00



Completion Date
02/14/2025



Expiration Date
02/14/2028



Certificate #
ON-000036151823

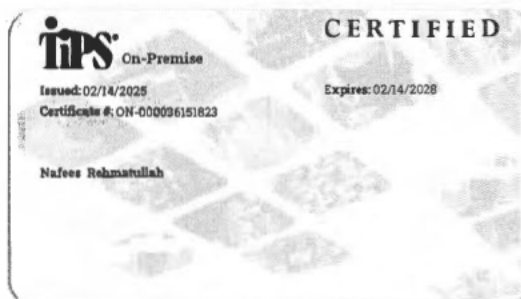
Official Signature

THIS CERTIFICATE IS NON-TRANSFERABLE

6504 Bridge Point Parkway, Suite 100 | Austin, TX 78730 | www.360training.com

(CUT HERE)

(CUT HERE)



FOIL





**X-Golf Downers
Grove
Employee
Handbook**

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1.Introduction

1.1 Handbook Disclaimer

The contents of this handbook serve only as guidelines and supersede any prior handbook. Neither this handbook, nor any other policy or practice, creates an employment contract, or an implied or express promise of continued employment with the Company. Employment with X-GOLF Downers Grove is "AT-WILL." This means employees of X-GOLF Downers Grove may terminate the employment relationship at any time, for any reason, with or without cause or advance notice. As an at-will employee, it is not guaranteed, in any manner, that you will be employed with X-GOLF Downers Grove for any set period of time.

This handbook may provide a summary of employee health benefits, however actual coverage will be determined by the express terms of the benefit plan documents. If there are any conflicts between the handbook or summaries provided and the plan documents, the plan documents will control. The Company reserves the right to amend, interpret, modify or terminate any of its employee benefits programs without prior notice to the extent allowed by law.

The Company also has the right, with or without notice, in an individual case or generally, to change any of the policies in this handbook, or any of its guidelines, policies, practices, working conditions or benefits at any time. No one is authorized to provide any employee with an employment contract or special arrangement concerning terms or conditions of employment unless the contract or arrangement is in writing and signed by the president and the employee.

1.2 Welcome Message

Dear Valued Employee,

Welcome to X-GOLF Downers Grove! We are pleased with your decision to join our team.

X-GOLF Downers Grove is a franchise of X-Golf America. Our goals are to provide our customers with the best indoor golf and sports bar experience possible. This is done by having state of the art golf simulators, food and beverage, and friendly, helpful, knowledgeable and responsive staff. X-GOLF Downers Grove is committed to providing superior quality and unparalleled customer service in all aspects of our business. We believe each employee contributes to the success and growth of our Company.

This employee handbook contains general information on our policies, practices, and benefits. Please read it carefully. If you have questions regarding the handbook, please discuss them with your supervisor.

Welcome aboard. We aim to provide a mutually beneficial experience to our employees and look forward to working with you!

1.3 Changes in Policy

Change at X-GOLF Downers Grove is inevitable. Therefore, we expressly reserve the right to interpret, modify, suspend, cancel, or dispute, with or without notice, all or any part of our policies, procedures, and benefits at any time with or without prior notice. Changes will be effective on the dates determined by X-GOLF Downers Grove, and after those dates all superseded policies will be null and void.

No individual supervisor or manager has the authority to alter the foregoing. Any employee who is unclear on any policy or procedure should consult a supervisor or the Owner.

2. General Employment

2.1 At-Will Employment

Employment with X-GOLF Downers Grove is "at-will." This means employees are free to resign at any time, with or without cause, and X-GOLF Downers Grove may terminate the employment relationship at any time, with or without cause or advance notice. As an at-will employee, it is not guaranteed, in any manner, that you will be employed with X-GOLF Downers Grove for any set period of time.

The policies set forth in this employee handbook are the policies that are in effect at the time of publication. They may be amended, modified, or terminated at any time by X-GOLF Downers Grove, except for the policy on at-will employment, which may be modified only by a signed, written agreement between the President and the employee at issue. Nothing in this handbook may be construed as creating a promise of future benefits or a binding contract between X-GOLF Downers Grove and any of its employees.

2.2 Immigration Law Compliance

X-GOLF Downers Grove is committed to employing only United States citizens and aliens who are authorized to work in the United States.

In compliance with the Immigration Reform and Control Act of 1986, as amended, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with X-GOLF Downers Grove within the past three years, or if their previous I-9 is no longer retained or valid.

X-GOLF Downers Grove may participate in the federal government's electronic employment verification system, known as "E-Verify." Pursuant to E-Verify, X-GOLF Downers Grove provides the Social Security Administration, and if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

2.3 Equal Employment Opportunity

X-GOLF Downers Grove is an Equal Opportunity Employer. Employment opportunities at X-GOLF Downers Grove are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to race, religion, sex (including sexual orientation and transgender status), pregnancy, childbirth or related medical conditions, national origin, age, veteran status, disability, genetic information, or any other characteristic protected by law.

This Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, recruitment, hiring, selection, job assignment, promotions, transfers, compensation, discipline, termination, layoff, access to benefits and training, and all other conditions and privileges of employment.

The Company will provide reasonable accommodations as necessary and where required by law so long as the accommodation does not pose an undue hardship on the business. The Company will also accommodate sincerely held religious beliefs of its employees to the extent the accommodation does not pose an undue hardship on the business. If you would like to request an accommodation, or have any questions about your rights and responsibilities, contact your Owner. This policy is not intended to afford employees with any greater protections than those which exist under federal, state or local law.

X-GOLF Downers Grove strongly urges the reporting of all instances of discrimination and harassment, and prohibits retaliation against any individual who reports discrimination, harassment, or participates in an investigation of such report. X-GOLF Downers Grove will take appropriate disciplinary action, up to and including immediate termination, against any employee who violates this policy.

2.4 Employee Grievances

It is the policy of X-GOLF Downers Grove to maintain a harmonious workplace environment. X-GOLF Downers Grove encourages its employees to express concerns about work-related issues, including workplace communication, interpersonal conflict, and other working conditions.

Employees are encouraged to raise concerns with their supervisors. If not resolved at this level, an employee may submit, in writing, a signed grievance to the Owner.

After receiving a written grievance, X-GOLF Downers Grove may hold a meeting with the employee, the immediate supervisor, and any other individuals who may assist in the investigation or resolution of the issue. All discussions related to the grievance will be limited to those involved with, and who can assist with, resolving the issue.

Complaints involving alleged discriminatory practices shall be processed in accordance with X-GOLF Downers Grove's Sexual and other Unlawful Harassment Policy.

X-GOLF Downers Grove assures that all employees filing a grievance or complaint can do so without fear of retaliation or reprisal.

2.5 Internal Communication

Effective and ongoing communication within X-GOLF Downers Grove is essential. As such, the Company maintains systems through which important information can be shared among employees and management.

Bulletin boards are posted in designated areas of the workplace to display important information and announcements. In addition, X-GOLF Downers Grove uses the Intranet and email to facilitate communication and share access to documents. For information on appropriate email and Internet usage, employees may refer to the Computer, Email, and Internet Usage policy. To avoid confusion, employees should not post or remove any material from the bulletin boards.

All employees are responsible for checking internal communications on a frequent and regular basis. Employees should consult their supervisor with any questions or concerns on information disseminated.

2.6 Outside Employment

Employees may hold outside jobs as long as the employee meets the performance standards of their position with X-GOLF Downers Grove.

Unless an alternative work schedule has been approved by X-GOLF Downers Grove, employees will be subject to the Company's scheduling demands, regardless of any existing outside work assignments; this includes availability for overtime when necessary.

X-GOLF Downers Grove's property, office space, equipment, materials, trade secrets, and any other confidential information may not be used for any purposes relating to outside employment.

2.7 Anti-Retaliation and Whistleblower Policy

This policy is designed to protect employees and address X-GOLF Downers Grove's commitment to integrity and ethical behavior. In accordance with anti-retaliation and whistleblower protection regulations, X-GOLF Downers Grove will not tolerate any retaliation against an employee who:

- Makes a good faith complaint, or threatens to make a good faith complaint, regarding the suspected Company or employee violations of the law, including discriminatory or other unfair employment practices;
- Makes a good faith complaint, or threatens to make a good faith complaint, regarding accounting, internal accounting controls, or auditing matters that may lead to incorrect, or misrepresentations in, financial accounting;
- Makes a good faith report, or threatens to make a good faith report, of a violation that endangers the health or safety of an employee, patient, client or customer, environment or general public;
- Objects to, or refuses to participate in, any activity, policy or practice, which the employee reasonably believes is a violation of the law;
- Provides information to assist in an investigation regarding violations of the law; **or**
- Files, testifies, participates or assists in a proceeding, action or hearing in relation to alleged violations of the law.

Retaliation is defined as any adverse employment action against an employee, including, but not limited to, refusal to hire, failure to promote, demotion, suspension, harassment, denial of training opportunities, termination, or discrimination in any manner in the terms and conditions of employment.

Anyone found to have engaged in retaliation or in violation of law, policy or practice will be subject to discipline, up to and including termination of employment. Employees who knowingly make a false report of a violation will be subject to disciplinary action, up to and including termination.

Employees who wish to report a violation should contact their supervisor or owner directly. Employees should also review their state and local requirements for any additional reporting guidelines.

X-GOLF Downers Grove will promptly and thoroughly investigate and, if necessary, address any reported violation.

Employees who have any questions or concerns regarding this policy and related reporting requirements should contact their supervisor, the Owner or any state or local agency responsible for investigating alleged violations.

2.8 Federal and State Employment Law

X-GOLF Downers Grove has every intention of complying with all Federal, State and Local Employment Laws. As such, information on certain laws and employee rights must be made available to employees. This information is often referred to as the "Labor Law Poster" and will be found in an area accessible to every employee during business hours such as office, crew room, or other area documents for employee reference are stored. Your supervisor will show you where this information can be located at X-GOLF Downers Grove. It is up to each employee to review and familiarize themselves with this information.

3. Employment Status & Recordkeeping

3.1 Employment Classifications

For purposes of salary administration and eligibility for overtime payments and employee benefits, X-GOLF Downers Grove classifies employees as either exempt or non-exempt. Non-exempt employees are entitled to overtime pay in accordance with federal and state overtime provisions. Exempt employees are exempt from federal and state overtime laws and, but for a few narrow exceptions, are generally paid a fixed amount of pay for each workweek in which work is performed.

If you change positions during your employment with X-GOLF Downers Grove or if your job responsibilities change, you will be informed by the Owner of any change in your exempt status.

In addition to your designation of either exempt or non-exempt, you also belong to one of the following employment categories:

Full-Time:

Full-time employees are regularly scheduled to work greater or equal to 40 hours per week. Generally, regular full-time employees are eligible for X-GOLF Downers Grove's benefits, subject to the terms, conditions, and limitations of each benefit program.

Part-Time:

Part-time employees are regularly scheduled to work less than 40 hours per week. Regular part-time employees may be eligible for some X-GOLF Downers Grove benefit programs, subject to the terms, conditions, and limitations of each benefit program.

Temporary:

Temporary employees include those hired for a limited time to assist in a specific function or in the completion of a specific project. Temporary employees generally are not entitled to [X-GOLF Downers Grove benefits, but are eligible for statutory benefits to the extent required by law. Employment beyond any initially stated period does not in any way imply a change in employment status or classification. Temporary employees retain temporary status unless and until they are notified, by X-GOLF Downers Grove Management, of a change.

3.2 Personnel Data Changes

It is the responsibility of each employee to promptly notify their supervisor or the Owner of any changes in personnel data. Such changes may affect your eligibility for benefits, the amount you pay for benefit premiums, and your receipt of important company information.

If any of the following have changed or will change in the coming future, contact your supervisor or the Owner as soon as possible:

- Legal name
- Mailing address
- Telephone number(s)
- Change of beneficiary
- Exemptions on your tax forms
- Emergency contact(s)
- Training certificates

- Professional licenses

3.3 Privacy Policy

X-GOLF Downers Grove is dedicated to protecting the personal security and privacy of all employees and customers. In the ordinary course of its business, and for legitimate business reasons, X-GOLF Downers Grove may collect and store personal information about its employees and customers, including all or any part of an employee's or customer's social security number ("SSN"), in hard copy or digital storage. For purposes of this policy, "SSN" means more than four sequential digits of an employee's or customer's social security number.

X-GOLF Downers Grove takes measures to prevent the unauthorized disclosure of an SSN, including without limitation:

- Ensuring the confidentiality of SSNs;
- Prohibiting unlawful or unauthorized disclosure of SSNs;
- Limiting the number of people with access to SSNs, and the circumstances under which SSNs may be accessed;
- Ensuring the proper disposal of documents (hard copy or digital) that contain SSNs; and
- Disciplining, up to and including termination, any employee who violates this policy.

X-GOLF Downers Grove, and all employees who may have access to SSNs, will maintain the security and confidentiality of every document containing the SSN. This means, at a minimum, that X-GOLF Downers Grove will securely maintain documents containing SSNs and that any access to digital files containing all or any part of an SSN will be password protected.

Furthermore, no employee shall display or disclose an SSN without the express written consent of the individual to whom the SSN is assigned. X-GOLF Downers Grove will not mail any document containing an SSN that is visible on, or from, the outside of the mailed article. Nor will X-GOLF Downers Grove use the SSN as an identifying number for its employees, or visibly print it on identification tags, badges, passes, cards or licenses. X-GOLF Downers Grove will not require employees to use or transmit their SSN over the Internet, or any Company intranet, computer system or network unless the connection is secure or the transmission is encrypted.

X-GOLF Downers Grove restricts access to any document displaying an SSN to those with a legitimate business need to access those documents. Access to these documents by anyone other than those individuals with a legitimate business need must be specifically authorized, in writing by the Owner or by the individual to whom the SSN is assigned. Documents containing an SSN will be disposed of in accordance with X-GOLF Downers Grove's document retention policy and procedures in such a manner so that they cannot be read or reconstructed in order to preserve the confidential nature of such documents.

Nothing in this policy is intended to modify an employee's right to access their own personnel file, as permitted by applicable law. Nor does this policy prohibit the use of an SSN where the use is authorized by state or federal statute, rule, regulation, court order, or pursuant to legal discovery or process.

Violations of this policy will result in disciplinary action up to and including termination of employment. Violators may also be subject to civil and criminal penalties authorized by applicable state or federal law.

3.4 Expense Reimbursement

X-GOLF Downers Grove reimburses employees for necessary expenditures and reasonable costs incurred in the course of doing their jobs. Expenses incurred by an employee must be approved in advance by the Owner.

Some expenses that may warrant reimbursement include, but are not limited, to the following: mileage costs, air or ground transportation costs, lodging, meals for the purpose of carrying out company business, and any other reimbursable expenses as required by law. Employees are expected to make a reasonable effort to limit business expenses to economical options.

To be reimbursed, employees must submit expense reports to the Supervisor for approval. The report must be accompanied by receipts or other documentation substantiating the expenses. Questions regarding this policy should be directed to your supervisor.

3.5 Termination of Employment

Termination of employment is an inevitable part of personnel activity within any organization.

Notice of Voluntary Separation

Employees who intend to terminate employment with X-GOLF Downers Grove shall provide X-GOLF Downers Grove with at least two weeks written notice. Such notice is intended to allow the Company time to adjust to the employee's departure without placing undue burden on those employees who may be required to fill in before a replacement can be found.

Return of Company Property

Any employee who terminates employment with X-GOLF Downers Grove shall return all files, records, keys, and any other materials that are the property of X-GOLF Downers Grove prior to their last date of employment.

Final Pay

X-GOLF Downers Grove will provide employees with their final pay in accordance with applicable federal, state and local laws.

Benefits Upon Termination

All accrued and/or vested benefits that are due and payable at termination will be paid in accordance with applicable federal, state and local laws.

Certain benefits, such as healthcare coverage, may continue at the employee's expense, if the employee elects to do so. X-GOLF Downers Grove will notify employees of the benefits that may be continued and of the terms, conditions, and limitations of such continuation.

If you have any questions or concerns regarding this policy, contact X-GOLF Downers Grove's Owner.

4. Working Conditions & Hours

4.1 Company Hours

In general, X-GOLF Downers Grove is open for business from

- Monday 09:00 AM to 10:00 PM
- Tuesday 09:00 AM to 10:00 PM
- Wednesday 09:00 AM to 10:00 PM
- Thursday 09:00 AM to 12:00 AM

- Friday 09:00 AM to 12:00 AM
- Saturday 08:00 AM to 12:00 AM
- Sunday 08:00 AM to 08:00 PM

Downers Grove legal liquor serving hours are as follows:

- Monday-Thursday 8:00 AM to 1:00 AM the following day
- Friday and Saturday 8:00 AM to 2:00 AM the following day
- Sunday 08:00 AM to 1:00 AM the following day
- New Year's Eve 8:00 AM to 2:00 AM the following day
- St. Patrick's Day 8:00 AM to 2:00 AM the following day
- Thanksgiving Eve 08:00 AM to 2:00 AM the following day

This excludes holidays recognized by X-GOLF Downers Grove. The standard workweek is 40 hours. Business hours are subject to change depending on demand which tends to vary based on seasonality.

Supervisors will advise employees of their scheduled shift, including starting and ending times. Business needs may necessitate a variation in your starting and ending times as well as in the total hours you may be scheduled to work each day and each week.

4.2 Food Service and Operations

The golf simulators are to be in operation the entire time during operating hours. Bookings are to be made in 1 hour increments, so if the store closes at 10PM then the last booking is to be made at 9PM. Food will be available until closing.

4.3 Emergency Closing

At times, emergencies such as severe weather, fires, or power failures can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility. The decision to close or delay regular operations will be made by X-GOLF Downers Grove management.

When a decision is made to close the office, employees will receive official notification from their supervisor.

4.4 Parking

X-GOLF Downers Grove provides parking for employees in the building parking lot located near the front of the store. Employees should park as far away from the door as possible to save the closer spots for guests. There should be ample space for all employees. Employees may only park in open spaces or those designated for use by X-GOLF Downers Grove. Vehicles parked in spaces designated for private use will be towed at the owner's expense.

4.5 Workplace Safety

X-GOLF Downers Grove is committed to providing a clean, safe, and healthful work environment for its employees. Maintaining a safe work environment, however, requires the continuous cooperation of all employees. X-GOLF Downers Grove and all employees must comply with all occupational safety and health standards and regulations established by the Occupational Safety and Health Act and state and local regulations. In addition, all employees are expected to obey safety rules and exercise caution and common sense in all work activities.

Complaint and Reporting Procedure:

Employees should immediately report any unsafe conditions to their supervisor without fear of reprisal. In the case of an accident that results in injury, regardless of how seemingly insignificant the injury may appear, employees must notify their supervisor. If you believe it would be inappropriate to report the matter to your supervisor.

Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report or, where appropriate, remedy such situations may be subject to disciplinary action, up to and including termination of employment.

Retaliation Prohibited:

X-GOLF Downers Grove expressly prohibits retaliation against anyone who reports unsafe working conditions or work-related accidents, injuries or illnesses. Any form of retaliation will be subject to disciplinary action, up to and including termination of employment.

Questions or concerns regarding this policy should be directed to your supervisor or the Owner.

4.6 Security

The purpose of X-GOLF Downers Grove's security policy is to protect Company assets and to maintain a safe working environment for all employees.

Facility Access:

All regular X-GOLF Downers Grove employees will be issued a key to gain access to X-GOLF Downers Grove facilities. Employees who are issued keys are responsible for their safekeeping. All lost or stolen keys must be reported to your supervisor as soon as possible.

Upon separation from X-GOLF Downers Grove, and at any other time upon X-GOLF Downers Grove's request, all keys must be returned to your supervisor.

Closing Procedures:

The last employee, or a designated employee, who leaves the store at the end of business assumes the responsibility to ensure that: all doors are securely locked; the alarm system is armed; thermostats are set on appropriate evening and/or weekend setting; and all appliances and lights are turned off with the exception of the lights normally left on for security purposes.

Employees are not permitted on company property after hours without prior written authorization from the Management or Owner.

4.7 Meal & Break Periods

X-GOLF Downers Grove will schedule meal and break periods in order to accommodate Company operating requirements and according to Federal and State laws.

4.8 Break Time for Nursing Mothers

X-GOLF Downers Grove accommodates employees who wish to express breast milk during the workday by providing reasonable break times to do so. The Company will provide a designated room, that is shielded from view, free from intrusion from coworkers and the public and is in compliance with all other applicable laws for this purpose.

Employees who use regularly scheduled rest breaks to express breast milk will be paid for the break time. If the lactation break does not run concurrently with the employee's regularly scheduled compensated break, the lactation break time will be unpaid.

For questions related to this policy, please contact the supervisor or Owner.

5. Employee Benefits

5.1 Paid Time Off (PTO)

Paid Time Off (PTO) is an all-purpose time off policy for eligible employees to use for vacation, illness, injury, or personal business. PTO combines traditional vacation and sick leave plans into one flexible, inclusive policy. PTO is payable in the same manner as the regular salary and is subject to the same withholding elections.

Employees in the following employment classification(s) are eligible to earn and use PTO as described in this policy: Full-time, employees only

Upon entering an eligible employment classification, employees will begin to earn PTO according to the following schedule:

- After 1 year(s) of service employees are eligible for PTO Days as described in their employment agreement. If no employment agreement exists, the employee is not qualified for PTO Days.

Unless X-GOLF Downers Grove is required by state or local law to carry over unused PTO to the following year, employees must use their earned time prior to December 31 of the calendar year; otherwise the time will be forfeited. For details on carryover or other provisions of this policy, contact Owner.

Paid time off is paid at your base pay rate at the time of the absence. It does not include overtime or any special forms of compensation such as tips, incentives, commissions, bonuses, or shift differential.

Employees with an unexpected need (i.e. sudden illness or emergency) to request PTO should notify their direct supervisor as early as possible. Employees must also contact their direct supervisor on each additional day of absence.

Work-related accidents and illness are covered by Workers' Compensation Insurance, pursuant to the requirements of the laws in the state in which X-GOLF Downers Grove operates. The PTO policy outlined above does not apply to those illnesses or injuries that are covered by an applicable Workers' Compensation policy.

5.2 Military Leave

X-GOLF Downers Grove grants employees unpaid time off for service, training and other obligations in the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and any other applicable state law.

All employees requesting time off for military service must provide advance notice to their immediate supervisor, unless military necessity prevents such notice or it is otherwise impracticable. Continuation of health insurance benefits is available during military leave subject to the terms and conditions of the group health plan and applicable law.

Employees are eligible for reemployment for up to five years from the date their military leave began. The period an individual has to apply for reemployment or report back to work after military service is based on time spent on military duty and on applicable law. For reinstatement guidelines, contact the Owner.

Employees who qualify for reemployment will return to work at a pay level and status equal to that which they would have attained had they not taken military leave. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

X-GOLF Downers Grove complies with all rights and protections under all applicable state laws granting time off for service, training and other obligations in the uniformed services. This includes, but is not limited to, benefits entitlement and continuation, notice and recertification requirements, and reemployment application requirements.

Questions regarding this policy should be directed to the Owner.

5.3 Jury Duty

X-GOLF Downers Grove encourages employees to fulfill their civic responsibilities when called upon to serve as a juror. Employees must provide their immediate supervisor with a copy of their jury summons as soon as possible so that the supervisor may make arrangements to accommodate their absence.

Employees on jury duty must report to work on workdays, or parts of workdays, when they are not required to serve. Either X-GOLF Downers Grove or the employee may request an excuse from jury duty if it is determined that the employee's absence would create serious operational difficulties.

Jury duty will be paid if required by applicable state law. If paid, jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. . If exempt employees miss work because of jury duty, they will receive their full salary, unless they miss the entire workweek. However, X-GOLF Downers Grove may offset any jury-duty fees received by an exempt employee against the salary due for that workweek.

5.4 Workers' Compensation

Employees who are injured on the job at X-GOLF Downers Grove are eligible for Workers' Compensation benefits. Such benefits are provided at no cost to employees and cover any injury or illness sustained in the course of employment that requires medical treatment.

Lost time or medical expenses incurred as a result of an accident or injury which occurred while an employee was on the job will be compensated for in accordance with workers' compensation laws. This protection is paid for in full by X-GOLF Downers Grove. No premium is charged for this coverage and no individual enrollment is required. X-GOLF Downers Grove will provide medical care and a portion of lost wages through our insurance carrier.

All job-related accidents or illnesses must be reported to an employee's supervisor immediately upon occurrence. Supervisors will then immediately contact the Owner to obtain the required claim forms and instructions.

6. Employee Conduct

6.1 Standards of Conduct

X-GOLF Downers Grove's rules and standards of conduct are essential to a productive work environment. As such, employees must familiarize themselves with, and be prepared to follow, the Company's rules and standards.

While not intended to be an all-inclusive list, the examples below represent behavior that is considered unacceptable in the workplace. Behaviors such as these, as well as other forms of misconduct, may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal/possession of property
- Violation of local or state liquor laws
- Falsification of timekeeping records
- Possession, distribution, sale, transfer, manufacture or use of alcohol or illegal drugs in the workplace
- Fighting or threatening violence in the workplace
- Making maliciously false statements about co-workers
- Threatening, intimidating, coercing, or otherwise interfering with the job performance of fellow employees or visitors
- Negligence or improper conduct leading to damage of company-owned or customer-owned property
- Violation of safety or health rules
- Smoking in the workplace
- Sexual or other unlawful or unwelcome harassment
- Excessive absenteeism
- Creating or attempt to create a negative view of X-GOLF Downers Grove, the Owners, or employees through any means including social media.
- Unauthorized use of telephones, computers, or other company-owned equipment on working time. Working time does *not* include break periods, meal times, or other specified periods during the workday when employees are not engaged in performing their work tasks.
- Unauthorized disclosure of any "business secrets" or other confidential or non-public proprietary information relating to the Company's products, services, customers or processes. *Wages and other conditions of employment are not considered to be confidential information.*

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

Other forms of misconduct not listed above may also result in disciplinary action, up to and including termination of employment. If you have questions regarding X-GOLF Downers Grove's standards of conduct, please direct them to your supervisor or the Owner.

6.2 Disciplinary Action

Disciplinary action at X-GOLF Downers Grove is intended to fairly and impartially correct behavior and performance problems early on and to prevent reoccurrence.

Disciplinary action may involve any of the following: verbal warning, written warning, suspension with or without pay, and termination of employment, depending on the severity of the problem and the frequency of occurrence. X-GOLF Downers Grove reserves the right to administer disciplinary action at its discretion and based upon the circumstances.

X-GOLF Downers Grove recognizes that certain types of employee behavior are serious enough to justify termination of employment, without observing other disciplinary action first.

These violations include but are not limited to:

- Workplace violence
- Harassment
- Theft of any kind
- Insubordinate behavior
- Vandalism or destruction of company property
- Presence on company property during non-business hours
- Use of company equipment and/or company vehicles without prior authorization
- Indiscretion regarding personal work history, skills, or training
- Divulging X-GOLF Downers Grove business practices or any other confidential information
- Any misrepresentation of X-GOLF Downers Grove to a customer, a prospective customer, the general public, or an employee

6.3 Confidentiality

X-GOLF Downers Grove takes the protection of Confidential Information very seriously. "Confidential Information" includes, but is not limited to, computer processes, computer programs and codes, customer lists, customer preferences, customers' personal information, company financial data, marketing strategies, proprietary production processes, research and development strategies, pricing information, business and marketing plans, vendor information, software, databases, and information concerning the creation, acquisition or disposition of products and services.

Confidential Information also includes the Company's intellectual property and information that is not otherwise public. Intellectual property includes, but is not limited to, trade secrets, ideas, discoveries, writings, trademarks, and inventions developed through the course of your employment with X-GOLF Downers Grove and as a direct result of your job responsibilities with X-GOLF Downers Grove. *Wages and other conditions of employment are not considered to be Confidential Information.*

To protect such information, employees may not disclose any confidential or non-public proprietary information about the Company to any unauthorized individual. If you receive a request for Confidential Information, you should immediately refer the request to your supervisor.

The unauthorized disclosure of Confidential Information belonging to the Company, and not otherwise available to persons or companies outside of X-GOLF Downers Grove, may result in disciplinary action, up to and including termination of employment. If you leave the Company, you may not disclose or misuse any Confidential Information.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

Questions regarding this policy should be directed to the Owner.

6.4 Personal Appearance

The purpose of X-GOLF Downers Grove's personal appearance policy is to ensure a safe and sanitary workplace for all employees. X-GOLF Downers Grove strives to maintain a professional working environment that promotes efficiency, positive employee morale and promotes a professional image. During business hours or when representing X-GOLF Downers Grove, employees are expected to use common sense and good judgment in order to meet the goals of this policy.

Generally, employees should wear appropriate clothing, observe high standards of personal hygiene, and dress and groom themselves according to the requirements of their positions. While not intended to be an all-inclusive list, the examples below are considered appropriate workplace attire:

- **Dress Code for Men** - A collared polo-styled shirt with the company logo will be issued and should be worn at all times. Male employees will provide their own golf pants or golf shorts which are preferred but business slacks are also acceptable. Ball caps or visors of a golf nature are acceptable as long as they are clean and in good condition. Prohibited attire includes but is not limited to: denim of any kind, workout and spandex attire, sleeveless or collarless shirts, and clothing that is too revealing, suggestive in nature, or otherwise generally offensive to our customers or other employees. Attire not generally consistent for men is also prohibited.
- **Dress Code for Women** - A sleeveless collared polo-styled shirt with the company logo will be issued and should be worn at all times. Female employees will provide their own golf skirts, golf pants, or golf shorts, which are preferred but business slacks, and approved athletic (yoga) pants are also acceptable. Ball caps or visors of a golf nature are acceptable as long as they are clean and in good condition. Prohibited attire includes but is not limited to: denim of any kind, collarless shirts, and clothing that is too revealing, suggestive in nature, or otherwise generally offensive to our customers or other employees. Attire not generally consistent for women is also prohibited.
- **Footwear** - Clean low-top tennis shoes, cross trainers, running shoes, or business casual footwear is required. Prohibited footwear includes but is not limited to: high top sneakers, shoes with heels of any height, sandals, open-toed shoes, slippers, or amphibious footwear (i.e. Crocs).

Generally, employees should maintain a clean and neat appearance and should refrain from wearing stained, wrinkled, frayed, or revealing clothing to the workplace. Employees are urged to use their discretion when determining what is appropriate to wear to work. Employees who wear inappropriate attire to work may be sent home to change their clothing.

X-GOLF Downers Grove understands that in certain situations, the Company may need to make exceptions to this policy based on an employee's religion, disability, or other characteristic protected under federal, state or local law. In accordance with all applicable laws, the Company will make every effort to provide reasonable accommodation as necessary unless doing so would cause an undue hardship on X-GOLF Downers Grove.

Questions regarding appropriate workplace attire should be directed to your supervisor or the Owner.

6.5 Workplace Violence

X-GOLF Downers Grove strictly prohibits workplace violence, including any act of intimidation, threat, harassment, physical violence, verbal abuse, aggression or coercion against a coworker, vendor, customer, or visitor.

Prohibited actions, include, but are not limited to the following examples:

- Physically injuring another person
- Threatening to injure another person
- Engaging in behavior that subjects another person to emotional distress
- Using obscene, abusive or threatening language or gestures
- Bringing an unauthorized firearm or other weapon onto company property
- Threatening to use or using a weapon while on company premises, on company-related business, or during job-related functions
- Intentionally damaging property

All threats or acts of violence should be reported immediately to your supervisor or security personnel. Employees should warn their supervisors or security personnel of any suspicious workplace activity that they observe or that appears problematic. Employee reports made pursuant to this policy will be investigated promptly and will be kept confidential to the maximum extent possible. X-GOLF Downers Grove will not tolerate any form of retaliation against any employee for making a report under this policy.

X-GOLF Downers Grove will take prompt remedial action, up to and including immediate termination, against any employee found to have engaged in threatening behavior or acts of violence.

6.6 Drug & Alcohol Use

X-GOLF Downers Grove is committed to maintaining a workplace free of substance abuse. No employee or individual who performs work for X-GOLF Downers Grove is allowed to consume, possess, sell, purchase, or be impaired by alcohol or illegal drugs, as defined under federal and/or state law, on any property owned by or leased on behalf of X-GOLF Downers Grove, or in any vehicle owned or leased on behalf of X-GOLF Downers Grove or while on Company business.

The use of over-the-counter drugs and legally prescribed drugs is permitted as long as they are used in the manner for which they were prescribed and provided that such use does not hinder an employee's ability to safely perform their job. Employees should inform their supervisor if they believe their medication will impair their job performance, safety or the safety of others, or if they believe they need a reasonable accommodation when using such medication.

X-GOLF Downers Grove will not tolerate employees who report for duty while impaired by the use of alcohol or drugs. All employees should report evidence of alcohol or drug abuse to their supervisor or the Owner immediately. In cases in which the use of alcohol or drugs creates an imminent threat to the safety of persons or property, employees are required to report the violation. Failure to do so may result in disciplinary action, up to and including termination of employment.

As a part of our effort to maintain a workplace free of substance abuse, X-GOLF Downers Grove employees may be asked to submit to a medical examination and/or clinical testing for the presence of alcohol and/or drugs. Within the limits of federal, state, and local laws, X-GOLF Downers Grove reserves the right to examine and test for drugs and alcohol at our discretion.

As a condition of your employment with X-GOLF Downers Grove, employees must comply with this Drug & Alcohol Use Policy. Be advised that no part of the Drug & Alcohol Use Policy shall be construed to alter or amend the at-will employment relationship between X-GOLF Downers Grove and its employees.

Employees found in violation of this policy may be subject to disciplinary action, up to and including termination of employment.

6.7 Sexual & Other Unlawful Harassment

X-GOLF Downers Grove is committed to a work environment in which all individuals are treated with respect. X-GOLF Downers Grove expressly prohibits discrimination and all forms of employee harassment based on race, color, religion, sex, pregnancy, national origin, age, disability, military or veteran status, or status in any group protected by state or local law.

Sexual harassment is a form of discrimination and is prohibited by law. For purposes of this policy sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

Sexual and unlawful harassment may include a range of behaviors and may involve individuals of the same or different gender. These behaviors include, but are not limited to:

- Unwanted sexual advances or requests for sexual favors.
- Sexual or derogatory jokes, comments, or innuendo
- Unwelcomed physical interaction
- Insulting or obscene comments or gestures
- Offensive email, voicemail, or text messages
- Suggestive or sexually explicit posters, calendars, photographs, graffiti, or cartoons
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters
- Verbal sexual advances or propositions
- Physical conduct that includes touching, assaulting, or impeding or blocking movements
- Abusive or malicious conduct that a reasonable person would find hostile, offensive, and unrelated to the Company's legitimate business interests
- Any other visual, verbal, or physical conduct or behavior deemed inappropriate by the Company
- Harassment on the basis of any other protected characteristic is also strictly prohibited.

Complaint Procedure:

X-GOLF Downers Grove strongly encourages the reporting of all instances of discrimination, harassment, or retaliation. If you believe you have experienced or witnessed harassment or discrimination based on sex, race, national origin, disability, or another factor, promptly report the incident to your supervisor. If you believe it would be inappropriate to discuss the matter with your supervisor. Any reported allegations of harassment or discrimination will be investigated promptly, thoroughly, and impartially.

Any employee found to be engaged in any form of sexual or other unlawful harassment may be subject to disciplinary action, up to and including termination of employment.

Retaliation Prohibited:

X-GOLF Downers Grove expressly prohibits retaliation against any individual who reports discrimination or harassment, or assists in investigating such charges. Any form of retaliation is considered a direct violation of this policy and, like discrimination or harassment itself, will be subject to disciplinary action, up to and including termination of employment.

6.8 Telephone Usage

X-GOLF Downers Grove telephones are intended for the sole use of conducting company business. Personal use of the Company's telephones and individually owned cell phones during business hours should be kept to a minimum or for emergency purposes only. We ask that personal calls only be made or received outside of working hours, including during lunch or break time. Long distance phone calls which are not strictly business-related are expressly prohibited.

Any employee found in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

6.9 Personal Property

Employees should use their discretion when bringing personal property into the workplace. X-GOLF Downers Grove assumes no risk for any loss or damage to personal property.

Additionally, employees may not possess or display any property that may be viewed as inappropriate or offensive on X-GOLF Downers Grove premises.

6.10 Use of Company Property

Company property refers to anything owned by the company: physical, electronic, intellectual, or otherwise. The use of company property is for business necessity only.

When materials or equipment are assigned to an employee for business, it is the employee's responsibility to see that the equipment is used properly and cared for properly. However, at all times, equipment assigned to the employee remains the property of the Company, and is subject to reassignment and/or use by the Company without prior notice or approval of the employee. This includes, but is not limited to, computer equipment and data stored thereon, voicemail, records, and employee files.

X-GOLF Downers Grove has created specific guidelines regarding the use of company equipment. Below is a list of employee responsibilities and limitations with regards to company property.

Personal use of company property:

Company property is not permitted to be taken from the premises without proper written authority from company management.

Company Tools:

All necessary tools are furnished to employees in order to assist them in their required duties. Each employee is, in turn, responsible for these tools. Tools damaged or stolen as a result of an employee's negligence will, to the extent permitted by federal, state and local law, be charged to the employee.

Care of Company Property:

Office areas should be kept neat and orderly and all equipment should be well-maintained. The theft, misappropriation, or unauthorized removal, possession, or use of company property or equipment is expressly prohibited.

Any action in contradiction to the guidelines set herein may result in disciplinary action, up to and including termination of employment.

6.11 Smoking

X-GOLF Downers Grove provides a smoke-free environment for its employees, customers, and visitors. Smoking, including the use of e-cigarettes and vaporizers, is prohibited throughout the workplace. We have adopted this policy because we have a sincere interest in the health of our employees and in maintaining pleasant working conditions.

6.12 Computer, Email & Internet Usage

Computers, email, and the Internet allow X-GOLF Downers Grove employees to be more productive. However, it is important that all employees use good business judgment when using X-GOLF Downers Grove's electronic communications systems (ECS).

Standards of Conduct and ECS

X-GOLF Downers Grove strives to maintain a workplace free of discrimination and harassment. Therefore, X-GOLF Downers Grove prohibits the use of the Company's ECS for bullying, harassing, discriminating, or engaging in other unlawful misconduct, in violation of the Company's policy against discrimination and harassment.

Copyright and other Intellectual Property

Respect all copyright and other intellectual property laws. For the Company's protection as well as your own, it is critical that you show proper respect for the laws governing copyright, fair use of copyrighted material owned by others, trademarks and other intellectual property, including the Company's own copyrights, trademarks and brands. Employees are also responsible for ensuring that, when sending any material over the Internet, they have the appropriate distribution rights.

X-GOLF Downers Grove purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, X-GOLF Downers Grove does not have the right to reproduce such software for use on more than one computer. Employees may only use software according to the software license agreement. X-GOLF Downers Grove prohibits the illegal duplication of software and its related documentation.

ECS Guidelines

The following behaviors are examples of previously stated or additional actions and activities under this policy that are prohibited:

- Sending or posting discriminatory, harassing, or threatening messages or images about coworkers, supervisors or the Company that violate the Company's policy against discrimination and harassment.
- Stealing, using, or disclosing someone else's code or password without authorization.
- Pirating or downloading Company-owned software without permission.
- Sending or posting the Company's confidential material, trade secrets, or non-public proprietary information outside of the Company. *Wages and other conditions of employment are not considered confidential material.*
- Violating copyright laws and failing to observe licensing agreements.
- Participating in the viewing or exchange of pornography or obscene materials.
- Sending or posting messages that threaten, intimidate, coerce, or otherwise interfere with the job performance of fellow employees.
- Attempting to break into the computer system of another organization or person.
- Refusing to cooperate with a security investigation.
- Using the Internet for gambling or any illegal activities.
- Sending or posting messages that disparage another organization's products or services.
- Passing off personal views as representing those of X-GOLF Downers Grove.

Privacy and Monitoring

Computer hardware, software, email, Internet connections, and all other computer, data storage or ECS provided by X-GOLF Downers Grove are the property of X-GOLF Downers Grove. Employees have no right of personal privacy when using X-GOLF Downers Grove's ECS. To ensure productivity of employees, compliance with this policy and with all applicable laws, including harassment and anti-discrimination laws, computer, email and Internet usage may be monitored.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

Violations of this policy may result in disciplinary action, up to and including termination of employment. Questions or concerns related this policy should be directed to your supervisor or the Owner.

6.13 Company Supplies

Only authorized persons may purchase supplies in the name of X-GOLF Downers Grove. No employee whose regular duties do not include purchasing shall incur any expense on behalf of X-GOLF Downers Grove or bind X-GOLF Downers Grove by any promise or representation without express written approval.

6.14 Alcohol Service

Minimum age of sellers

Age of seller policies require that alcohol servers and clerks be a minimum age in order to legally serve or sell alcohol. Clerks must be at least 21 years of age to ring up any sale of alcoholic liquor. Servers must be a minimum of 19 years of age; however, the under 21 server may not take the initial order or make the determination that the patron is of age. Initial orders and determination of age must be done by another server who is over 21.

Adults sharing drinks with minors

Adults sharing drinks with minors will not be allowed. Regardless of whether the patron is in the company of their parents, those under 21 will not be allowed alcoholic beverages.

Liquor product ID signs

The sale of alcoholic liquor for consumption on the premises within the Village shall be limited to restaurants, hotels and recreational facilities, with liquor sales as incidental of the operation of any such establishments. Liquor product identification signs, shall not be permitted as any interior or exterior window sign or as any form of exterior sign. Patio umbrellas shall not constitute a sign.

Mandatory certified training

Every employee who serves, sells, or distributes alcoholic liquor shall successfully complete a certified training program and maintain a current effective certification from said program. Servers will need to complete training every three (3) years. Certificates shall be made available for inspection by the Village.

Bottle Service

Bottle service advertising, offer for sale or sale of distilled spirits by the bottle is prohibited. The sale of pre-mixed carafes not exceeding 64 ounces of no more than two distilled spirits mixed with a non-alcoholic beverage are allowed, but must be delivered to two or more people.

Compliance Testing

The Downers Grove Police Department periodically conducts tests on establishments to ensure that minors are not being served alcohol. An under 21 agent is sent into each establishment to attempt to purchase liquor. In the event staff serves or sells alcohol to the minor, the individual involved in the service/sale is immediately issued an administrative citation for serving the minor. In addition, the licensee will be required to attend a public hearing on the violation. A finding of guilty with regard to the violation will result in fines, penalties and or suspension of the liquor license and possible mandatory certified training for all employees.

\$500 administrative citation to the individual involved in alcohol sales to a minor

Up to \$1000 to cover the costs of disciplinary hearing

Up to \$15,000 in fines

Suspension and or revocation of liquor license

DUI Notification Program

The Downers Grove Police Department will notify an establishment in the event an individual arrested for a DUI names their establishment as where they have been drinking prior to the arrest. Any establishment receiving numerous notifications will be subject to a license renewal hearing where the establishment's liquor serving policies will be reviewed.

Checking ID

Any patron must be 21 or over in order to consume alcohol on premise. Under 21 IDs will be accepted if the customer is over 21 and the ID has not expired. Under 21 IDs must be approved by a manager or shift supervisor on the floor.

7. Timekeeping & Payroll

7.1 Attendance & Punctuality

Absenteeism and tardiness place an undue burden on other employees and on the Company. X-GOLF Downers Grove expects regular attendance and punctuality from all employees. This means being in the workplace, ready to work, at your scheduled start time each day and completing your entire shift. Employees are also expected to return from scheduled meal and break periods on time.

All time off must be requested in writing, in advance, as outlined in the Company's Paid Time Off (PTO) policy. If an employee is unexpectedly unable to report for work for any reason, he or she must directly notify their supervisor as early as possible, and preferably prior to their scheduled starting time. It is not acceptable to leave a voicemail message with a supervisor, except in extreme emergencies. In cases that warrant leaving a voicemail message or when an employee's direct supervisor is unavailable, a follow-up call must be made later that day.

If an illness or emergency occurs during work hours, employees should notify their supervisor as soon as possible.

Employees, who are going to be absent for more than one day, should contact their supervisor on each day of their absence. X-GOLF Downers Grove reserves the right to ask for a physician's statement in the event of a long-term illness (three consecutive days), or multiple illnesses or injuries.

If an employee fails to notify their supervisor after three consecutive days of absence, X-GOLF Downers Grove will presume that the employee has voluntarily resigned. X-GOLF Downers Grove will review any extenuating circumstances that may have prevented him or her from calling in before the employee is removed from payroll.

Should undue or recurrent absence and tardiness become apparent, the employee will be subject to disciplinary action, up to and including termination of employment.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

7.2 Timekeeping

It is the Company's policy to comply with applicable laws that require records to be maintained of the hours worked by our employees. Every employee is responsible for accurately recording time worked.

In addition to recording arrival and departure time, non-exempt employees are required to accurately record the start and end of each meal period as well as any departure for non-work related reasons. Any errors in time records, must be immediately reported to your supervisor.

Absent prior authorization, non-exempt employees are not permitted to start work until their scheduled starting time or work past their scheduled ending time.

X-GOLF Downers Grove strictly prohibits non-exempt employees from working off the clock for any reason. All time spent working must be logged and accounted for; this includes time spent using electronic devices for work-related purposes.

Vacation days, sick days, holidays, and absences for jury duty, funeral leave or military training must be specifically recorded by all employees.

It is the responsibility of all employees to submit and approve their time records each week.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action up to and including termination of employment.

7.3 Paydays

X-GOLF Downers Grove employees are paid on a Bi-weekly basis. In the event that a regularly scheduled payday falls on a holiday, employees will be paid on the day preceding the holiday, unless otherwise required by state law.

Paychecks will not, under any circumstances, be given to any person other than the employee without written authorization. Paychecks may also be mailed to the employee's listed address or, upon advance written authorization, deposited directly into an employee's bank account. Employees who elect payment through direct deposit will receive an itemized statement of wages when the Company makes direct deposits.

In the event of employee termination, the employee will receive their accrued pay in accordance with applicable federal, state and local laws.

7.4 Payroll Deductions

X-GOLF Downers Grove makes deductions from employee pay only in circumstances permitted by applicable law. This includes, but is not limited to, mandatory deductions for income tax withholding and Social Security and Medicare contributions as well as voluntary deductions for health insurance premiums and other related contributions.

If you believe that an improper deduction has been made from your pay, raise the issue with the Owner immediately. X-GOLF Downers Grove will promptly investigate. If the investigation reveals that you were subjected to an improper deduction from pay, you will be reimbursed promptly.

Acknowledgement of Receipt for Employee Handbook

(Employer Copy – Keep with employee personnel file)

I, _____, acknowledge I have received a copy of the Employee Handbook. I understand I am responsible for reading the information contained in the Handbook.

I understand the handbook is intended to provide me with a general overview of the company's policies and procedures. I acknowledge nothing in this handbook is to be interpreted as a contract, expressed or implied, or an inducement for employment, nor does it guarantee my employment for any period of time.

I understand and accept my employment with the company is at-will. I have the right to resign at any time with or without cause, just as the company may terminate my employment at any time with or without cause or notice, subject to applicable laws. I understand nothing in the handbook or in any oral or written statement alters the at-will relationship, except by written agreement signed by the employee and Supervisor

I acknowledge the company may revise, suspend, revoke, terminate, change or remove, prospectively or retroactively, any of the policies or procedures outlined in this handbook or elsewhere, in whole or in part, with or without notice at any time, at the company's sole discretion.

(Signature of Employee)

(Date)

(Signature of X-Golf Downers Grove Manager)

DRIVER SERVICES

Driver's License/State ID Card Central Issuance



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

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

Meanwhile, the applicant's information will be sent to a centralized, secure facility in Illinois. After fraud checks

have been conducted to ensure the applicant's identity, a higher quality, more secure DL/ID will be printed and sent via U.S. mail within 15 business days to the applicant's address.

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

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

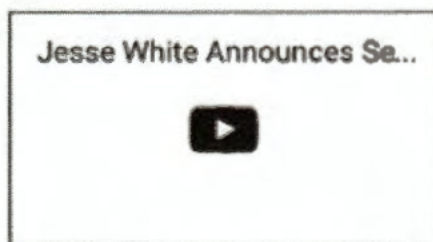
The transition to central issuance will take place in phases. Beginning May 17, 2016, Safe Driver Renewal applicants will receive by mail their new driver's license with the upgraded security features. Beginning in late June 2016, through a gradual rollout, Driver Services facilities throughout the state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

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

Quick Links

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

Video



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

THE NEW PROCESS:

STEP 1

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

STEP 2

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

STEP 3

Take your photo at the facility.

STEP 4

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

STEP 5

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



SECURE ILLINOIS
A new process and a new driver's license means
more security for 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 (TVDL), issuance phased in Fall 2007

OLD to be phased out upon individual expiration dates



Driver's License



ID card



CDL



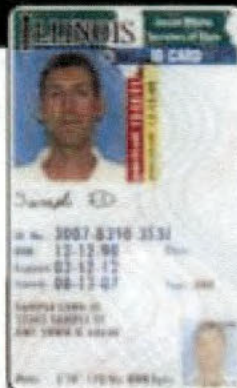
TVDL

Valid Under 21 Driver's Licenses/ID Cards

NEW to be phased in Fall 2007



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



Under 21 ID card, issuance phased in Fall 2007

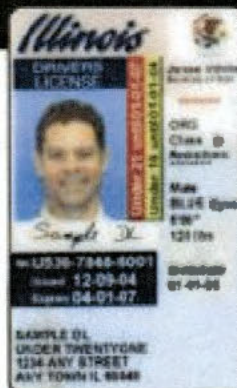


Under 21 CDL, issuance phased in Fall 2007



Under 21 TVDL, issuance phased in Fall 2007

OLD to be phased out upon individual expiration dates



Under 21 Driver's License, issuance began 1/1/00



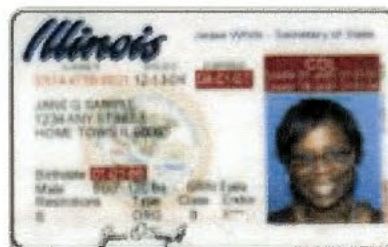
Under 21 ID Card, issuance began 1/1/05



Under 21 CDL, issuance began 1/1/05



Under 21 TVDL, issuance began 1/1/05



Under 21 Driver's License Style, 12/30/02-12/31/04

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)

ACKNOWLEDGMENT FORM

Employee Name _____

Address _____

Telephone Number _____

Date of Birth _____ Place of Birth _____

Employee Classification _____

I, the undersigned, have read my employers Liquor License Guidelines and acknowledge being advised of the Downers Grove Municipal Code, Chapter 3, specifically Section 3-25, which deals with the sale of alcoholic beverages to minors, etc., and agree to comply with its specifications.

I acknowledge that I personally have the discretionary right to refuse sales of alcoholic beverages to anyone I feel is underage or intoxicated, and I, therefore, accept full responsibility for my actions.

As of today, **I am at least 21 years of age** and understand that I may take orders for alcoholic beverages, as well as serve/sell the product to customers for on premise consumption and ring up sales for off-premise consumption, only after determining that person placing the order is of legal drinking age - 21 years of age or older. I have read and understand the I.D. guidelines as outlined in the Downers Grove Liquor License Guidelines.

Signature

Date

OR

As of today, **I am at least 19 years of age** and understand that I may serve alcoholic beverages to customers for consumption on the premises only, after another employee at my place of employment (over the age of 21) determines that person placing the order is of legal drinking age - 21 years of age or older. I understand that I may not attend bar; draw, pour or mix any alcoholic beverages. I understand that I may not register (ring up) by mechanical means the sale of alcoholic liquor at any time at an off-premise licensed establishment. I have read and understand the I.D. guidelines as outlined in the Downers Grove Liquor License Guidelines.

Signature

Date

