

**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 5b

Title:

Recommendation to approve a Proposal for a D-11 Liquor License Application for Tivoli Enterprises, Inc. dba Charlestowne Theatre Located at 3740 E. Main St., St. Charles.

Presenter:

Police Chief James Keegan

Meeting: Government Operations Committee

Date: November 18, 2019

Proposed Cost: \$

Budgeted Amount: \$

Not Budgeted: **Executive Summary** *(if not budgeted please explain):*

Upon approval of the D-11 liquor license classification to the City's liquor ordinance, Charlestowne Movie Theatre has requested authorization to sell alcohol at the theatre. The theatre, which is owned and operated by Classic Cinemas, currently holds a liquor license at several of their other theatres, including Downers Grove, Elmhurst, Fox Lake, and North Riverside.

Pursuant to this item being presented at the Government Operations Committee Meeting on November 18, 2019 to seek approval; it will be brought before the Liquor Control Commission at a meeting scheduled for 4:30 p.m., the same day, to process and move it forward to this Committee. This item will then continue on to the City Council Meeting scheduled on December 2, 2019 for final approval.

Attachments *(please list):*

Summary

Recommendation/Suggested Action *(briefly explain):*

Recommendation to approve a Proposal for a D-11 Liquor License Application for Tivoli Enterprises, Inc. dba Charlestowne Theatre Located at 3740 E. Main St., St. Charles.



Memo

Date: 11/12/2019

To: The Honorable Ray Rogina, Mayor-Liquor Commissioner

From: James Keegan, Chief of Police

Re: Background Investigation-Charlestowne Theatre located at 3740 E. Main St. (D-11)

The purpose of this memorandum is to document and forward to your attention the results of the background investigation conducted by members of the St. Charles Police Department concerning the above mentioned establishment.

Theatre managers Randall Pollock and Eric Hutchins intend to sell alcohol at the above location. The site location/floor plans and the corresponding application materials were reviewed by my staff.

We also found nothing of a derogatory nature that would preclude either the site location or the applicants from moving forward with this business and on-site consumption, subject to City Council approval. Upon approval of the addition of the D-11 liquor license classification to the City Ordinance, they are applying for a class D-11 license.

Thank you in advance for your consideration in this matter.



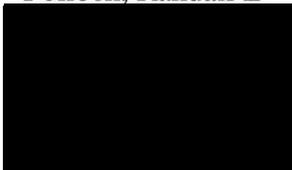
Memo

Date: 11/8/2019
To: Commander Eric Majewski
From: Detective David Ketelsen *DK 328*
Re: Liquor License Application/ Charlestowne Theatre

The purpose of this memo is to document the background investigation of Charlestowne Theatre and its managers, Randall L Pollock, Donald P Baker, and Eric S Hutchins pursuant to the application for a new Class D-11 liquor license. This will be a new class of license. See attached example. This business location is located in the Charlestowne Mall and has an address of 3740 E Main Street.

Applicant

Pollock, Randall L



- Pollock currently lives at the above address, and has resided there for the past 21 years. Lockport PD has no negative contacts with him.
- On 10/14/19 I spoke with Pollock and essentially learned the following.
- Pollock has been the General Manager of Charlestowne 18 Theatres since 2001. This is when the company he works for, Classic Cinema, bought this property. He advised that Classic Cinema is currently in the process of obtaining several liquor licenses for their theatres, but none of them at this time are serving alcohol.
- Pollock will be involved in the day to day operations of this business along with the 2 other managers, Donald P Baker, and Eric S Hutchins.
- Pollock has been B.A.S.S.E.T certified since 06/17/2019. He received his certification through Learn To Serve. See attached copy.
- Pollock said the business does not plan on selling alcohol until the beginning of 2020. They plan on selling canned beer, canned wine, and canned spirits.

Service, Courage, Professionalism, Dedication

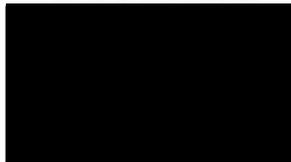


Preliminary plans were to sell the alcohol behind the counter in the concession stand area.

- Pollock advised the hours of the service alcohol would be from 10:00A.M. until midnight.
- Pollock was fingerprinted on October 30th, 2019 for this application. The results of this showed no previous arrests. See attached.
- I checked Pollock in TLOxp, which is a data base used by law enforcement. It showed no past liens, bankruptcies or any other negative information.
- A check of New World shows no negative contact calls with Pollock.

Applicant

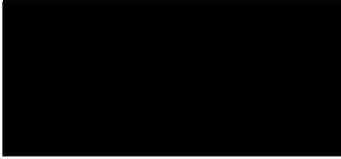
Eric S Hutchins



- On 11/16/19 I spoke with Hutchins and essentially learned the following.
- Hutchins currently lives at the above address, and has resided there since August of 2019. Before that he lived in Sycamore since 2007. Neither Sycamore PD nor SCPD have had negative contacts with him.
- Hutchins has worked at the theatre since 2002. He advised that General Manager, Randall Pollock, had the most information on the implementation of alcohol service at Charlestowne 18.
- Hutchins has been B.A.S.S.E.T certified since 07/03/2019. He received his certification through Learn To Serve. See attached copy.
- Hutchins was fingerprinted on October 30th, 2019 for this application. The results of this showed no previous arrests. See attached.
- I checked Hutchins in TLOxp, which is a data base used by law enforcement. It showed no past liens, bankruptcies or any other negative information.
- A check of New World shows no negative contact calls with Hutchins.

Applicant

Baker, Paul B



- On 11/16/19 I spoke with Baker and essentially learned the following.
- Baker currently lives at the above address, and has resided there since September of of 2000. Carpentersville Police Department had no negative contacts with him.
- Baker has worked at the theatre since 2002. He advised that General Manager, Randall Pollock, had the most information on the implementation of alcohol service at Charlestowne 18.
- Baker has been B.A.S.S.E.T certified since 07/02/2019. He received his certification through Learn To Serve. See attached copy.
- Baker was fingerprinted on October 30th, 2019 for this application. The results of this showed no previous arrests. See attached.
- I checked Baker in TLOxp, which is a data base used by law enforcement. It showed no past liens, bankruptcies or any other negative information.
- A check of New World shows no negative contact calls with Hutchins.

- This concludes my background investigation. See attached application.

DK #328 *DK #328*



Memo

Date: October 18, 2019
To: Raymond Rogina, Liquor Commissioner
From: James Keegan, Chief of Police
CC: Mark Koenen, City Administrator
Re: Movie Theater License

Introduction

Staff has been approached by the owners and operators of Classic Cinemas who are seeking a liquor code modification to allow for on-site sales and consumption of alcoholic liquors at their St. Charles location, similar to their operations in Downers Grove, Elmhurst, Fox Lake and North Riverside.

In reviewing this request, staff also research area communities allowing such a practice and aside from the aforementioned Classic Cinemas communities, we discovered Elgin and a host of AMC Theater communities (including Lake in the Hills, Lombard, Mount Prospect, Oak Brook and Rosemont) that also allow for liquor sales/consumption inside their theaters.

Staff met with the ownership group and brings the following ordinance revision for additional consideration by the Liquor Control Commission, the Government Operations Committee and finally, City Council.

St. Charles Ordinance Updates

5.08.090 – License - Classifications

D-11 “Theater licenses” shall authorize the retail sale of alcoholic liquor for consumption on the licensed premises where the primary business is that of a Theater as defined herein, subject to the following conditions:

1. A movie theater establishment qualifying for this license shall be kept, used and maintained, advertised and held out to the public as a full time movie theater establishment regularly providing and showing movies to the public.
2. The licensee must first verify that every patron possessing or consuming alcoholic liquor is at least twenty one (21) years of age.
3. The containers in which alcoholic beverages are served must be of a different color, size and design than those in which nonalcoholic beverages are served.

4. The licensee shall not serve or deliver more than two alcoholic beverages to a customer at a time and no person shall have in his/her possession at any given time more than two alcoholic beverages.

5. There may be no service of alcoholic beverages unless the movie theater is actually open for the showing of movies. Under no circumstances may alcoholic beverages be served more than one hour prior to the advertised showing time of the first movie to be shown on any day or the earlier of: a) after the conclusion of the last movie to be shown on any day or b) twelve o'clock (12:00) A.M.

6. The licensee shall not permit any possession or consumption of alcohol by any person younger than twenty one (21) years of age on the licensed premises, regardless of whether the alcohol was purchased from the licensee.

5.08.100 – License Fees; Late Night Permit Fees; Fees Established

D-11	\$1200.00	Movie Theater
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5.08.130 – License - Hours of Sale

2. It shall be unlawful for any person holding a Class B- 1, B- 2, B- 3, C- 1, C- 2, C- 3, D- 8, D-9, D-10, D-11, E-8 or G-1 license issued pursuant to this chapter to sell, offer for sale or to give away, in or upon any ALCOHOLIC BEVERAGES 5.08-21 licensed premises, any alcoholic liquor between the hours of 12:00 midnight and 7:00 a. m.

Summary/Recommendation

Staff recommends the aforementioned D-11 license to allow for the retail sales and consumption of alcoholic liquor on the licensed premises of a movie theater with the guidelines and restrictions outlined in the attached ordinance proposal. This ordinance mirrors those of area communities.

**City of St. Charles, Illinois Liquor Control Commissioner
CITY RETAIL LIQUOR DEALER LICENSE APPLICATION
APPLICATION FEE IS NON-REFUNDABLE**



Incomplete applications will not be accepted.
Completed applications may be submitted to:
Two East Main Street, St. Charles, IL 60174-1984

Date Application Received: 10-25-2019 New Application Renewal Application License Class: _____
Business Name: Tivoli Enterprises / Classic Cinemas

APPLICATION CHECKLIST

Check items to confirm all are attached to this application	Applicant	Office Use Only
Application Fee	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Completed Application for all questions applicable to your business.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Copy of Lease/Proof of Ownership	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Copy of Dram Shop Insurance or a letter from insurance agent with a proposed quote.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Copy of Articles of Corporation, if applicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Completed B.A.S.S.E.T. (Beverage Alcohol Sellers & Servers Training) form – filled out for all employees. A copy of the B.A.S.S.E.T. certificate is only needed for each manager . It is the business establishment's responsibility to keep copies of all B.A.S.S.E.T. certificates on file for all of their employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Copy of Site Plan for Establishment (Drawn to scale including the parking lot, patio and/or deck, outdoor seating).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Copy of Floor Plan for Establishment (Drawn to scale and must include the layout of the establishment with tables, chairs, aisles, displays, cash register, bar, and lounge area with dimensions, percentage, and square footage noted for each space). Be sure to also include all fixed objects , such as pool tables, bar stools, vending/amusement machines; as well as all exits .	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Copy of Business Plan, to include: <input checked="" type="checkbox"/> Hours of Operation <input checked="" type="checkbox"/> Copy of Menu <input checked="" type="checkbox"/> Whether or not live music will be played at this establishment <input checked="" type="checkbox"/> Will there be outdoor seating and/or outdoor designated smoking area <input checked="" type="checkbox"/> Do not include a marketing or financial plan with this business plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are any building alterations planned for this site? If not sure, please contact Building & Code Enforcement at 630.377.4406 and/or Fire Prevention Bureau at 630.377.4458 to discuss whether or not a walk-thru and/or permit are necessary for this business.	<input checked="" type="checkbox"/> none	<input type="checkbox"/>
All managers have been fingerprinted who are employed by your establishment. When new management is hired, it is imperative you contact the Mayor's office to be fingerprinted so the City's business files are appropriately updated.	<input checked="" type="checkbox"/> list enclosed w/ payment	<input type="checkbox"/>

OFFICIAL USE ONLY

Approved* Denied Date Approved/Denied: _____ Customer Number: _____

Signature of Mayor, Liquor Control Commissioner _____ Date Issued _____

***ISSUANCE OF THIS LICENSE IS CONTINGENT ON MEETING ALL REQUIRED BUILDING AND FIRE DEPARTMENT REQUIREMENTS.**

APPLICANT INFORMATIONA. Type of Business: Individual Partnership Corporation Other (explain):

B. Business Name: Charlestowne Theatre

C. Business Address: 3740 East Main Street, St.Charles, IL 60174

D. IL Tax ID Number:

E. Business Phone:

F. Business E-mail:

G. Business Website:

charlestowne18@classiccinemas.com

classiccinemas.com

H. Contact Person: Chris Johnson

I. Title: CEO

J. Phone No.:

Email:

K. If Corporation, Corporation Name:

Tivoli Enterprises, Inc.

L. Corporation Address (city, state, zip code):

603 Rogers Street, Downers Grove, IL 60515

BUSINESS ESTABLISHMENT LOCATION INFORMATIONA. License Class: A Package B Restaurant C Tavern D Hotel/Banquet/Arcada/Q-Center/Entertainment/Club Other:

B. Address applying for liquor license (exact street address):

3740 East Main Street, St.Charles, IL 60174

C. Number of Parking Spaces:
Unknown,
landlord maintains

D. Outside Dining s.f. [17.20.020-R]:

NA

E. Holding Bar s.f. [5.08.010-F]:

NA

F. Total Building s.f.:

77,000 sf

G. Total Number of Seats:

1,697

H. Number of Bar Seats:

NA

I. Sale Counter s.f.:

350 sf

J. Live Entertainment Area s.f. [5.08.010-H]:

NA

K. Kitchen s.f.: 1,000

L. Cooler s.f.: 10 sf

M. Dry Storage s.f.: 200

N. Seating Area s.f.:

NA

O. Retail/public Area s.f.:

Approx. 6,500 sf

P. Service Bar s.f. [5.08.010-O]:

NA

Q. Brief Business Plan description based on type of establishment listed above:

Our existing 18 screen movie theatre wants to add liquor service available to our movie patrons. So patrons can buy a drink and take it into their auditorium to watch a movie.

MANAGER INFORMATION

Full Name, include middle initial: See enclosed sheets with all information. Title:

Birthdate:

Birthplace:

Driver's License#:

Home Phone:

Home Address:

Full Name, include middle initial:

Title:

Birthdate:

Birthplace:

Driver's License#:

Home Phone:

Home Address:

Full Name, include middle initial:

Title:

Birthdate:

Birthplace:

Driver's License#:

Home Phone:

Home Address:

PROPOSED FLOOR PLAN/LAYOUT OF PROPERTY**Mandatory: attach to this application a floorplan or layout of the proposed facility to include the following:****CLASS B LICENSES**

- | | |
|----|--|
| 1. | Every application for a Class B license, whether an initial application or a renewal application, shall have attached thereto a site drawing of the proposed licensed premises, drawn to scale showing the following (check off once complete): <ul style="list-style-type: none">a. The location of all rooms, segregated areas, including outdoor seating areas and the square footage thereof;b. The designated use of each room or segregated area (i.e. dining room, holding bar, service bar, kitchen, restrooms, outdoor seating areas, all rooms and segregated areas, including outdoor areas where alcoholic liquor may be served or consumed and all locations where live entertainment may be provided);c. The proposed seating capacity of rooms or segregated areas where the public is permitted to consume food and/or alcoholic beverages and/or live entertainment may be provided.** |
| 2. | The site drawing is subject to the approval of the Local Liquor Control Commissioner. The Local Liquor Commissioner may impose such restrictions as he deems appropriate on any license by noting the same on the approved site drawing or as provided on the face of the license. |
| 3. | A copy of the approved site drawing shall be attached to the approved license and is made a part of said license. |
| 4. | It shall be unlawful for any Class B licensee to operate and/or maintain the licensed premises in any manner inconsistent with the approved site drawing. |

CLASS C LICENSES

- | | |
|----|--|
| 1. | Every application for a Class C license, whether an initial application or a renewal application, shall have attached thereto a site drawing of the proposed licensed premises, drawn to scale, showing the following (check off once complete): <ul style="list-style-type: none">a. The location of all rooms, segregated areas, including outdoor seating areas and the square footage thereof;b. The designated use of each room or segregated area (e.g. dining room, holding bar, service bar, kitchen, restrooms, outdoor seating areas, all rooms and segregated areas, including outdoor areas, where alcoholic liquor may be served or consumed and all locations where live entertainment may be provided);c. The proposed seating capacity of rooms or segregated areas where the public is permitted to consume food and/or alcoholic beverages and/or live entertainment may be provided.** |
| 2. | The site drawing is subject to the approval of the Local Liquor Commissioner. The Local Liquor Commissioner may impose such restrictions as he deems appropriate on any licensee by noting the same on the approved site drawing or as provided on the face of the license. |
| 3. | A copy of the approved site drawing shall be attached to the approved license and is made a part of said license. |
| 4. | It shall be unlawful for any Class C licensee to operate and/or maintain the licensed premises in any manner inconsistent with the approved site drawing. |

****THE FIRE PREVENTION BUREAU WILL FURNISH ALL FINAL, PERMITTED OCCUPANCY NUMBERS FOR THIS LICENSE.**

9.	<p>Does applicant have any outstanding debt with the City of St. Charles, including, but not limited to, utility bills, alcohol tax, and permit fees, for any current or previous establishment owned, operated or managed by the applicant? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If yes, please note the City of St. Charles requires all debt to be paid in full before consideration of a new or renewed liquor license is issued.</p>
10.	<p>Are any improvements planned for the building and/or site that will require a building permit? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If yes, has a building permit been applied for? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, date building permit was applied for with Building & Code Enforcement:</p>
11.	<p>Has applicant applied for a similar or other license on the premises other than the one for which this license is sought (5.08.070-7)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, what was the disposition of the application? Explain as necessary: We get a yearly St.Charles business license for the movie theatre and a Kane County Health Department license.</p>
12.	<p>Has applicant (and all persons listed on page 1 of this application) ever been convicted of a felony under any Federal or State law, or convicted of a misdemeanor opposed to decency or morality (5.08.070-8)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Is applicant (and all persons listed on page 1 of this application) disqualified from receiving a liquor license by reason of any matter contained in Illinois State law and/or City of St. Charles Municipal Ordinances? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
13.	<p>List previous liquor licenses issued by any State Government or any subdivision thereof (5.08.070-9). Use additional paper if necessary.</p> <p>Government Unit: Village of Downers Grove</p> <p>Date: Bowl aprox. 1982 Location, City/State: Downers Grove Theatre & Theatre July, 2001 Downers Grove Bowl Downers Grove, Illinois</p> <p>Special Explanations: Two separate licenses in Downers Grove, see enclosed supporting documents for history of License.</p> <p>Government Unit: Village of North Riverside</p> <p>Date: 5/3/19 Location, City/State: North Riverside Theatre, North Riverside Illinois</p> <p>Special Explanations: In the process of getting state license.</p> <p>**We are currently in the process of applying for a liquor license for our movie theatre in Fox Lake, IL and Elmhurst, IL. Both have been approved at the City level, and we are waiting on the certificate to then apply for the state license.</p>
14.	<p>Have any liquor licenses possessed ever been revoked (5.08.070-9)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No but see attached supporting documents.</p> <p>If yes, list all reasons on a separate, signed letter accompanying this application.</p> <p>Has any director, officer, shareholder, or any of your managers, ever been denied liquor license from any jurisdiction? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If yes, proceed to Question 15. If more space is needed, please attach a separate sheet of paper with the information.</p>

15.	<p>Complete ONLY if yes was answered to the questions above (14):</p> <p>Name: _____ Name of Business: _____</p> <p>Position with the Business: _____</p> <p>Date(s) of Denial: _____</p> <p>Reason(s) for Denial of License: _____</p>
16.	<p>Date of Incorporation (Illinois Corporations) (5.08.070-10): 8/17/1982</p> <p>Date qualified under Illinois Business Corporation Act to transact business in Illinois (Foreign Corporation): _____</p>
17.	<p>Has the applicant and all designated managers read and do they all understand and agree not to violate any liquor laws of the United States, the State of Illinois, and any of the ordinances of the City of St. Charles in conducting business(5.08.070-11)?</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Have you, or in the case of a corporation, the local manager, or in the case of a partnership any of the partners, ever been convicted of any violation of any law pertaining to alcoholic liquor? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Have you, or in the case of a corporation the local manager, or in the case of a partnership any of the partners, ever been convicted of a felony? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Have you ever been convicted of a gambling offense? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If a partnership or corporation, include all partners and the local manager(s).)</p> <p>Will you and all your employees refuse to serve or sell alcoholic liquor to an intoxicated person or to a minor?</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
18.	<p>Mandatory: All individual owners, partners, officers, directors, and/or persons holding directly or beneficially more than five (5) percent in interest of the stock of owners by interest listed on page 1 of this application must be fingerprinted by the City of St. Charles Police Department (5.08.070-A12).</p> <p>Has this been done? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If yes, date(s): _____</p>
19.	<p>Mandatory: Has the applicant attached proof of Dram Shop Insurance to this application or already furnished it to the City of St. Charles (5.08.060)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If already furnished, date of delivery: _____</p> <p>NOTE: Insurance must be issued from May 1, 20XX – April 30, 20XX in accordance with City code 5.08.060. Request a prorated rate from your insurance company if you are applying for a new license during this timeframe.</p>

20. **Mandatory:** Is the premises within 100 feet of any real property of any church; school; hospital; home for the aged or indigent persons; home for veterans, their wives/husbands, or children; and/or any military or naval station **(5.08.230)**?
 Yes No

COMMENTS/ADDITIONAL INFORMATION

APPLICATION FOR LATE NIGHT PERMIT

SUPPLEMENTAL TO LIQUOR LICENSE FOR CLASS B/C

To: **St. Charles Liquor Control Commission**

Date:

I now possess or have applied for a liquor license Class

Applicant's Name:

Name of Business:

Business Address:

Business Phone:

SUPPLEMENTAL PERMIT APPLIED FOR

Payment of Late Night Permit fee is required at the time the permit is issued.

1:00 a.m. Late Night Permit – fee of \$800.00

2:00 a.m. Late Night Permit – fee of \$2,300.00

NOTE: Other permits that may be available upon request include:

- Class E – Special Event License (1 to 3-day event @ \$100.00 per day)
- Outdoor Dining Permit (Contact Community & Economic Development @ 630.377.4443)

SIGNATURES

 Applicant Signature

 Date

B.A.S.S.E.T. TRAINING

Please list employees required to have B.A.S.S.E.T training on this page – include all managers, assistant managers, bartenders, and clerks who are permitted to make alcoholic liquor sales. **Include copies of certificates for managers only and mark Manager if applicable. Add another page, if needed.**

Name: See enclosed sheets with all information.

(First)

(Last)

(Middle)

Manager

Home Street Address:

City, State, Zip:

Date of Course:

Place Course was Taken:

Birthdate:

Certificate Granted:

Expiration:

Name:

(First)

(Last)

(Middle)

Manager

Home Street Address:

City, State, Zip:

Date of Course:

Place Course was Taken:

Birthdate:

Certificate Granted:

Expiration:

Name:

(First)

(Last)

(Middle)

Manager

Home Street Address:

City, State, Zip:

Date of Course:

Place Course was Taken:

Birthdate:

Certificate Granted:

Expiration:

Name:

(First)

(Last)

(Middle)

Manager

Home Street Address:

City, State, Zip:

Date of Course:

Place Course was Taken:

Birthdate:

Certificate Granted:

Expiration:

NEW MANAGEMENT REQUIREMENTS

Whenever a new manager comes on board, the City must be notified and that person must be fingerprinted.

It is the business establishment's responsibility to keep copies of all B.A.S.S.E.T. certificates on file for their employees.

Business Name: Charlestowne Theatre

SIGNATURES

[Handwritten signature in blue ink]

Applicant's Signature

Pari A Johnson

Notary & Date

10/24/19
comm. expires
4/15/23

Seal:



Liquor Commissioner hereby directs City Clerk to issue permit indicated above.

Liquor Commissioner's Signature

Date

ADDENDUM TO RETAIL LIQUOR LICENSE APPLICATION	
To be completed by the City of St. Charles Police Department	
Date:	Name of Applicant: Randall Pollock
Name of Business: Charlestowne Theatre	
Address of Business: 3740 E Main St, St Charles, IL, 60174	Ward Number:
To Liquor Control Commissioner, City of St. Charles, Illinois	
Pursuant to the provision of the City of St. Charles Municipal Code, Chapter 5.08, Alcoholic Beverages, the following guide shall be in effect for the investigation of an applicant for a Retail Dealer's Liquor License:	
1.	Date on which applicant will begin selling retail alcoholic liquors at this location: January, 2020
2.	Is the location within 100 feet of any church; school; hospital; home for the aged or indigent persons; home for veterans, their wives/husbands or children; or any military or naval station? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3.	If the answer to question 2 is yes, answer the following: Is applicant's place of business a hotel offering restaurant service, a regularly organized club, a restaurant, a food shop, or other place where the sale of alcoholic liquors is not the principal business? <input type="checkbox"/> Yes <input type="checkbox"/> No N/A If yes, answer a, b and c: a. State the kind of such business: b. Give date on which applicant began the kind of business named at this location: c. Has the kind of business designated been established at this location for such purpose prior to February 1, 1934, and carried on continuously since such time by either the applicant or any other person? <input type="checkbox"/> Yes <input type="checkbox"/> No N/A
4.	If premises for which an alcoholic liquor license is herein applied for are within 100 feet of a church, have such premises been licensed for the sale of alcoholic liquor at retail prior to the establishment of such church? <input type="checkbox"/> Yes <input type="checkbox"/> No N/A If yes, have the premises been continuously operated and licensed for the sale of alcoholic liquor at retail since the original alcoholic liquor license was issued therefore? <input type="checkbox"/> Yes <input type="checkbox"/> No N/A
5.	Is the place for which the alcoholic liquor license is sought a dwelling house, flat, or apartment used for residential purposes? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
6.	Is there any access leading from premises to any other portion of the same building or structure used for dwelling or lodging purposes and which is permitted to be used or kept accessible for use by the public? (Connection between premises and such other portion of building or structure as is used only by the applicant, his/her family and personal guests not prohibited.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
7.	If applicant conducts or will conduct in the same place any other class of business in addition to that of City Retailer of Alcoholic Liquor, state the kind and nature of such business: <input type="checkbox"/> Yes <input type="checkbox"/> No N/A

8.	Are all rooms where liquor will be sold for consumption on the premises continuously lighted during business hours by natural light or artificial white light so that all parts of the interior shall be clearly visible? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
9.	Are premises located in any building belonging to or under the control of the State of Illinois or any other political subdivision thereof, such as county, city, etc.? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
10.	Are the premises for which license is herein applied for a store or place of business where the majority of customers are minors of school age or where the principal business transacted consists of school books, school supplies, food or drinks for such minors? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
11.	It is required by the City of St. Charles that all employees undergo BASSET training. Provide a copy of the certificate of training completion for each manager. All certificates for managers have been submitted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
12.	From your observation and investigation, has applicant—to the best of your knowledge—truthfully answered all questions? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, state exceptions:
13.	Have all persons named in this application been fingerprinted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Fingerprinted by: <i>Mike Wojcik</i> Date: <i>10/30/19</i>
14.	Other necessary data:

SIGNATURES	
ENDORSEMENTS AND APPROVALS	
INVESTIGATING OFFICER	
<i>D. Katterson</i>	<i>328 / Detective</i>
Investigating Officer Signature	Badge Number & Rank
ENDORSEMENT OF THE CHIEF OF POLICE	
Recommend Issuing Liquor License: <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>[Signature]</i>	<i>11-12-19</i>
Signature Of Chief of Police	Date

MANAGERS & B.A.S.S.E.T TRAINING INFORMATION

Randall L. Pollock

Title: General Manager

Birthdate: [REDACTED]

Birthplace: [REDACTED]

Driver's License Number: [REDACTED]

Home Phone: [REDACTED]

Home Address: [REDACTED]

B.A.S.S.E.T Training:

Date of Course: 6/17/19

Place of Course: 360Training.com dba Learn2Serve

Certificate Granted: Yes

Expiration: 6/17/22

Eric Scott Hutchins

Title: Manager

Birthdate: [REDACTED]

Birthplace: [REDACTED]

Driver's License Number: [REDACTED]

Home Phone: [REDACTED]

Home Address: 1 [REDACTED]

B.A.S.S.E.T Training:

Date of Course: 7/3/19

Place of Course: 360Training.com dba Learn2Serve

Certificate Granted: Yes

Expiration: 7/3/22

Donald Paul Baker

Title: Manager

Birthdate: [REDACTED]

Birthplace: Illinois

Driver's License Number: [REDACTED]

Home Phone: [REDACTED]

Home Address: 4 [REDACTED]

B.A.S.S.E.T Training:

Date of Course: 7/2/19

Place of Course: 360Training.com dba Learn2Serve

Certificate Granted: Yes

Expiration: 7/2/22

Zane William Carter

Title: Assistant Manager

Birthdate: [REDACTED]

Birthplace: [REDACTED]

Driver's License Number: [REDACTED]

Home Phone: [REDACTED]

Home Address: [REDACTED]

B.A.S.S.E.T Training:

Date of Course: 7/10/19

Place of Course: 360Training.com dba Learn2Serve

Certificate Granted: Yes

Expiration: 7/10/22

MANAGERS & B.A.S.S.E.T TRAINING INFORMATION

Morgan M. Wishney

Title: Assistant Manager

Birthdate: [REDACTED]

Birthplace: [REDACTED]

Driver's License Number: [REDACTED]

Home Phone: [REDACTED]

Home Address: [REDACTED]

B.A.S.S.E.T Training:

Date of Course: 7/16/19

Place of Course: 360Training.com dba Learn2Serve

Certificate Granted: Yes

Expiration: 7/16/22

Nicole R. Dorsey

Title: Assistant Manager

Birthdate: [REDACTED]

Birthplace: [REDACTED]

Driver's License Number: [REDACTED]

Home Phone: [REDACTED]

Home Address: [REDACTED]

B.A.S.S.E.T Training:

Date of Course: 7/17/19

Place of Course: 360Training.com dba Learn2Serve

Certificate Granted: Yes

Expiration: 7/17/22

Nicole R. Dorsey

Title: Assistant Manager

Birthdate: [REDACTED]

Birthplace: [REDACTED]

Driver's License Number: [REDACTED]

Home Phone: [REDACTED]

Home Address: [REDACTED]

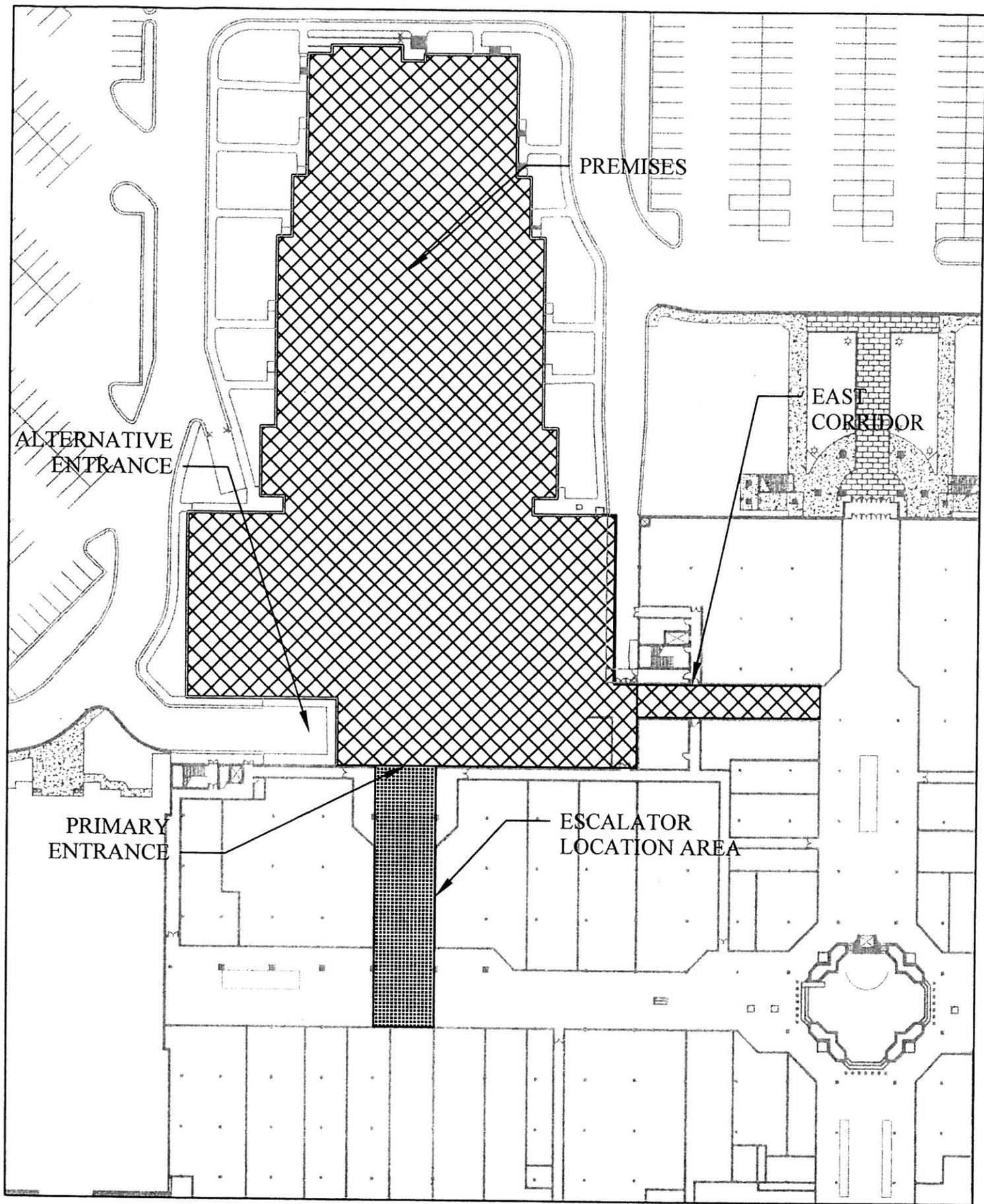
B.A.S.S.E.T Training:

Date of Course: 7/10/19

Place of Course: 360Training.com dba Learn2Serve

Certificate Granted: Yes

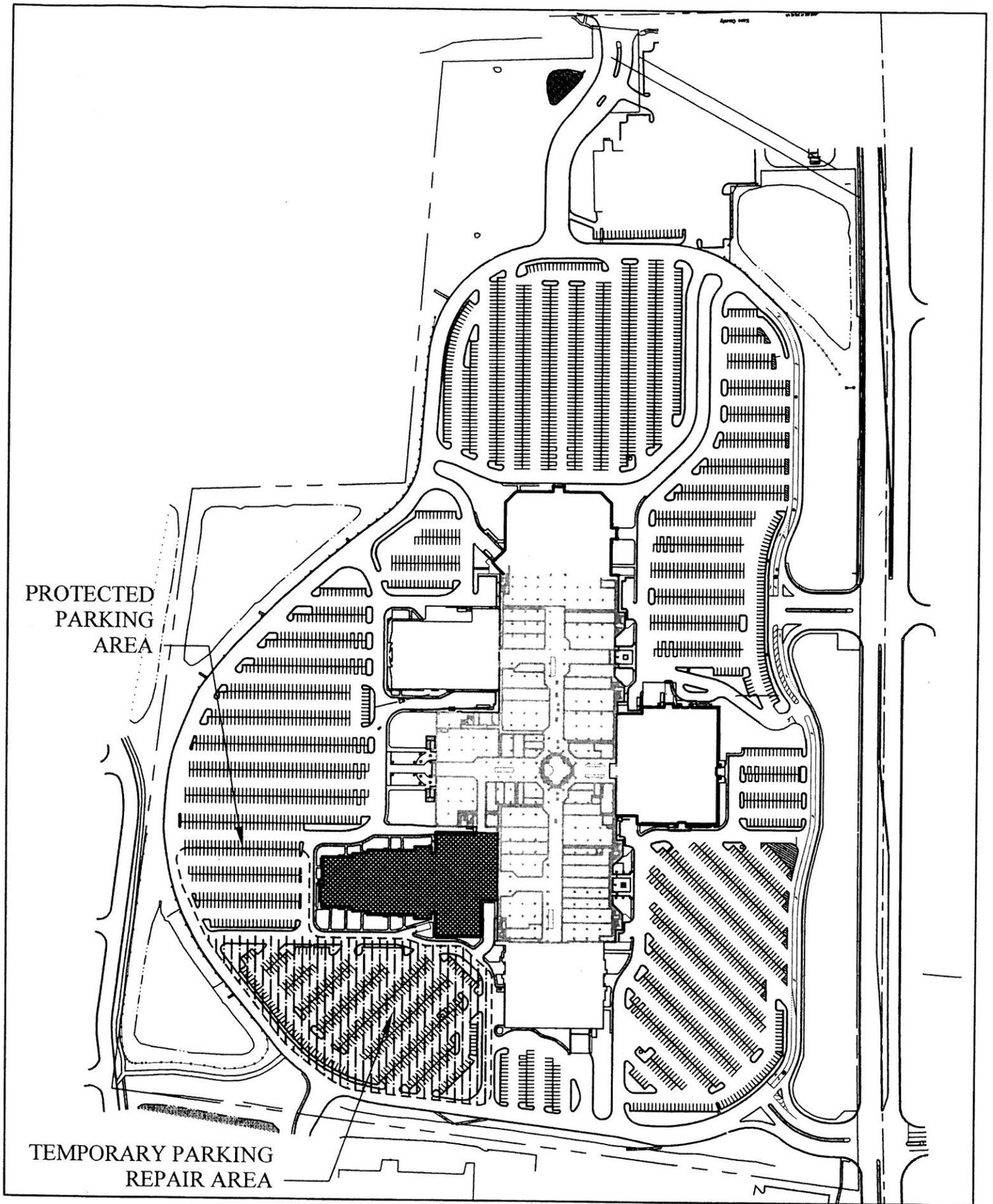
Expiration: 7/10/22



CLASSIC CINEMAS - LEASE EXHIBIT B
 THE QUAD ST. CHARLES - 3800 MAIN STREET, ST. CHARLES, IL

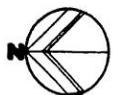
THE KRAUSZ COMPANIES, INC.

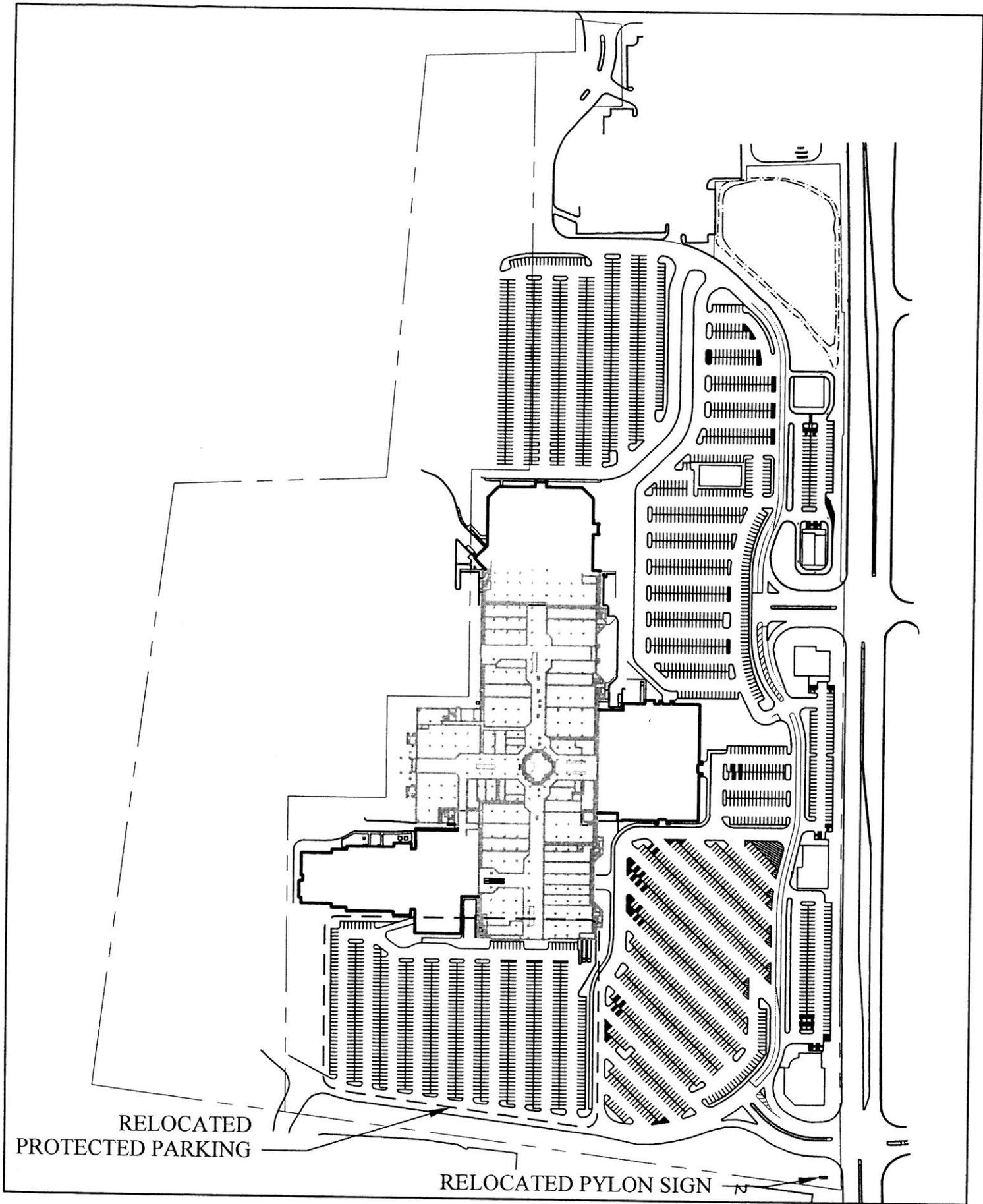




CLASSIC CINEMAS - LEASE EXHIBIT C
THE QUAD ST. CHARLES - 3800 MAIN STREET, ST. CHARLES, IL

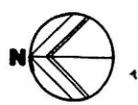
THE KRAUSZ COMPANIES, INC.

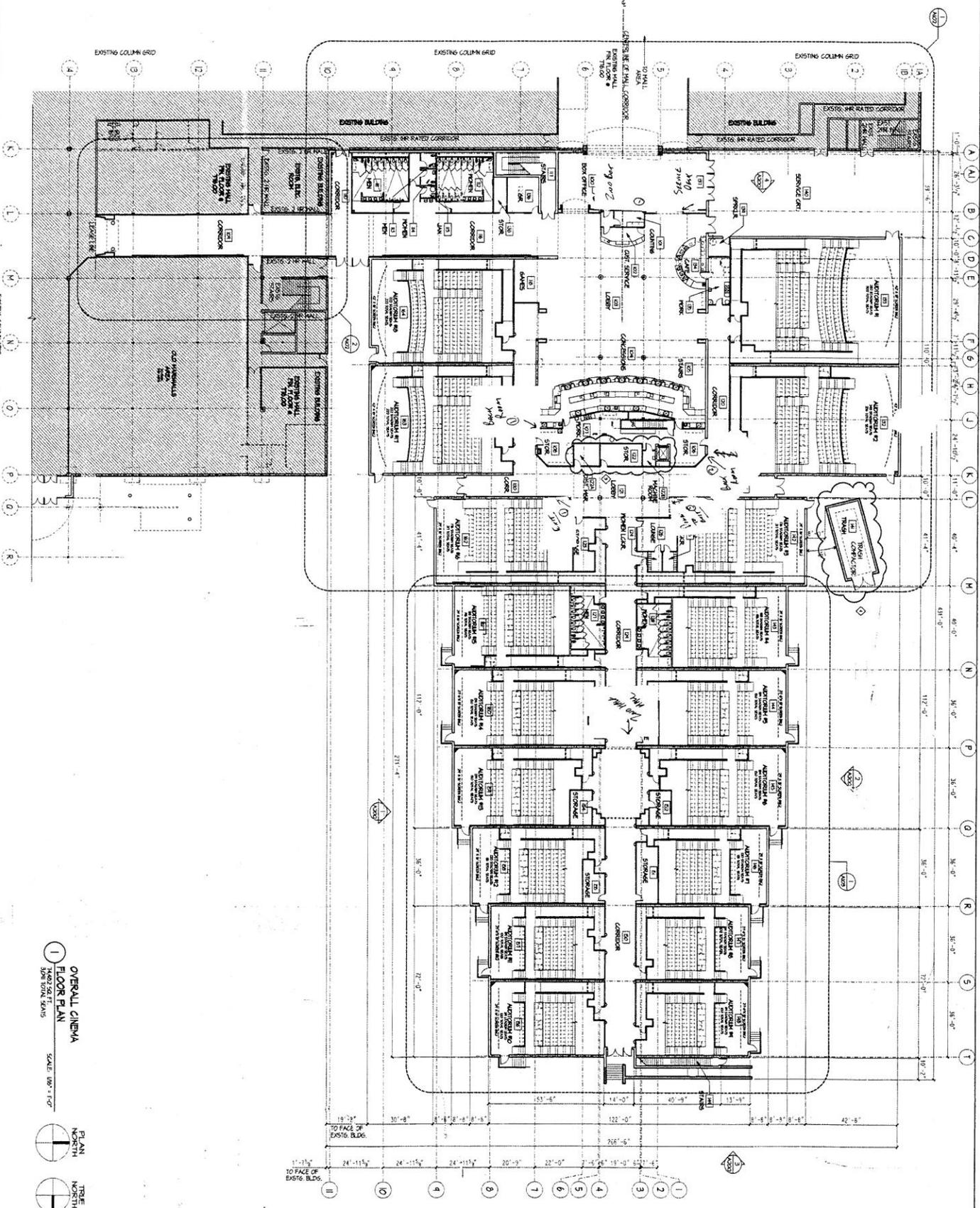




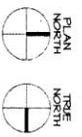
CLASSIC CINEMAS - LEASE EXHIBIT D
 THE QUAD ST. CHARLES - 3800 MAIN STREET, ST. CHARLES, IL

THE KRAUSZ COMPANIES, INC.



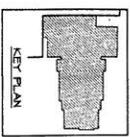


1 OVERALL CINEMA FLOOR PLAN
SCALE: 3/8" = 1'-0"



DATE: 07/18/13	BY: JMM

OVERALL FLOOR PLAN



KEY PLAN

REGAL CINEMAS
CHANGESTON SQUARE
4TH FLOOR
ST. CHARLES, MISSOURI

ADW Architects, pa

1111 N. 1st Street, Suite 100
St. Charles, MO 63301
Tel: 636.225.1111
Fax: 636.225.1112

ADW Architects, pa

1111 N. 1st Street, Suite 100
St. Charles, MO 63301
Tel: 636.225.1111
Fax: 636.225.1112

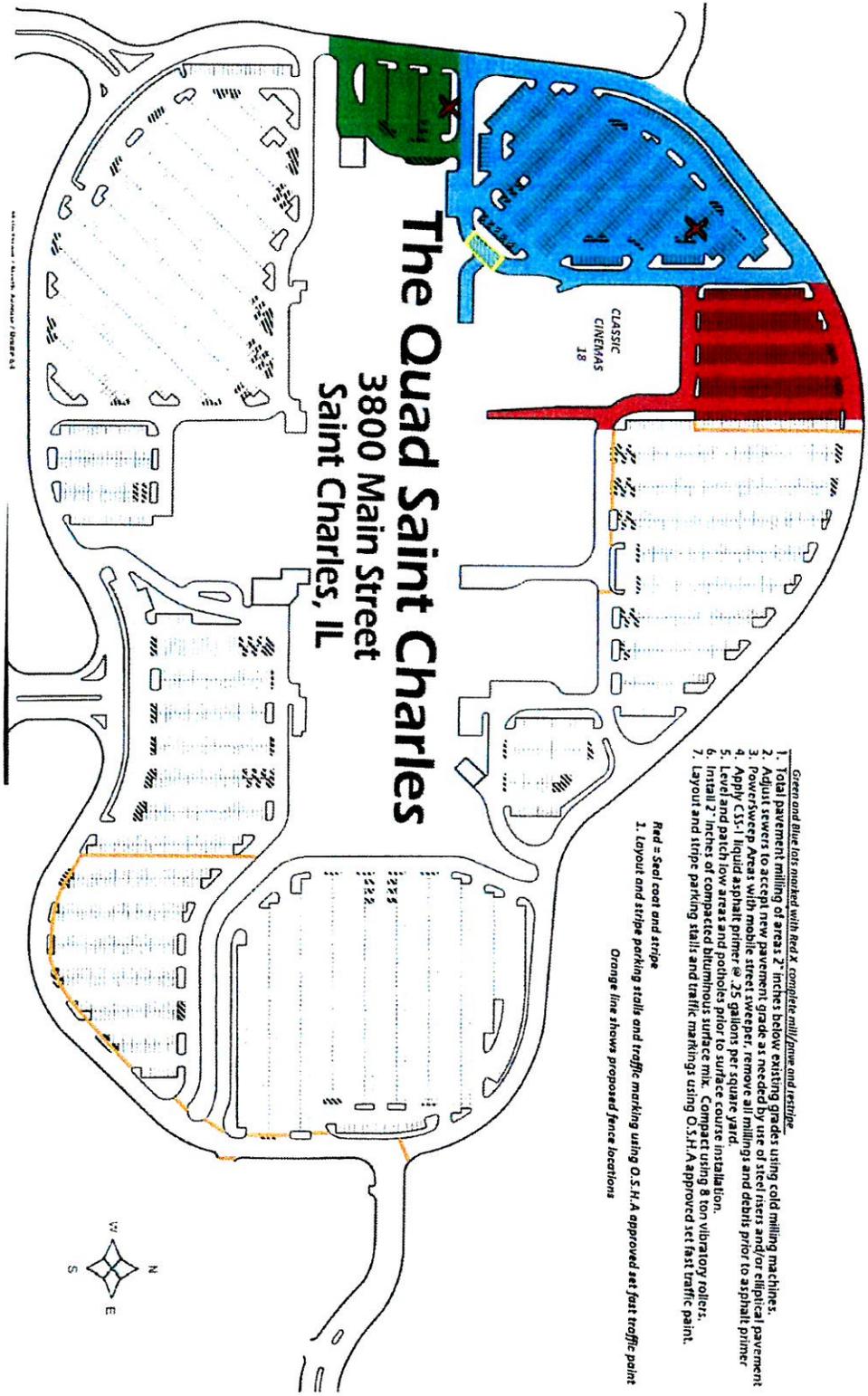


Exhibit A-2



TIVOENT-01

MJACOBS

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/4/2019

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

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

PRODUCER Hruska Insurancenter, Inc. 10040 W. 190th Place Mokena, IL 60448	CONTACT NAME:	
	PHONE (A/C, No, Ext): (708) 798-5700	FAX (A/C, No): (708) 798-1475
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Hanover Insurance Company	22292
INSURED Tivoli Enterprises, Inc. 603 Rogers Street Downers Grove, IL 60515-3774	INSURER B : Employers Assurance Company	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			ZBC0607240	10/1/2019	10/1/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ Included
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:						
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			ABC0903761	10/1/2019	10/1/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			UHC0872429	10/1/2019	10/1/2020	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	EIG2921964-00	10/1/2019	10/1/2020	PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Building-Repl Cost			ZBC0607240	10/1/2019	10/1/2020	Blanket 69,122,997
A	Liquor Liability			ZBC0607240	5/1/2019	5/1/2020	Liquor Liability 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Location 3740 E Main St, St. Charles, IL 60174

CERTIFICATE HOLDER

CANCELLATION

Liquor Control Commissioner
City of St. Charles
Two E Main St
Saint Charles, IL 60174

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

AUTHORIZED REPRESENTATIVE

ILLINOIS LIQUOR CONTROL COMMISSION

100 W. Randolph Street, Suite 7-801 - Chicago, IL 60601

BEVERAGE ALCOHOL SELLERS AND SERVERS

EDUCATION AND TRAINING [BASSET] CARD

Date of Certification: 6/17/2019 Expires: 6/17/2022

Trainer's IL Liquor License Number: 5A-0105312

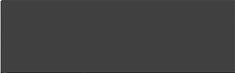
RANDALL POLLOCK

****Card is not transferrable****

ILLINOIS LIQUOR CONTROL COMMISSION
100 W. Randolph Street, Suite 7-801 - Chicago, IL 60601
BEVERAGE ALCOHOL SELLERS AND SERVERS
EDUCATION AND TRAINING [BASSET] CARD
Date of Certification: 7/2/2019 Expires: 7/2/2022
Trainer's IL Liquor License Number: 5A-0105312
DON BAKER
... is not transferrable**

LCCB-01 (N-01/15)

P-000148

ILLINOIS LIQUOR CONTROL COMMISSION
100 W. Randolph Street, Suite 7-801 - Chicago, IL 60601
**BEVERAGE ALCOHOL SELLERS AND SERVERS
EDUCATION AND TRAINING [BASSET] CARD**
Date of Certification: 7/3/2019 Expires: 7/3/2022
Trainer's IL Liquor License Number: 5A-0105312
ERIC HUTCHINS

****Card is not transferrable****

LCCB-01 (N-01/15)

P-000166

BASSET Card



July 22, 2019



Letter ID: L2103498864

ZANE CARTER
217 SOUTH THIRD AVE
SAINT CHARLES IL 60174

License No.: 5A-0105312
Expiration Date: 7/10/2022
License Type: Basset Card

Your "Student ID number" is: 4490754

Your "Trainer's ID number" is: 5A-0105312

Your BASSET Card is located BELOW

DO NOT throw away this letter as you will need your "Student ID number" directly above to re-print your card.

IMPORTANT:

To re-print your card, visit the Illinois Liquor Control Commission website at LCC.illinois.gov
(click on the RESOURCES tab to access the "BASSET Card Lookup" page).

ILLINOIS LIQUOR CONTROL COMMISSION
100 W. Randolph Street, Suite 7-801 - Chicago, IL 60601
BEVERAGE ALCOHOL SELLERS AND SERVERS
EDUCATION AND TRAINING [BASSET] CARD
Date of Certification: 7/10/2019 Expires: 7/10/2022
Trainer's IL Liquor License Number: 5A-0105312
ZANE CARTER

Card is not transferrable

BASSET Card



July 22, 2019



Letter ID: L0294705264

MORGAN WISHNEY
645 RENEE DRIVE
SOUTH ELGIN IL 60177

License No.: 5A-0105312
Expiration Date: 7/16/2022
License Type: Basset Card

Your "Student ID number" is: 4490758

Your "Trainer's ID number" is: 5A-0105312

Your BASSET Card is located BELOW

DO NOT throw away this letter as you will need your "Student ID number" directly above to re-print your card.

IMPORTANT:

To re-print your card, visit the Illinois Liquor Control Commission website at LCC.illinois.gov
(click on the RESOURCES tab to access the "BASSET Card Lookup" page).

ILLINOIS LIQUOR CONTROL COMMISSION
100 W. Randolph Street, Suite 7-801 - Chicago, IL 60601
BEVERAGE ALCOHOL SELLERS AND SERVERS
EDUCATION AND TRAINING [BASSET] CARD
Date of Certification: 7/16/2019 Expires: 7/16/2022
Trainer's IL Liquor License Number: 5A-0105312
MORGAN WISHNEY
[REDACTED]

****Card is not transferrable****

BASSET Card



July 22, 2019



Letter ID: L0056678512

NICOLE DORSEY
4N249 LOCUST AVE
WEST CHICAGO IL 60185

License No.: 5A-0105312
Expiration Date: 7/10/2022
License Type: Basset Card

Your "Student ID number" is: 4490761

Your "Trainer's ID number" is: 5A-0105312

Your BASSET Card is located BELOW

DO NOT throw away this letter as you will need your "Student ID number" directly above to re-print your card.

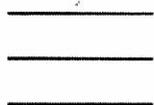
IMPORTANT:

To re-print your card, visit the Illinois Liquor Control Commission website at ILCC.illinois.gov
(click on the RESOURCES tab to access the "BASSET Card Lookup" page).

ILLINOIS LIQUOR CONTROL COMMISSION
100 W. Randolph Street, Suite 7-801 - Chicago, IL 60601
BEVERAGE ALCOHOL SELLERS AND SERVERS
EDUCATION AND TRAINING [BASSET] CARD
Date of Certification: 7/10/2019 Expires: 7/10/2022
Trainer's IL Liquor License Number: 5A-0105312
NICOLE DORSEY

Card is not transferrable

BASSET Card



MONIQUE STREGE
6N102 EMILY LN
ST CHARLES IL 60174

July 22, 2019



Letter ID: L2115033200

License No.: 5A-0105312
Expiration Date: 7/17/2022
License Type: Basset Card

Your "Student ID number" is: 4490765

Your "Trainer's ID number" is: 5A-0105312

Your BASSET Card is located BELOW

DO NOT throw away this letter as you will need your "Student ID number" directly above to re-print your card.

IMPORTANT:

To re-print your card, visit the Illinois Liquor Control Commission website at ILCC.illinois.gov
(click on the RESOURCES tab to access the "BASSET Card Lookup" page).

ILLINOIS LIQUOR CONTROL COMMISSION
100 W. Randolph Street, Suite 7-801 - Chicago, IL 60601
**BEVERAGE ALCOHOL SELLERS AND SERVERS
EDUCATION AND TRAINING [BASSET] CARD**

Date of Certification: 7/17/2019 Expires: 7/17/2022
Trainer's IL Liquor License Number: 5A-0105312

MONIQUE STREGE


****Card is not transferrable****

Charlestowne 18 Theatre Menu

Candy

Buncha Crunch	\$3.00
Cookie Dough Bites	\$3.00
Cotton Candy	\$3.50
Junior Mints	\$3.00
M & M's - Peanut	\$4.50
M & M's - Plain	\$4.50
Milk Duds	\$3.00
Raisinets	\$3.00
Reeses Pieces	\$4.00
Sno Caps	\$3.00
Sour Patch Kids	\$3.00
Sour Watermelons	\$3.50
Welch's Fruit Snacks	\$3.00
Twizzlers	\$3.00
Skittles	\$4.50
Sweetart Chewy	\$4.00
Sour Skittles	\$4.50
Snickers Bites	\$3.50
Starburst	\$4.50
Kit Kat Minis	\$3.50
DC Blueberry	\$4.00
Twix Bites	\$3.50
Kazoozles	\$3.50
Airheads Extreme	\$4.00
Airheads Fruit	\$4.00

Food

Nachos	\$6.50
Extra Cheese	\$1.00
Hot Dogs	\$3.00
Labriola Pretzel Bites	\$6.50
Churrio Bites	\$6.50

Drinks

22oz Drink (Small)	\$4.50
32oz Drink (Medium)	\$5.00
44oz Drink (Large)	\$5.50
Icee	\$5.00
Ice Mountain Water	\$4.00
Juice Box	\$3.00
Unsweetened Tea	\$4.00
Sweet Tea	\$4.00
Kid Drink	\$3.00

Popcorn

46oz Popcorn (Small)	\$5.50
85oz Popcorn (Medium)	\$6.50
130oz Popcorn (Large)	\$7.50
Caramel Popcorn	\$7.50
Cheese Popcorn	\$7.50
Carmel & Cheese Popcorn	\$7.50

Combos

Classic Combo #1	\$16.00
Hot Dog Combo #2	\$13.50
Nacho Combo #3	\$14.50
Icee Combo #4	\$15.50
Pretzel Combo #5	\$14.50
Kiddie Combo	\$6.00
Kiddie Icee	\$1.00
Kiddie w/Juice Box	\$6.00

Alcohol

Assortment of canned beer, canned wine and canned cocktails. A Frozen Jack and Coke machine, see attached product information for machine.

Hours of operation, Daily 10:00 am until Midnight

No outdoor seating, no smoking area

No live music events

LIQUOR POLICIES & GUIDELINES

FOR

Charlestowne 18

**3740 East Main Street
St. Charles, IL 60174
630.443.4378**

**A Location of
TIVOLI ENTERPRISES, INC.
603 Rogers Street
Downers Grove, IL 60515
630.968.1600**

EMPLOYEE MANUAL – ALCOHOLIC BEVERAGE SERVICE

This manual is a statement of policy for *Charlestowne 18/Tivoli Enterprises, Inc.* for handling and serving alcoholic beverages in accordance with the City of Saint Charles Municipal Code currently in force for a Class TBD License.

TBD licenses shall authorize the retail sale of alcoholic liquor for consumption (TBD to include a description of the license, i.e. specific rules and regulations pertaining to the Class)

As an employee of *Charlestowne 18/Tivoli Enterprises, Inc.* you must be thoroughly familiar with and strictly observe applicable State and Municipal Laws regarding prohibitions against the following:

- Serving alcoholic beverages to minors.
- Serving alcoholic beverages to obviously intoxicated persons.
- Serving alcoholic beverages before or after prescribed hours

Violations in any one of these areas may result in fines to the Company, suspension or revocation of the liquor license and personal (civil and/or criminal) liability for any employee involved:

SALES RESTRICTIONS – MINORS

It is unlawful to give, sell or serve any alcoholic liquor to a minor (anyone under the age of 21).

Carding

If a customer appears to be 25 years or younger, ask for a photo I.D. Do not accept anything other than one of the following forms of identification with a photo:

- Current driver's license – *Remember, vertical means under 21.*
- Passport
- Armed Forces I.D.
- Alien Registration Card
- Out of State I.D. – *can only be accepted if verified with the out of state book*

NOTE: A ticket is NOT adequate identification. If you are not satisfied with the identification presented, DO NOT sell to them.

Checking I.D.

There is an Illinois Driver's License Identification and Card Guide posted in the Charlestowne 18 Theatre's manager's office. Make sure you are familiar with the various types of licenses supplied within the State of Illinois. Take your time and check I.D.s to make sure they are valid.

When checking a person's I.D., the following is a list of things to look for on the identification:

- Date of Birth – check perpetual calendar to make sure customer is over 21 years of age.
- Picture – make sure picture is a good likeness of customer and that no substitute has been used.
- Seal of State issuing identification.
- Expiration date.

NOTE: IL Driver's Licenses have changed. The under 21 licenses are vertical & have "Under 21 until xx/xx/xx" and Under 18 until xx/xx/xx" See attached for IL driver's license samples, which are included in your manual for reference purposes. We do not accept any vertical I.D cards as identification.

If there is any doubt that the customer may not be presenting a proper I.D., one further means of checking is to have him/her sign his name and then compare the signature to that on the I.D.

IF THERE IS ANY DOUBT, DO NOT MAKE THE SALE. IT IS ALWAYS BETTER TO LOSE THE SALE, THEN TO SELL TO A MINOR.

RESTRICTIONS – OTHER

It is unlawful to serve, sell or furnish alcoholic liquor to any intoxicated person or to any person known to be a habitual drunkard, spendthrift, or insane, feeble-minded or distracted person.

Serving an obviously intoxicated person is strictly a violation of the law and Company policy. It could lead to civil or criminal responsibility. If an obviously intoxicated person leaves the premises and becomes involved in an accident, a civil suit or criminal proceedings may be brought against both the Company and the individual employee responsible.

Recognizing the Stages of Intoxication

The following table is a guide in differentiating the various stages of intoxication. Be conservative in interpreting the customer's level of intoxication, rather than waiting until a problem becomes severe. Intoxication varies according to a complex set of factors, including body weight, food consumed and interaction of alcohol with other drugs the person may have taken. To recognize the person, who is becoming intoxicated, you must learn to monitor the behavior of customers as well as their intake of alcohol:

- *Green Level* – No noticeable behavior change -- Customer is talkative, seems relaxed comfortable happy.
- *Yellow Level* – Relaxed inhibitions and impaired judgment -- Customer becomes louder or more talkative, becomes quieter, behaves in an overly friendly way, curses at slow service.
- *Red Level* – Loss of motor coordination -- Customer spills a drink, sways when talking, has slurred speech, is unable to pick-up change, annoys or argues with other customers, becomes tearful or drowsy, has difficulty focusing, falls or stumbles.

Cutting Off a Customer

NEVER serve someone who enters our place of business in an intoxicated condition.

DO NOT SERVE customers who obviously have any of the symptoms listed in the *RED* Level. Offer them a caffeine based soft drink. You must be courteous, but firm to avoid confrontation without backing down. Offer to call a cab for them.

Remember, “cutting off a person” can be embarrassing. The customer may feel threatened or demeaned in front of other customers. Be as courteous as possible so that you do not aggravate an already poor situation.

If a customer becomes belligerent, tell them you will be forced to call the police to remove them. Do not become physical with any customer, unless it is absolutely necessary to protect yourself.

SERVING HOURS

It is unlawful to sell or offer for sale at retail any alcoholic liquor in the City of St. Charles between the hours of 12:00 AM and 7:00 AM Monday thru Saturday or between the hours of 12:00 AM and 10:00 am on Sunday for our license class.

You must know the hours when liquor may and may not be served. Strict compliance with these laws is mandatory.

CONCLUSION

Every establishment that serves liquor has certain legal responsibilities and we take these very seriously at ***Charlestowne 18/Tivoli Enterprises, Inc.*** There may be certain situations where you are on your own and must use common sense and your best judgment in dealing with customers. If there are any questions in your mind regarding the policies, regulations and restrictions contained in this manual, you must discuss them with ***Charlestowne 18 General Manager/Liquor Manager*** and/or ***CEO/Tivoli Enterprises, Inc. and/or Classic Cinemas Division Manager.*** Any violations will be discussed with the employee. The policy will be reviewed with the employee to make sure the employee understands the policy. The employee will then receive either written documentation, suspension or termination.

ACKNOWLEDGMENT

I hereby acknowledge that I have received a copy of and I am thoroughly familiar with the liquor laws of the City of St. Charles and also the *Tivoli Enterprises, Inc.*, policy dealing with the sale and handling of alcoholic beverages.

I will assume the responsibility to request the proper identification from any youthful customers (appearing to be under the age of 25 years) and thoroughly check it.

I will refuse the sale of alcoholic beverages to anyone who I feel is under age or intoxicated.

I understand the hours for sale of alcoholic beverages based on our license call in St. Charles are as follows:

PERMITTED HOURS OF SALE

DAY	HOURS
Monday through Saturday	7:00 a.m. to 11:59 p.m.
Sunday	10:00 a.m. to 11:59 p.m.

As of this date I am at least 21 years of age and fully understand the responsibilities and restrictions as related to the sale of alcoholic beverages.

Employee Signature _____ Date _____

Name/Printed _____ Birth Date _____

Address

As *Charlestowne 18 Theatre General Manager/Liquor Manager*, I have reviewed our Company Policy and Guidelines and Elmhurst Municipal Codes related to alcoholic beverages with the above employee.

Signed _____ Date _____

The original must be executed and returned to Human Resources to be kept on file.

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)

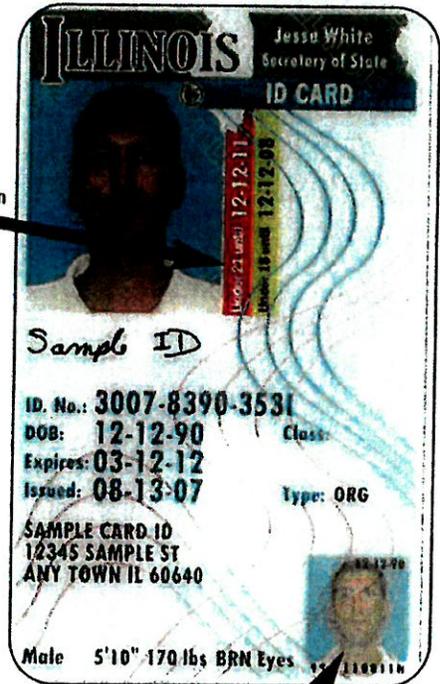
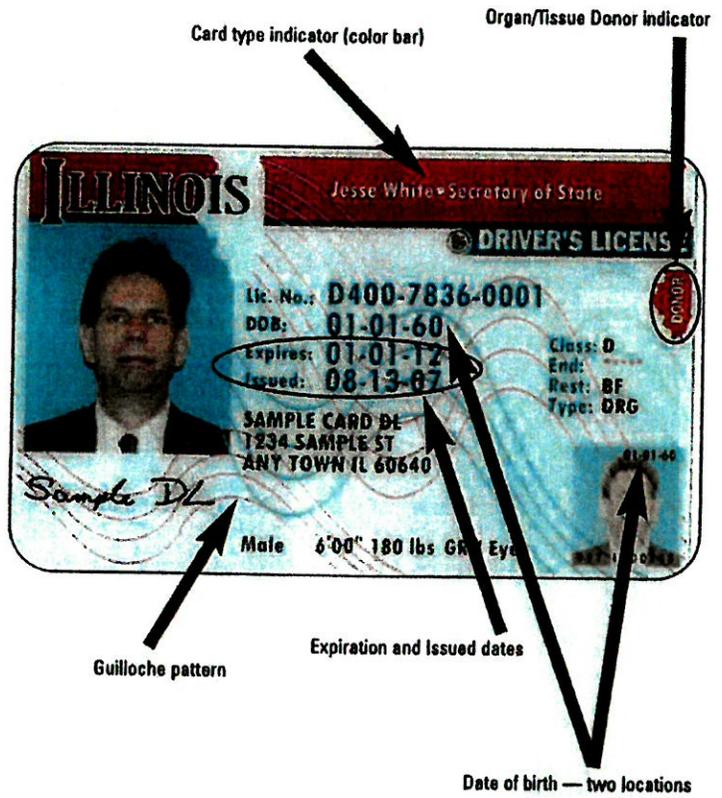


Temporary Visitor Driver's License (TVDL)

Illinois Secretary of State Jesse White



Driver's License/ID Card Security Features



Driver's License Features

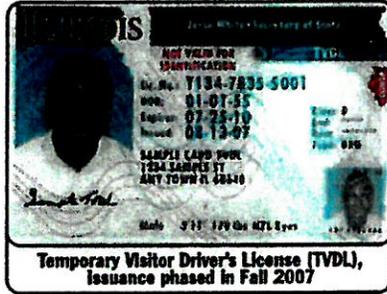
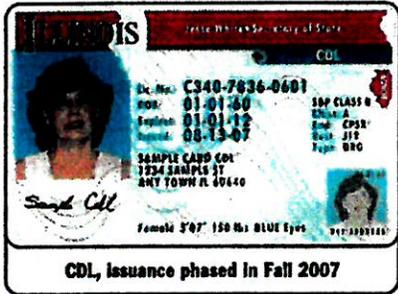
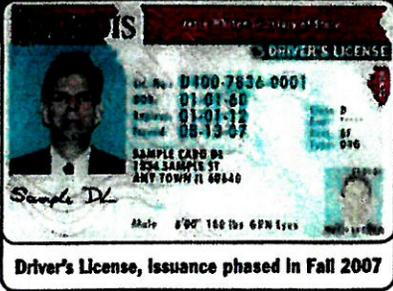
- Card type indicator
Red — Driver's License and CDL
Green — ID Card
Purple — TVDL
- Guilloche pattern in background
- Date of birth in two locations
- Ghost image of photo
- Organ/Tissue Donor indicator
- UV, hologram, microtext and more

Additional Features — Under 21 Driver's License

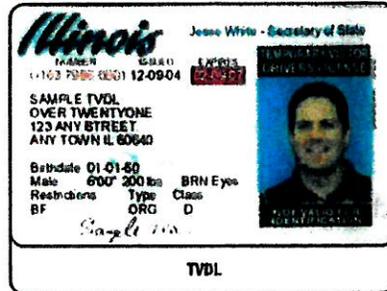
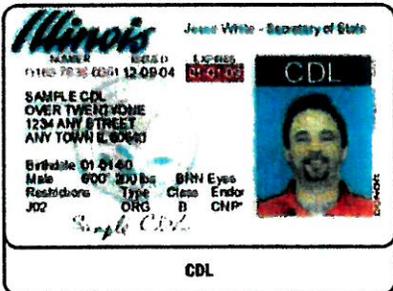
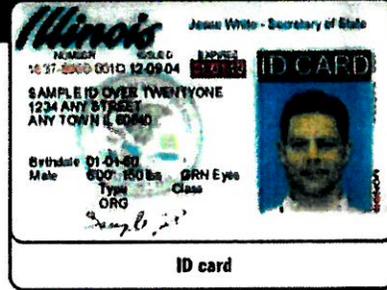
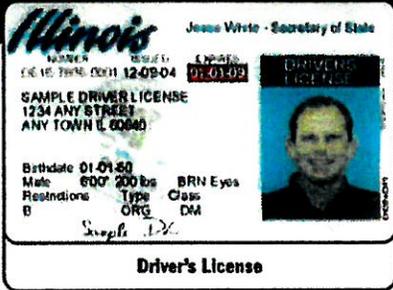
- All security features listed above
- Under 21/18 dates
- Vertical design

Valid Over 21 Driver's Licenses/ID Cards

NEW to be phased in Fall 2007

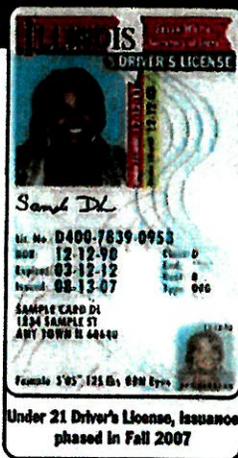


OLD to be phased out upon individual expiration dates

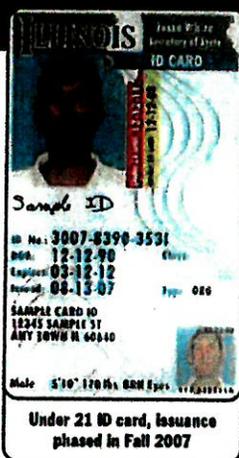


Valid Under 21 Driver's Licenses/ID Cards

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

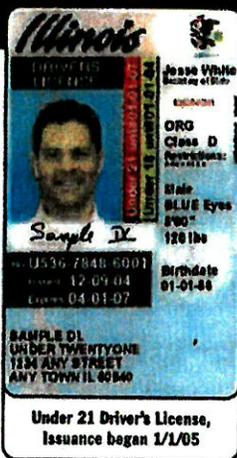


Under 21 CDL, issuance phased in Fall 2007

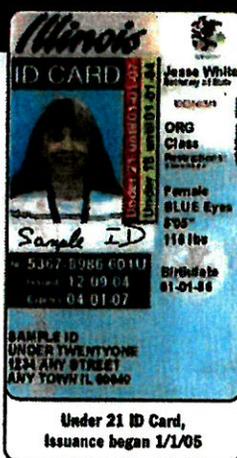


Under 21 TVDL, issuance phased in Fall 2007

OLD to be phased out upon individual expiration dates



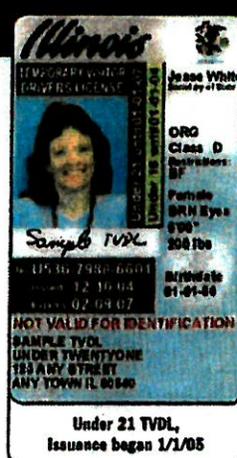
Under 21 Driver's License, issuance began 1/1/05



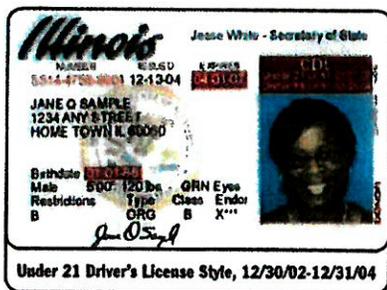
Under 21 ID Card, issuance began 1/1/05



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

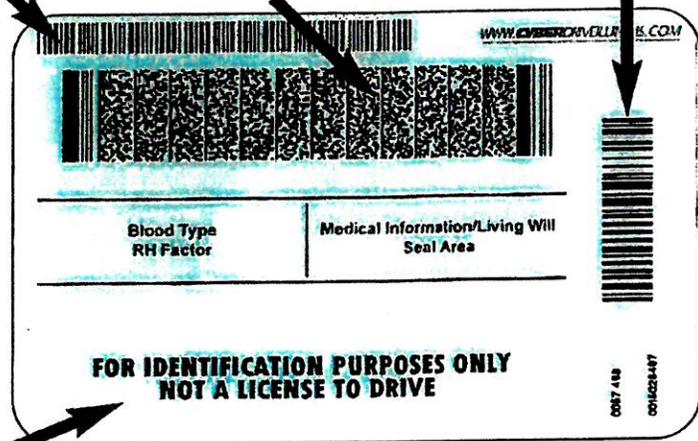
Features on Back of Driver's License/ID Card



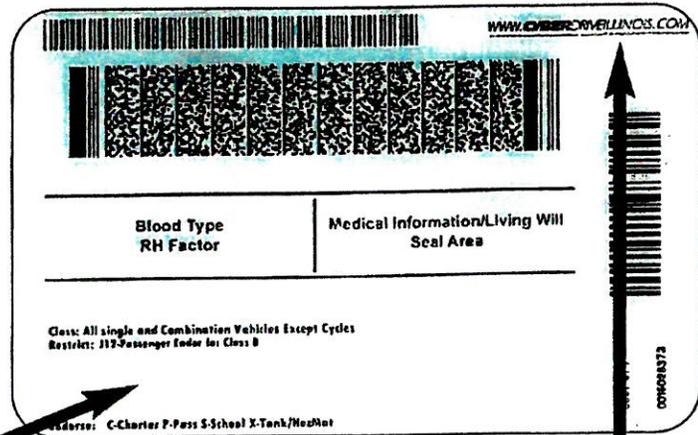
1D barcode with DL or ID number

Barcode used for inventory tracking

2D barcode with text from card front



Text on ID cards



Web site address

Area for literal text (class, restrictions, endorsements)
Area may be covered by safe driver renewal sticker

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)

Features of the new driver's license

1) Larger photo along with smaller version of the same image.

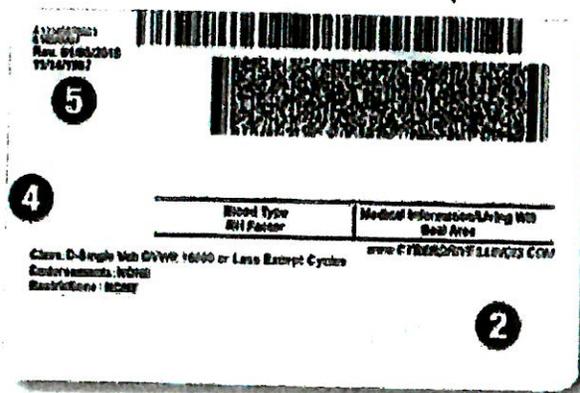
2) To deter counterfeiting, design includes patterns and images, including 3) portrait of Lincoln and state seal.

4) Laser perforation in shape of Illinois, viewable when held up to light.

5) On back, person's photo and birth date viewable under ultraviolet light.



↑ Front Back ↓



How the new license will be issued

You'll no longer walk out of a Secretary of State's office with a new license. Here's how the new process will work.

A) To renew your license, go to the local Secretary of State office, take required tests and have a photo taken.

B) You'll be issued a paper copy of your new license and your old license will be returned to you with a hole punched in it. You'll use the two IDs until the new license arrives, even for air travel.

C) Your information will be sent to a central unit in Illinois, where background checks will be run and the new license created.

D) The new license should be mailed to you within 15 business days.



Example of a temporary license.

Source: Illinois Secretary of State