

Liquor Concept Committee: Pre-Application Form

Instructions: *Complete the application and attach a floor plan and menu or product list.*

Return to the Emy Trotz, Mayor's Office by 5:00 p.m. on the second Tuesday of the month in order to be scheduled for the monthly Concept Meeting. If you have questions, contact Emy Trotz, Executive Assistant/Mayor at 630-420-6018, via email at trotze@naperville.il.us.

SECTION ONE – GENERAL INFORMATION

APPLICANT CONTACT INFORMATION

Contact Name: Erica Rowlands

Title (ex. Owner, manager, attorney): Owner and President

Mailing address: 2611 Deering Bay Dr.

City: Naperville

State: IL

Zip code: 60564

Phone: 650-245-5213

Fax:

E-mail: erica@workbenchdiystudios.com

BUSINESS/OWNER INFORMATION

Owner's Name(s): Ted and Erica Rowlands

Attach a chart showing the corporate structure

Business Phone Number:

Corporation Name: The WorkBench DIY Studios, Inc.

Doing Business as Name: The WorkBench DIY Studios

Proposed Business Location: 2960 Artesian Rd., #152

City: Naperville

State: IL

Zip code: 60564

List stockholders owning 5% or more shares.

Name: Erica Rowlands
% Owned: 51 %
State of Residence: Illinois

Name: Ted Rowlands
% Owned: 49%
State of Residence:

Name:
% Owned:
State of Residence:

Name:
% Owned:
State of Residence:

List officers/directors of the business

Name:
Title: LLC Manager/President/Secretary/Treasurer/Director
State of Residence:

Name:
Title: LLC Manager/President/Secretary/Treasurer/Director
State of Residence:

Name:
Title: LLC Manager/President/Secretary/Treasurer/Director
State of Residence:

Name:
Title: LLC Manager/President/Secretary/Treasurer/Director
State of Residence:

Will any of the owners or corporate officers listed be involved in the day to day operation of the Naperville location? *If yes, list name(s) and position(s).*

Erica Rowlands, Owner and President will be involved in all day to day operations of the business.

GENERAL CONCEPT/OTHER LOCATIONS

Website:

☒ Yes List website link: www.workbenchDIYstudios.com :

☐ No

Chain or franchise: None

Other Locations: Number None Where

Briefly explain the proposed concept.

A night out with friends creating beautiful decor while sipping a glass of wine. It's an experience drawing people to studios in cities nationwide. The WorkBench DIY Studios will offer hands-on classes for creating custom and charming home decor that you'll be proud to display in your home and give as a gift. You'll soon be able to sign-up for a class that will be taught by artists and full time crafters. Invite your friends for a fun night out! Perfect for every day get togethers or book a party at the WorkBench! We will host workshops for birthday parties, corporate events, bachelorette parties, bridal showers, team building, sports teams, baby showers, holiday parties, school and charity fundraisers and much more.

In addition to workshops, the WorkBench DIY Studios will offer a boutique in the front of our studios for customers to purchase and order the same custom decor offered in our workshops and jewelry and other home decor items.

Do you currently have or have you (as the owner(s) of this corporation) ever held a liquor license?

☐ Yes

☒ No

Describe your previous experience and list locations.

Have you ever had a liquor license suspended or revoked?

☐ Yes

If yes, explain below.

☒ No

SECTION TWO: NAPERVILLE LOCATION

LIQUOR

All applicants will need to obtain a liquor license from the State of Illinois Liquor Control Commission. Please visit their website for details <http://www.illinois.gov/ilcc/Pages/Home.aspx>.

1. Is obtaining a liquor license critical to your business model? ☒ Yes ☐ No

If yes, explain why?

The business is experience based and we feel that offering a glass of wine or beer will add to the overall relaxing and creative atmosphere.

2. **Class B only:** Is obtaining a late night permit critical to your business model? ☐ Yes ☒ No

(The Late Night Permit is needed for a restaurant/tavern to sell liquor after 11 p.m.)

If yes, explain why?

3. What percentage of your revenue will come from liquor sales? less than 10%

4. What type of alcohol do you intend to sell? Wine and beer

(Beer, wine, and/or spirits, etc.)

5. What kind of drink specials will you be offering?

(See Naperville Municipal Code, Section 3-3-17-4 and 3-3-17-8.)

6. What is your anticipated opening date? June 1, 2018

7. What are your proposed hours of operation?

Mondays - Closed

Tuesday-Sunday: Boutique & Walk-in Workshop Hours: 11am-6:00pm

Pre-Registered Workshops Hours: 6:30-9:30pm

8. All owners, managers, and assistant managers must be listed on the liquor license application in the City Clerk's Office and will be subject to fingerprinting, background, and criminal history check. Do you anticipate the City discovering any alcohol, drug-related, gambling or felony offenses?

No

9. At least one owner, manager or assistant manager must live within a 15 mile radius from the City boundaries; will you be able to comply with that requirement? Yes, both owners are Naperville residents and live less than 1.5 miles from the business.

10. All owners, managers, assistant managers, bartenders and employees that serve or sell liquor must attend Naperville's BASSET training; will you be able to comply with that requirement?
(Contact Lynn Zilinsky at 630-305-5226 for registration details. Class costs \$30 per person.)

Yes, both owners, Ted and Erica Rowlands, have registered to take the BASSET training on 4/11/18.

LOCATION

1. Is this a:
- ☒ A new business
If yes, proceed to the *New Business Section* below.
 - ☐ An existing business adding liquor
If yes, go to *Existing Business Section* below.

NEW BUSINESS

1. Have you signed a lease? Yes
2. What changes are you making to the leased space? (Please see attached architectural floor plans)
Adding new men's A.D.A. accessible restroom with urinal
Adding "Bar Area" for service and storing of wine and beer
Adding wall hung hand sink in bar area
3. Have you attended a Tenant Build-Out (TBO) Meeting? When?
(*Tenant Building Meetings are held every Tuesday morning beginning at 8:30 a.m. in the lower level of the Municipal Center located at 400 South Eagle Street, Naperville, IL. No appointment is necessary.*)
Both owners attended the 3/6/18 meeting along with their licensed architect, Kevin Peterson.
4. Has the Fire Department conducted an occupancy inspection? No
(*Schedule with the Building Department (TED) permit counter at 630-402-6100x2.*)
5. What type of security system is in place? ADT Security System

Existing Business

1. Are you proposing any construction or alteration to the existing premises?
(Electric, construction, etc.) Describe below.

2. Have you attended a Tenant Build-Out (TBO) meeting? When?
(Tenant Building Meetings are held every Tuesday morning beginning at 8:30 a.m. in the lower level of the Municipal Center located at 400 South Eagle Street, Naperville, IL. No appointment is necessary.)

3. Have you obtained the required permit(s)?

4. Does this business have any outstanding fire safety violations?
 - a. Has the Fire Department conducted a fire safety inspection within the past year?

5. How long has the business been open?

6. Are you current/up-to-date on all Food and Beverage Taxes and utilities owed to the City?
(Food and Beverage: Contact Lois Hacker at 630-420-4115; Utilities: Call Finance at 630-420-6059.)

The requirements for different liquor licenses depend on the type of sales. For example a restaurant, grocery store and street festival have varied purposes and delivery mechanisms.

The following section will help narrow down the type of liquor license. Answer the questions that are appropriate for your business.

SECTION THREE: TYPE OF LIQUOR SALES

1. Do you sell liquor for consumption on premises?
☒ Yes (Go to the next question)
☐ No (Go to question 4.)
2. Is this a festival or other not for profit fundraiser?
☐ Yes (Go to SECTION SEVEN)
☒ No (Go to the next question)
3. Is this a sports facility or an art studio?
☒ Yes (Go to SECTION SIX)
☐ No (Go to SECTION FOUR)
4. Do you sell liquor for consumption off premises?
☐ Yes (Go to SECTION FIVE)
☐ No (Go to the next question.)

If your business does not fit the above categories, please refer to Section Six: Overview of Liquor License Classes in the Liquor Concept Packet.

5. Describe which liquor license classification most closely matches your business. How does this class apply to your business model?

6. Has any other municipality granted a liquor license for a business similar to your concept? Where? *(Provide a copy of the ordinance from that municipality to City Prosecutor, Kavita Athanikar at athanikark@naperville.il.us .)*

SECTION SIX: RECREATONAL FACILITIES

1. Explain the primary business of the facility.

The WorkBench DIY Studios will offer instructor-led workshops to make custom wood signs, framed signs, canvas pillows, round signs, lazy susans, centerpiece boxes, tote bags, and more! In addition to our workshops, the WorkBench DIY Studios will offer a boutique in the front of the studios for customers to purchase and order the same custom decor offered in our workshops and jewelry and other home decor items.

2. Recreational facilities and art studios are required to provide a certified record of annual revenue with the license renewal application. Will you have a certified public account available to review and sign your records?

3. Go to SPORTS FACILITIES
or
Go to ART STUDIOS

SPORTS FACILITIES

1. What type of sports do you offer?
Examples: golf, bowling, billiards, indoor sports facility, other (explain)

2. What are the hours when the recreation portions of the business are open?

Monday-Thursday _____
Friday _____
Saturday _____
Sunday _____

3. Will your facility be open to the public or only paid members?
4. Where will the liquor be sold?
(Include a site plan of the facility. The liquor sales, sports field/golf course/bowling lanes, and lobby areas should be labeled and seats and tables included.)
5. Will there be food sales?
(Attach a menu.)
6. Will there be liquor service outside of your building?
Examples: Concession stands, golf cart service, outdoor patio.
☐ Yes *(List the type and provide a site plan.)*
☐ No
7. Do you have a restaurant or snack shop that will be used for banquets or dining when sports are not taking place?
☐ Yes (Complete SECTION FOUR)
☐ No

ART STUDIOS

1. What types of classes are offered?

All classes are instructor-led workshops to make custom wood signs, framed signs, canvas pillows, canvas tapestries, round signs, lazy susans, centerpiece boxes and tote bags.

2. Are the classes available by pre-registration or walk-in? Both, by pre-registration on our website and walk-in hours are available when our boutique is open.

3. Is the facility open for workshop time when classes are not offered?

☒ Yes (*List the workshop session times.*)

Tuesday-Sunday: Boutique & Walkin Hours: 11am-6:00 pm

☐ No

Tuesday-Sunday: Pre-registered workshop hours: 6:30-9:30pm

4. What are the scheduled hours for the facility?

(*List hours for Monday-Thursday, Friday, Saturday, Sunday.*)

Mondays: Closed

Tuesday-Sunday: Boutique & Walkin Workshop Hours: 11am-6:00 pm

Tuesday-Sunday: Pre-registered workshop hours: 6:30-9:30pm

5. Where will liquor be sold?

(**Include a site plan** of the facility. The liquor sales, classroom and/or workshop areas should be labeled and seats and tables included.) (Please see attached architectural drawings for reference to description below)

Wine and Beer will be dispensed from "bar area" and served to customers for consumption in the workshop area where workshop tables are shown in drawings.

6. Will there be food sales?

(**Attach a menu.**) NO

7. What is the occupancy of the facility?

8. Who will be selling the liquor? Only the owners and managers that are 21 years and older and have attended the required BASSET training class.