



Annual Amusement Surcharge License Application

Please provide the following information as requested. A Community Development Department representative will contact the applicant if supplemental information is required.

Establishment Name:	
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Location Address:	
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Owner's Name:	Phone:
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Email Address:	
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- Hours of operation should be listed here:

- Please attach a diagram or floor plan of the establishment showing where the entertainment will take place. Please provide written permission from the property owner or his/her duly authorized agent to allow entertainment/amusement on site shall accompany the application, if applicable.
- Is a cover charge or fee required sometimes or all the time? Please explain below:

Please describe, in detail, each type of event/activity you plan on conducting. Detail should include all proposed type(s) of amusement/entertainment and frequency. If additional space is needed, please attach a list with information and details about your proposed amusement/entertainment activities events.

Amusement or Entertainment Type/Activities	Days of Week	Frequency

- Size/ square footage of premises: _____ Maximum occupancy: _____
- Number of Parking spaces available: _____ Shared parking agreement: Yes ___ No ___

- Is liquor served at your establishment? Yes ___ No ___ If yes and you currently hold a Village of Schaumburg annual liquor license, please state the license class type: _____
- Will food be served or prepared at the event? Yes ___ No ___
- Village ordinance requires that steps be taken to monitor attendance at any event where attendance is expected to exceed occupancy. Please explain the steps your establishment will take to insure the maximum occupancy is not exceeded.

- Please explain how access to the establishment will be controlled, specify procedures, if applicable.

- Describe in detail the security measures to be implemented, including information regarding the number of sworn police officers, off-duty sworn police officers, and private security personnel and whether private security is armed or unarmed.

I hereby certify that the information provided in this license application is true and correct to the best of my knowledge and that I have not provided false or misleading information. I understand that the failure to supply adequate or correct information will be subject to suspension or revocation of the Village of Schaumburg licenses. I further understand as applicant that I am responsible for any and all costs associated with the response of emergency personnel (police and/or fire) that is mandated by any event. I have received and reviewed the Village Ordinance regarding this license application.

Business Owner's Signature Date

Print Owner's Name Title

Phone Email

Village Ordinances require new entertainment requests or any change in ownership on an existing license to obtain Standing Committee and Village Board approval. The owner/license is required to attend these meetings. Please contact this Department at (847)923-3970 with any questions. Please submit completed application with attachments:

- By Mail to: Village of Schaumburg, Community Development Department
101 Schaumburg Court, Schaumburg, Illinois 60193
- By Email to: dparran@schaumburg.com