



BE PREPARED FOR LARGE CROWDS

- During times when you know you are expecting large crowds, make sure that you have sufficient, properly trained staff and security on site. This includes always having a manager on duty who can fully access all video camera systems and who can provide copies of all licenses, Plans of Operations, Late Hour Exterior Safety Plans, or BASSET certifications upon request by a proper government department. All security should wear attire that clearly and easily identifies them as “security”.



NOTIFY THE POLICE OF ILLEGAL ACTIVITY

- Liquor licensees have an affirmative duty to report promptly to police all illegal activity reported to or observed by the licensee or within sight of the licensed premises. This includes a requirement to call 911 for illegal activity that occurs outside your premises if the incident occurs in front of your premises or in your parking lot.
- If there is a battery in an establishment that holds a liquor license, the establishment is required to call 911 - even if the victim calls 911 or indicates they do not want to call 911.
- As a liquor licensee, you are required to fully cooperate with any police inquiry or investigation and to sign complaints against any person you observe engaged in any illegal conduct or activity.



AVOID EXCEEDING OCCUPANCY LIMITS

- A violation of the occupancy limits set for your establishment could lead to hefty fines, closures and even revocation of your license. To safeguard against this, ensure that you and your staff are counting the number of people that enter your establishment. We strongly urge you to use a counter system at the door so there are no mistakes.
- It is the responsibility of all licensees to operate and maintain a safe environment for your patrons. It is also your responsibility to be a “good neighbor” to the residents and businesses in your community. Ensure you maintain quiet and orderly lines, that your patrons make minimal noise upon entering and exiting your establishment, and keep the area around your premises clean.



MAINTAIN CONTROL OVER PREMISES

- As a liquor licensee, you should always maintain control of the licensed premises. Do not allow any event to take place where ownership vacates the venue and allows a promoter to hire their own staff (bartenders, servers, hosts, and security). Never allow an event to take place without ownership managing the venue.



DO NOT BE AFRAID TO STOP ALCOHOL SERVICE TO INTOXICATED PATRONS

- It is illegal to sell, give or deliver alcohol to an intoxicated person and a violation of state law. Train and educate your staff to recognize when a patron is intoxicated. Once there is evidence of intoxication, staff must be confident enough to cut that patron off and stop serving that individual.



DO NOT SELL ALCOHOL TO MINORS

- It is a violation of city and state law to sell, give or deliver alcohol to a minor (someone under the age of 21). Make sure your staff is trained to properly check photo identification.

For more information, please visit www.chicago.gov/bacp



City of Chicago
Department of Business Affairs and Consumer Protection

City Hall, 121 N. LaSalle, Room 805, Chicago, IL 60602