



ILCC News

Volume XXVIII
Winter 2008-09

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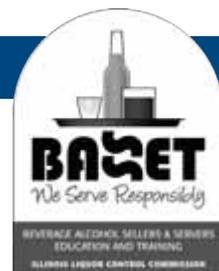
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www.state.il.us/LCC

BASSET training time reduced

By Lee J. Roupas, ILCC BASSET Program Manager



There has always been debate about the amount of time sufficient for a server to attend an alcohol server training course. Assessing the current economic climate in the country and the State of Illinois, which has over 23,000 licensed liquor establishments, the Illinois Liquor Control Commission (ILCC), has reduced the *Beverage Alcohol Sellers and Servers Education and Training (BASSET)* program's training time requirements.

The training time has been reduced from six hours for on-premise establishments (bars, nightclubs and restaurants), to four hours. For off-premise establishments (convenience stores, gas stations, and grocery stores), the minimum time requirement has been reduced from four hours to three hours.

The decision to reduce the training time was based on:

- Having a greater incentive to get more owners, managers and servers trained.
- Encouraging greater participation by municipalities and businesses on a mandatory and voluntary level.
- Allowing greater retention of course topics for a increased effectiveness to practice responsible alcohol service techniques.
- Prevent business owners and employees being taken away from peak business hours.



REGIONAL MEETINGS: The ILCC's Lee Roupas (*above*) provides an overview of the alcohol training process for local officials in Grundy County and the surrounding area. Roupas was just one of the many state, county, and local officials who were on hand to present information and answer questions about ways to reduce the incidence of drunk driving in their communities.

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See page 4 to join in on statewide event!

Chicago Bears do it responsibly

By Ted Penesis, ILCC Industry Education Manager, and
Lee Roupas, ILCC BASSET Program Manager



Professional sports stadiums and arenas are confronted with intoxicated fans that often lead to unruly behavior. Fans come to cheer their favorite team and enjoy an alcoholic beverage.

Unfortunately, some fans are over-served at stadiums, or choose to over-consume alcohol either before or during the game. These fans are troublesome to servers, security staff, and other fans.

Stadium personnel have to deal with fans starting trouble with other fans, using foul language (especially around young children), and spilling drinks on people or the seats in front of them.

The Chicago Bears organization has taken measures to initiate sound alcohol service policies and mandatory server training for employees. Server training is required not only for servers of alcoholic beverages, but the security staff as well.

The servers of alcohol at Soldier Field exercise responsible alcohol service by carefully observing the customer, and assessing any signs of intoxication. If the person in front of them is intoxicated they will refuse alcohol service. Additionally, servers card anyone who appears under the age of 30 that orders alcohol.

The stadium employs an expansive security detail to prevent problems *before* they occur. Security staffers are highly visible in and around Soldier Field; they work in pairs and are noticeable by wearing bright colored jackets. This high visibility can deter fans from acting inappropriately.

Chicago Bears Fan Services takes the initiative by providing season ticket holders with literature communicating the rules that must be followed. Enforcing these rules is critical to ensure safety at Soldier Field (*see box on page 6 for the Bears enforcement policy*).

Rules for alcohol servers

The Bears organization has strict, but clear alcohol policies and procedures for all staff. Discipline is included for any staff member who breaks these rules.

For example, when an intoxicated patron is refused service, a manager is alerted to keep track of this fan until security

continued on page 6



New licensed BASSET providers

SEPTEMBER 2008

- Aldi Foods
- Mathew Chavera
- Four Seasons Hotel
- The W Chicago Lakeshore Hotel

OCTOBER 2008

- Carroll County Substances
- Counseling Center of Illinois
- Pyramid Hospitality
- Sheraton Chicago Northbrook Hotel

NOVEMBER 2008

- Cooper's Hawk Winery and Restaurant
- Olive Garden
- Texas Roadhouse

ILCC News Article suggestions are welcome!

The Commission welcomes your input to enhance the *ILCC News* publication. If you have a suggestion for an article topic or a helpful hint to share with other licensees, please contact the Commission's Chicago Office.

ILCC News is published by the Illinois Liquor Control Commission for state liquor licensees, local government officials, industry associations and related government agencies.

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Conditions for a private party

By Richard Haymaker, ILCC Chief Legal Counsel

The Illinois Liquor Control Commission (ILCC) is routinely presented with questions about what constitutes a private party. This is an important question, as many rules that govern licensed or licensable events do not govern private functions.

The definition of a *private function* affects other liquor regulatory questions as well—including product promotions, Happy Hour Law enforcement, BYOB (e.g. “bring your own” service), liquor catering, and special events.

Since private events are less regulated than public events, there has been a tendency to broadly define events as “private” even though circumstances surrounding the events are very public in nature. This tendency to expand the private function definition has made it necessary for the Commission to clearly define the difference between private and public events.

If you are renting out all or parts of your retail establishment for a private party, please ensure that you and the hosts of the event follow all established ILCC guidelines for private functions (see box below). Please also remember that an Illinois licensed retailer, distributor, manufacturer, or agent of an Illinois licensee may not give away alcoholic liquor unless they follow statutory product sampling guidelines.

Additionally, ILCC Rules & Regulations require license holders to closely monitor the activity which occurs on their licensed premises even within the framework of a private party. Rule 100.30 makes it a duty for a licensee to prohibit any violations of federal, state, or local law on their licensed premises. Therefore, it is imperative that license holders continuously and vigorously monitor the behavior of private party attendants in order guard against illegal behavior. Specifically, licensees should prohibit over-service.

If you have any additional questions regarding what constitutes a private party, please call the ILCC Legal Division at 312.814.4801.

Updated Handbook available

The *Local Liquor Commissioner's Handbook* has been updated and is available to all local officials—including mayors, police chiefs, sheriffs, city managers, village trustees, and county chairs. To order this FREE book, visit the web at www.state.il.us/LCC/LLhandbook.asp.



Guidelines for private functions

An event is a private party when ALL of the following are met:

- The event must not be open or advertised in any way to members of the public. Any form of media advertising which publicizes an event to members of the general public makes the event public.
- The sale of alcoholic liquor is made by a licensed retailer or caterer directly to the host of the party either before or after the event. Per drink sales of alcoholic liquor make the event public.
- No cover or admission charges of any kind should be collected at the door prior to entry. Any collection of money as a condition of entry makes the event public.
- No indication of pre-payment should be required to enter. For example, an event is considered public when a per-person presentation of a ticket, wristband, or other form of per-person, pre-payment is required prior to entry.
- The party space is clearly designated and physically separate from other areas open to the general public (if the party is held at a liquor-licensed premises). Licensees should also be sure that their local license allows them to rent out all or parts of their licensed facility for private parties and to pre-sell alcoholic liquor to the party host.
- There should be no promotion of a specific alcoholic liquor brand. Party sponsorships by an Illinois liquor license holder, an agent of the liquor license holder, or any other third-party that promotes consumption of any particular brand of alcoholic liquor makes the event public.
- An offer to host a private party to the general public includes a room rate and/or pre-packaged rate for alcoholic liquor. The event is considered public if the room rate and/or pre-packaged liquor rate is not specifically mentioned in the agreement.

Stick 'em up!

Industry, prevention fields team up to combat underage drinking

On April 2nd, the Illinois Liquor Control Commission (ILCC) will collaborate with a variety of groups—at both the state and local levels—to keep alcohol out of the hands of minors.

As part of a *Project Sticker Shock* statewide event, warning stickers will be placed in participating liquor establishments listing the legal consequences of buying alcohol for minor consumption. Window decals, posters, and proof of age signs will also be posted reminding consumers that *Providing Alcohol to Minors is Illegal, Unhealthy, & Unacceptable*.

“Keeping our children and communities safe is a priority for the Liquor Commission,” says ILCC Executive Director Lainie Krozel. “Underage drinking has many costs, not the least of which is that it kills and injures more people than all other drugs combined. If this one last warning message ultimately stops an adult—or a teenager with a fake ID—from purchasing alcohol for minor consumption, then we are doing our job.”

STICK-ing together

In addition to receiving interest from numerous local organizations, the following statewide groups have either signed on or expressed an interest in participating in the April 2nd Project Sticker Shock event:

- Operation Snowball (state and local chapters)
- Associated Beer Distributors of Illinois
- Wine & Spirits Distributors of Illinois
- Illinois Retail Merchants Association
- Illinois Restaurant Association
- Illinois Petroleum Marketers Association
- Illinois Licensed Beverage Association
- Mothers Against Drunk Driving
- Alliance Against Intoxicated Motorists
- Students Against Destructive Decisions
- Illinois Alcoholism and Drug Dependence Association
- Illinois Association of Chiefs of Police
- Illinois Sheriffs' Association

Partners in prevention

Participating in *Project Sticker Shock* will be a variety of Illinois students, their parents, local elected officials, law enforcement personnel, and state liquor licensees. Additionally, a wide-ranging partnership of statewide organizations has signed on to this effort (see box below left).

“By bringing all stakeholders into the fold, our effectiveness at combating society’s underage drinking problem is multiplied,” says Ted Penesis, ILCC’s Education Manager. “I strongly believe the impact and success of our message increases exponentially when we work together as a team.”

“Hopefully, through this effort, all parties will realize we are fighting a common cause, which can ultimately lead to a better understanding of how to solve this issue.”

Why Sticker Shock?

Studies show that the majority of alcohol consumed by underage drinkers is purchased by those of legal drinking age—oftentimes by parents, other family members, and friends. *Project Sticker Shock* is designed to raise awareness about this issue as well as remind minors that it is illegal to use a fake ID.

Sticker Shock materials were created through the ILCC’s public education arm—the **Don’t Be Sorry** campaign—whose mission is to reduce youth access to alcohol by educating all members of the community.

And *Project Sticker Shock* is no different. During the April 2nd event:

- Teens will place stickers and window decals in liquor stores, groceries, gas stations, and other establishments where alcohol is sold for off-site consumption.
- Elected officials and local law enforcement will supervise the teens during their visits to area liquor retailers.
- Parents of teenagers and other adults will read the warning signs placed by licensees in bars and restaurants, reminding them of the legal consequences of furnishing alcohol to minors.



Those teens who participate in the campaign will receive a free **Don't Be Sorry** t-shirt (see www.DontBeSorry.org to view this shirt), which offers a subtle message about the consequences of underage drinking on the back.

If you, or someone you know, would like to participate in the *Project Sticker Shock* statewide effort, please contact Ted Pensis at 312.814.4802.

- Avoid using a full day for training when the entire curriculum can be covered in a shorter time period.
- Lowering the training time will be more cost effective and affordable to businesses and servers.

The shorter training time will not compromise the quality of training. Participants will still have adequate time for discussion, role playing real life scenarios and share each other's experiences. Servers have been able to learn from one another and how they handled situations in their workplaces.

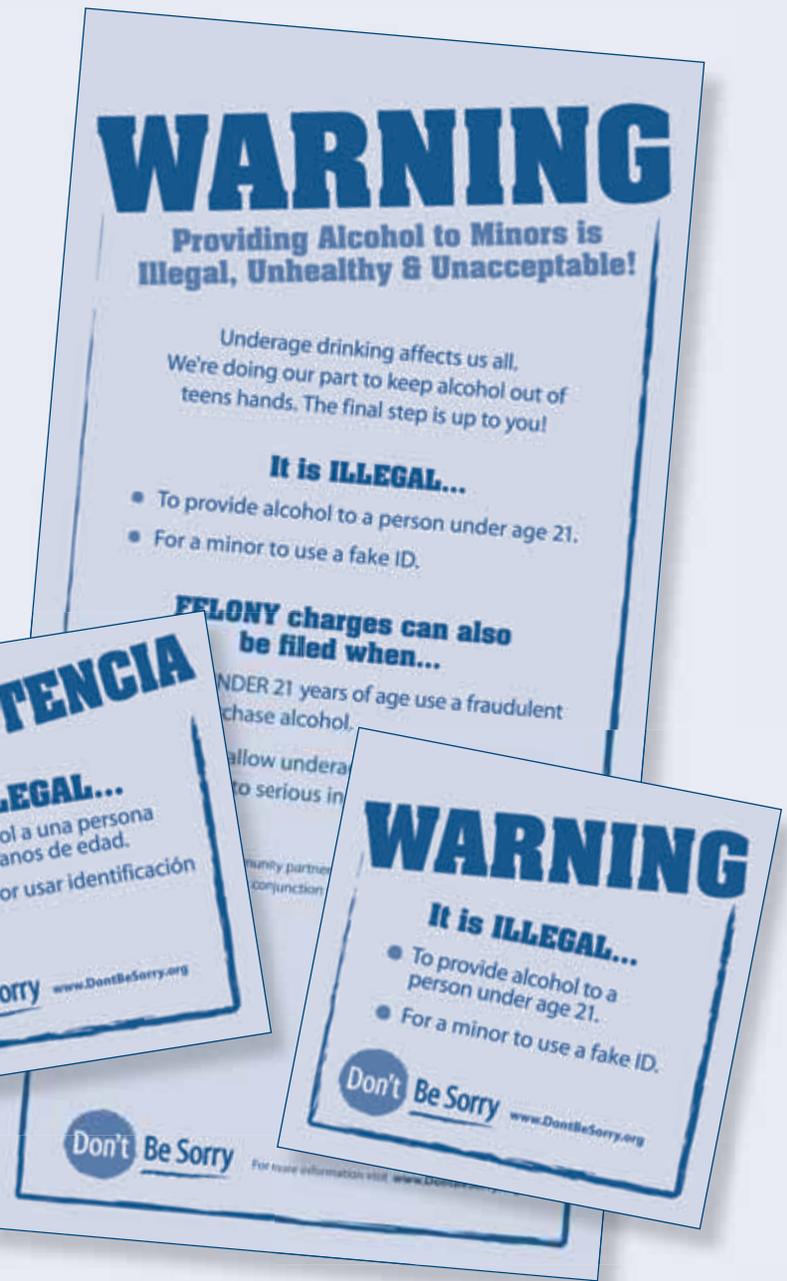
The time reduction, along with greater participation will fulfill the objectives of the BASSET program. With more servers trained, and municipalities across the state enacting mandatory training in their ordinances, there is a greater likelihood of reducing the number of drunken driving deaths and underage sales of alcohol. Seller/server training and sound alcohol policies will make Illinois communities safer.

Updated cashmat available

To assist licensees in identifying underage ID cards, the Liquor Commission has developed a countertop mat, or cashmat, to be placed wherever alcohol is sold. Entitled "It's a 2-way street..." one side of the mat is oriented toward the cashier, showing the different types of "Under 21" cards available in Illinois and the penalties involved in "selling" alcohol for underage consumption. The other side faces the customer, and details the penalties involved if "buying" alcohol for underage consumption.

The cashmat includes the latest design changes to the cards issued by the Illinois Secretary of State's Office earlier this year. Please note, drivers' licenses and ID cards with the previous design remain valid until the indicated expiration date. Additionally, cards for drivers under the age of 21 remain vertically oriented, however, "Under 21" horizontal cards issued prior to 2005 remain valid until the indicated expiration date.

Call 312.814.4802 or visit www.state.il.us/LCC/mat.asp to order the 15x10 inch mat (shown at right) for your establishment.



can be notified. Should this fan attempt to buy alcohol at another concession stand, the manager will intervene and stop the sale. As for those making the sale, the Bears use *progressive discipline*—including re-training up to termination—for major violations with servers who do not follow the stadium's policies.

As the above example illustrates, good teamwork is essential to complete a successful season—not only on the field, but in the stands as well.

But when the game is over, the Bears organization's duties are not. They continue to monitor fan activities inside the stadium, and have a cooperative effort with the Chicago Police to ensure that no one is driving away intoxicated.



Alcohol policies for Chicago Bears fans

The vast majority of seats at Chicago Bears home games are purchased via season ticket packages. With this in mind, Chicago Bears Fan Services provides season ticket holders with literature communicating the rules that must be followed, including those regarding alcohol consumption.

For those fans who misbehave for the first time, a warning is given to both the individual in attendance and the season ticket holder (if not the same person). When rules violations persist, however, the consequences are harsh, and can include losing the right to purchase season tickets—regardless of whether the season ticket holder is in attendance!

The Chicago Bears organization takes a "no-nonsense approach" to assure fans are conducting themselves in an appropriate manner.

New BASSET backroom posters available

To address the issue of over service of alcohol in liquor establishments, the Illinois Liquor Control Commission (ILCC) is making available posters (*shown below*) to be posted in the backroom, break-room, or near the time clock of every establishment.

The purpose of these posters is to remind owners, managers, and staff of the consequences of over service and take measures to prevent alcohol-related mishaps. To order these posters—along with the complete CARD HARD pack of materials—visit www.state.il.us/LCC/baset on the web.



New materials available when ordering the FREE Industry Education packet!

To provide a brief reference for liquor licensees, two new booklets are available to licensees free of charge—*An Overview of the ILCC* and the *Industry Education Guide*.



Also included in your packet are:

- Illinois Liquor Control Act (revised Jan. 2009) and ILCC/ BASSET Rules and Regulations (revised November 2008).
- "Happy Hour Law" and "Just the Facts" fliers.
- Alcohol "Proof of Age" and "Pregnancy Warning" signs.
- BASSET Program Brochure and *Quick Guide for Servers*.
- "We Card Hard" decals.

To place your order, visit www.state.il.us/LCC/IEmaterials.asp on the web or call 312.814.4802.

ILCC to host regional alcohol training seminars

With the required BASSET training hours now reduced to four for “on-premise” licensees (ie, bars, restaurants, and other places where alcohol is consumed on-site), and to three for “off-premise” locations (such as carry-out liquor stores, gas stations, etc.), the Illinois Liquor Control Commission (ILCC) hosted the first in a series of regional meetings for mayors, police chiefs, and other local officials.

The first regional ILCC presentation was held in Grundy County on December 11, 2008 before over thirty local officials. This location was chosen after a drunk driver killed a mother and her young children just a month earlier.

During this meeting, ILCC administrators addressed local officials on how they can mandate responsible alcohol service training in their communities. Also sharing their ideas on how to prevent future alcohol-related tragedies were representatives from the Illinois State Police, Illinois Department of Transportation, and the Illinois Secretary of State’s Office.

Local training seminars also available

Mayors, local liquor commissioners and police departments can also schedule mandatory education and training seminars for licensees in their community. The Liquor Commission conducts these seminars to explain the state laws regarding sales to minors, how to acquire servers training for employees, dram shop laws, and how to prepare for a compliance check.

Seminar information includes:

- Duties and requirements for liquor license holders and their staff.
- Information on ILCC programs and materials.
- Responsible alcohol service techniques.
- Prevention and intervention techniques.
- Identifying false identification.
- Education on liquor laws.

Contact Lee Roupas at 312.814.0773 or lee.roupas@illinois.gov to schedule an alcohol training and education seminar in your area.



MANDATING CHANGE: On Dec. 11, 2008, Plainfield Police Officer Mark Siegal recounted his community’s experience with mandatory alcohol training before an audience of far southwest suburban Chicago mayors, police chiefs, and other community leaders.

Police Sergeant selected as BASSET Trainer-of-the-Quarter

By Lee J. Roupas, ILCC BASSET Program Manager



Kurt Vavra

The Glen Ellyn Police Department has been a licensed Beverage Alcohol Sellers and Servers Education and Training (BASSET) provider for two years.

Sergeant Kurt Vavra, a seven-year veteran of the police department, has been teaching responsible alcohol techniques to servers in Glen Ellyn and surrounding northwest and western suburbs of Chicago.

Being the “face” of the police department, Vavra enjoys getting to know the business owners on a personal level. His goal is to develop a cooperative effort in keeping the community safer.

While teaching his BASSET courses, Vavra emphasizes participants to utilize the techniques taught to prevent over service. He feels that BASSET training can enable servers to “address problems before they occur.”

When asked what advice he can give servers he replies, “Check the IDs carefully to make sure the person you are ready to serve is the same person on the ID.”

When Vavra is away from his police and alcohol training duties, he enjoys playing basketball and water skiing. He and his wife, Tina, have been married for six years and reside in northwest suburban Chicago.

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Illinois e-Services makes it easy to electronically file your returns

As a liquor licensee, you can file your ST-1, Sales and Use Tax return, using the Illinois Department of Revenue's *e-Services*. E-Services has three different electronic filing options for sales tax. These options provide secure transactions, are fast and easy, provide proof of filing and paying, reduce errors, are convenient, and paperless.



The most popular filing option is **Sales and Use Tax Web Filing**. This option is available for free through the Department of Revenue's website: www.tax.illinois.gov. In Fiscal Year 2007, over 330,000 returns were filed using one of our electronic filing options, a 31 percent increase over the FY2006 total.

For those who prefer to use the telephone, **TeleFile** is another viable option. Simply pick up the phone and keypunch in your return information. While still a popular option, as more taxpayers migrate to web filing, the Department of Revenue has seen a decrease in the amount of TeleFile returns. In FY2007, approximately 80,000 returns were received via this method, down from 93,000 in FY2006.

The newest electronic filing option is for **Tax-Preparation Software**. If you are currently using software to prepare your sales and use tax returns, notify your software company that you are interested in filing these returns electronically instead of printing and mailing them.

For more information regarding any of the above filing options, visit www.tax.illinois.gov on the web or contact the Department of Revenue's Electronic Commerce Division at 217.524.4767.