



Hotel License Application

Hotel Business Information

1. Hotel Business name _____
2. Hotel Assumed Business names, if applicable (DBA): _____
3. Applicant/Representative Name: _____ Title: _____
4. Address - physical location: _____, Suite # _____ Gurnee, IL
5. Business Phone: _____ - _____ - _____ 6. Business Email: _____
6. Federal Employment Identification Number (FEIN): _____
7. State of Illinois Taxpayer I.D. Number: _____
8. Lake County Property Tax I.D. Number: _____
9. Business Start Date in Gurnee, IL: ____/____/____

Billing Party Information – Where License Renewals Will Be Sent

10. Business Owner/Corporation Name: _____
11. Business Owner Assumed Names if applicable: _____
12. Address: _____ City: _____ State: _____ Zip: _____
13. Mailing Address: _____ City: _____ State: _____ Zip: _____
14. Driver's License Number: _____ 16. Phone: _____ - _____ - _____
15. Email: _____

Applicant Information- Where Official Notices Will Be Sent

16. Owner/Manager Name: _____
17. Assumed Names if applicable: _____
18. Home Address: _____ City: _____ State: _____ Zip Code: _____
19. Mailing Address: _____ City: _____ State: _____ Zip Code: _____
20. Cell# _____ - _____ - _____ 23. Email: _____
21. Driver's License Number: _____
22. How long in this type of business? _____ 26. Your status or title in the business: _____
23. Specify Date the Hotel business was acquired by the current owner: ____/____/____

(If more than one owner/manager, please use a separate sheet to provide personal information)

Lake County, IL Emergency Contact Information

24. Lake County Emergency Contact Name: _____
25. Lake County Emergency Contact Phone _____ - _____ - _____ 30. Email: _____

Additional Information:

26. Has the applicant collected, reported and remitted all previously owed Village Hotel or Motel Occupancy Tax?

Yes No

If no, a Village Hotel License cannot be issued or renewed until all prior Village Hotel or Motel Occupancy Tax returns have been filed with proper payment and any late penalties payments owed.

Submit Completed Application to:

Village of Gurnee • 325 N. O'Plaine Road • Gurnee, IL 60031 • Phone: 847-599-7500 • Fax: 847-623-0490



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27. Has the applicant, owner/manager, or if a corporation, any corporate officer, director, etc., previously operated a hotel in Lake County, IL, under a hotel business license or similar business license?

Yes No

If yes, provide all details including name of business, and address- (provide additional sheet if necessary):

28. Has the applicant, owner/manager, or if a corporation, any corporate officer, director, etc., previously had such a license revoked or suspended?

Yes No

If yes, cite when, where, and details: (provide additional sheet if necessary):

Required Documents: (Attach a copy of the following documents to this application.)

1. A certified copy of the assumed name certificate if the hotel business is to be operated under any assumed name(s);
2. If the owner of the hotel business is a corporation, a copy of the articles of incorporation together with all amendments thereto;
3. If the owner of the hotel business is a limited partnership, a copy of the certificate of limited partnership, together with all amendments thereto;
4. If the owner of the hotel business is a limited liability company, a copy of the organizational documents, together with all amendments thereto;
5. A diagram of the hotel business premises, including a depiction of the layout of the hotel's rooms/common areas, with the various rooms/common areas being identified as to their respective uses, including areas for patrons other than for sleeping accommodations, or administrative use areas and clearly depicting every room number;
6. A floor plan or master list of the sleeping accommodations in the hotel, referenced by room number and maximum occupancy for each room.

AFFIDAVIT

In the conduct of my business described herein, I (we) swear that I (we) have personal knowledge of the information contained in the application, and the information contained therein is true and correct. I (we) swear that I (we) have read the provisions of the Village of Gurnee Ordinance in Chapter 22 Article 6 of the Municipal Code describing regulations, requirements and Hotel Licensing. I (we) agree to abide by the provisions of this Article will not violate any of the ordinances of the Village of Gurnee, or laws of the State of Illinois or laws of the United States of America.

Hotel Owner (Print)

Hotel Owner (Signature)

Subscribed and sworn to before me this

SEAL

_____ **Day of** _____ **AD**

Notary Public: _____

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