



City of Crystal Lake **Video Gaming License Application**

*The application materials will be presented at the City Council meeting for consideration from the Mayor and City Council members. City Council meetings take place twice a month on the first and third Tuesday.
Documents must be submitted no later than two weeks prior to the Council meeting.*

Both the owner of the establishment offering video gaming and the operator of the video game machines must be licensed with the City of Crystal Lake.

Establishment/Business

The following will need to be completed by the establishment owner in order to apply for a video gaming license:

- A letter summarizing the request for a video gaming license.
 - Description of the business must include whether persons under the age of 21 will be allowed to enter.
 - Description of the video gaming terminals.
- Evidence of a valid Crystal Lake liquor license that has been held for one year.
- Documentation from the Illinois Gaming Board showing a valid State video gaming license.
- A copy of the applicants complete license application and all supporting documents that were provided to the Illinois Gaming Board
- Site Plan depicting the location and dimensions of the bar or restaurant and the location in which the proposed video gaming terminals will be placed.
- Completed Class 28 supplemental video gaming liquor license addendum (\$100 annual fee).
- Completed video gaming license and terminal permit application (\$1,000 annual fee).



City of Crystal Lake **Video Gaming License FAQ's**

- **Which establishments can receive a video gaming license in the City of Crystal Lake?**

- Video gaming terminals are only allowed in a bar or restaurant where alcohol liquor is served for consumption on the premises. The bar or restaurant must possess a liquor license from the City of Crystal Lake for 12 months prior to being considered for a video gaming license.
- Video Gaming Licenses shall only be issued to an establishment where Video Gaming is an incidental portion of the Bar or Restaurant and the principal business purpose of such establishment is the sale for consumption on the premises of food and/or alcoholic liquor.

- **What are the general restrictions to applying for a video gaming license?**

- Terminals may not be operated within 100 feet of a school or place of worship.
- Terminals must be located in an area that is restricted to persons age 21 or older.
- Terminals can only be operated during the establishment's normal business hours.

- **How many terminals area allowed?**

Each establishment is allowed a total of three (3) terminals.

- **Where can terminals be placed in a licensed establishment?**

- If individuals under the age of 21 are allowed in any portion of the Licensed Premises, the Video Gaming Terminals shall be located in a segregated area which shall not be accessible to persons under the age of 21. A physical barrier to the gaming area is required. This might include a short partition, gate or rope.
- Terminal cannot be visible from the exterior of the establishment.

- **Can businesses advertise the presence of video gaming through exterior signage?**

- No temporary or permanent signage making known the availability of video gaming may be visible from the exterior of the building.

- **What are the fees associated with a video gaming license?**

- The bar or restaurant shall be responsible for the following fees:
 - \$100 annual Class 28 liquor license application fee.
 - \$1,000 annual video game license.
 - \$500 per terminal, video game license permit.

- **What are the requirements for video camera surveillance?**

All Licensed Establishments shall be equipped with video surveillance equipment capable of recording clear continuous video of the area in which the Video Gaming Terminals are located. Video Surveillance shall meet the following standards:

- The video surveillance cameras shall be digital in nature (digital video recorder) and shall be of sufficient number, type, placement and location to view and record all activity in front of and within 15 feet of either side of the video gaming area; and
- The video surveillance cameras shall be sufficiently light sensitive and provide sufficient image resolution (supported by additional lighting if necessary) to produce easily discernible images recorded at all times; and
- The video surveillance cameras shall record at a minimum speed of fifteen frames per second; and
- The video surveillance camera image shall be capable of being viewed through use of appropriate technology, including but not limited to a computer screen or closed circuit television monitor; and
- The video surveillance camera system shall be capable of transferring the recorded images to portable format of media, including but not limited to compact disc, digital video disc or USB

- thumb drive; and
 - The video surveillance cameras shall not have an audio capability or such audio recording ability shall be disabled at the camera or digital video recorder level; and
 - The video surveillance cameras shall be maintained in good working condition; and
 - The video surveillance cameras shall be in operation and recording continuously, twenty –four hours per day; and
 - In the event of a power loss, the video surveillance camera system shall be powered by a backup power supply so that there is no period of time that the video gaming area is not being recorded; and
 - The recordings made by video surveillance cameras installed and maintained pursuant to this ordinance shall be indexed by dates and times and preserved for a minimum of thirty (30) days so that they may be made available to the liquor commissioner, the police department and other governmental agencies in furtherance of a criminal investigation or a civil or administrative enforcement investigation, prosecution or hearing.
- **How long is a license valid for?**
 - Crystal Lake liquor licenses (and supplemental video gaming liquor licenses) are good from June 1 until May 31 of the following calendar year.
 - Video gaming licenses are good from June 1 until May 31 of the following calendar year.
 - Terminal permits are good from the date of issuance until December 31 of that calendar year.
 - Terminal operator license are good from the date of issuance until December 31 of that calendar year.
- **Do I need a license from the State of Illinois?**

Yes. The business must have a video gaming license from the State of Illinois prior to apply for a City license.
- **Do I also have to renew my license with the State of Illinois?**

All licenses must be renewed with the State of Illinois and follow State regulations.
- **Is my license transferable?**

No. The new owner of an establishment must submit a complete application and go before City Council to have their video gaming license approved. The owner must hold a valid City of Crystal Lake liquor license for one year, prior to the application for a video gaming license. Please contact the City Manager’s Officer for further details.
- **What if the business moves?**

The change of address must be approved by the Mayor and City Council. An application, a letter concerning the move, updated insurance, updated bond and new lease or proof of ownership must be included in the submission. If new construction is occurring, a Certificate of Occupancy must be issued prior to release of the license. There are no additional fees for transferring the license to a new address. The new establishment must meet the criteria as outlined for video gaming establishments.
- **What if the business changes names or management?**

The City Manager’s office must be notified in writing of any changes so that the licenses can be properly updated. The old licenses must be turned in prior to releasing the new licenses.