



Monday, August 17, 2026
Liquor Control Commission Regular Meeting Agenda

PUBLIC NOTICE - in accordance with the applicable statutes of the state of Illinois and Ordinances of the Village of Wheeling, notice is hereby given that the Regular Meeting of the Wheeling Liquor Control Commission will be held in the Board Room, Wheeling Village Hall, 2 Community Boulevard, Wheeling, Illinois, at 6:30 PM, during which meeting it is anticipated there will be discussion and consideration of and, if so determined, action upon the matters contained in the following agenda.

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1. **Call to Order**

 2. **Pledge of Allegiance**

 3. **Roll Call**

 4. **Approval of Minutes**

 5. **Citizen Concerns & Comments**

 6. **New Business**
All Listed Items for Discussion and Possible Action

A. Consideration of a Request for a Class I Liquor License from Wheeling Helping Hands for an Event to be Held at 375 West Dundee Road in the Wheeling Town Center on Saturday, September 19, 2026

 7. **Adjournment**

REGULAR meetings will be televised on channels 17 and 99. If you would like to attend a Village meeting but require an auxiliary aid such as a sign language interpreter, call 847-499-9085 AT LEAST 72 HOURS PRIOR TO THE MEETING. To view the full agenda packet, visit <https://wheelingil.portal.civicclerk.com/>.



MEMORANDUM

DATE: August 17, 2026
FROM: Martin Seay, Administrative Assistant
SUBJECT: Consideration of a Request for a Class I Liquor License from Wheeling Helping Hands for an Event to be Held at 375 West Dundee Road in the Wheeling Town Center on Saturday, September 19, 2026
DOLLAR AMOUNT:
BUDGETED: No
BUDGET SOURCE:
RECOMMENDED ACTION:
STRATEGIC PLAN THEME:

EXECUTIVE SUMMARY

On Monday, August 17, the Liquor Control Commission will consider a request from Wheeling Helping Hands for a Class I (nonprofit special event) liquor license relative to a Brat Fest fundraiser scheduled for Saturday, September 19. The event will take place outdoors on the Village Green at Wheeling Town Center.

MEMO

Wheeling Helping Hands, a not-for-profit corporation that raises funds for charitable initiatives serving Wheeling residents—including some initiatives cosponsored by the Village—has requested a Class I (nonprofit special event) liquor license to conduct liquor sales and service at a Brat Fest fundraiser event to be held from 11 a.m.–5 p.m. on Saturday, September 19, on the Village Green at Wheeling Town Center. Because the existing Class J-2 liquor license covering the Wheeling Town Center common areas only authorizes the consumption of alcohol sold by existing liquor-licensed tenants of the shopping center, and because Wheeling Helping Hands currently lacks authorization to keep and sell alcoholic beverage inventory, special event liquor licenses from the Village and the State of Illinois are required for this event. The applicant expects the event to be attended by approximately 300 people, including personnel from the Village's Police and Fire Departments, who will be able to help maintain public safety during the event.

Wheeling Helping Hands has provided a special event application that includes a certificate of liquor liability insurance coverage and a description of the event (attached). All sales and service of alcoholic beverages will be conducted by, and all identification will be checked by, BASSET-certified volunteers; the organization has submitted proof of BASSET certification for two servers. As such, if the Commission looks favorably on this request, staff recommends approval subject to one condition (which may be addressed prior to the hearing):

- payment of all associated fees.

If you have questions or concerns regarding the Class I liquor license application from Wheeling Helping Hands, please let me know.

Class I

~ Not-for-Profit Special Event ~

CLASS I licenses shall authorize the retail sale of alcoholic beverages for consumption on the premises only, for a limited time, subject to the following:

Conditions and qualifications: A Class I license shall be issued only to a charitable or not-for-profit corporation for use at a fund-raising picnic, carnival, celebration or other public affair. Every such license shall be issued in the name of the organization.

Limitations: A Class I license shall be issued for a period not to exceed six days; each organization and each resident of the village shall be limited to three Class I licenses in any calendar year; the holder of a Class I license shall submit in writing to the village manager no later than thirty days prior to the scheduled special event a detailed summary of the special event, including the date, hours during which alcohol will be served or sold, location of the special event and approximate number of participants, as well as proof that the required insurance has been obtained; no Class I license shall be issued without the approval of the commission of the village and may be limited to the sale of only beer or wine. Video gaming as defined under the Illinois Video Gaming Act 230 ILCS 40/1 et seq. shall not be allowed in a Class I licensed premises, unless the owner of the premises where the special event is held already holds a valid gaming license in the village.

PLEASE NOTE THAT IN ADDITION TO THE CONDITIONS
AND QUALIFICATIONS SPECIFIC TO THIS LICENSE
CLASS, ALL WHEELING LIQUOR LICENSE HOLDERS
MUST COMPLY WITH ALL PROVISIONS OF THE
WHEELING MUNICIPAL CODE, AND ARE RESPONSIBLE
FOR BEING FAMILIAR WITH THOSE PROVISIONS.

VILLAGE OF WHEELING

Description of Event for which liquor license is sought

As the person responsible for organizing this event, please provide a detailed summary of the following:

Event Date(s): SEPTEMBER 19, 2026
Event Hours: 11:00 AM TO 5:00 PM

Brief Description of Event Location: _____

WHEELING TOWN CENTER PLAZA

If the event will be held outdoors, or will involve a substantial change in the day-to-day operations of the location where the event will be held, please attach a diagram of the site that clearly indicates where alcohol will be stored, served, and consumed.

Brief Description of Event Alcohol Service: SALES OF BEER AND
WINE BY BASSET TRAINED MEMBERS OF
WHEELING HELPING HANDS, TO BE CONSUMED
WITHIN THE CONFINES OF THE WHEELING
TOWN CENTER PLAZA.

Description should specify what alcohol will be served, who will serve it, and where it will be consumed.

Estimated Number of Event Participants: 300