

# Class A LICENCES

## Following is information about obtaining a Class A licence.

This licence is issued for the sale and consumption of liquor in premises open to the public, and which provide food service satisfactory to the Alberta Gaming and Liquor Commission (AGLC). Examples of such premises are dining lounges and licensed restaurants, beverage rooms or taverns, lounges and nightclubs.

## DEFINITIONS

A Class A licence may be issued with or without minors allowed, dependant on certain conditions such as food service and style of operation.

Class A licensees located in hotels may apply for Class D licences, which permit the sale of liquor for off-premises consumption. A Class A licence in a hotel also authorizes the licensee to provide liquor service to a room guest. For these purposes, a hotel is defined as “an integrated facility established primarily for the purpose of providing lodging, food and beverage services to the travelling public and which provides one or more related services, including but not restricted to room attendant service and telephone and laundry services”. “Hotel” may include a motel, motor hotel, inn or motor inn.

## CRITERIA FOR CLASS A LICENCES

Several factors are considered before a Class A licence is issued, including:

- ◆ qualifications of the applicant
- ◆ legal control of the property
- ◆ location of the facility taking into consideration any community interest
- ◆ general layout and design of the premises
- ◆ food and liquor service equipment, and furnishings
- ◆ number and size of guest rooms provided, if applicable
- ◆ compliance with other regulatory agencies

# STEPS

There are normally four steps involved in the licensing process for new premises. The time required to process an application varies among applications.

## 1. Preliminary Assessment

You should contact the Regulatory Division as early as possible to start your application. For both new and existing premises, information will be required about the interior design, furniture and equipment, food service, entertainment, and location of the premises. You will be required to submit a floor plan of the premises and a food menu.

A \$200 non-refundable application fee is required if you choose to proceed.

## 2. Advertising of Application

If your proposal meets the preliminary requirements for a licence, the application will be posted on the AGLC website at [aglc.ca](http://aglc.ca) for 21 calendar days. If no objections to the issue of a licence are received within the 21 days, you will be granted approval and notified of the additional documentation required to complete your application.

If the AGLC receives an objection to the issue of a licence, your application must be submitted to the Board for consultation at the earliest possible date. Should your application be rejected, you may apply to the Board for a hearing.

## 3. Submission of Application and Documentation

If approved, you will be sent an application form and statutory declaration form with the letter of approval. Various other documents may also be required with the application including:

- ◆ in the case of a company, a copy of the Certificate of Incorporation and completion of a Particulars of Incorporation form
- ◆ Partnership Agreements, Franchise Agreements, etc., where applicable
- ◆ a Certificate of Occupant Load
- ◆ approvals of any other regulatory and municipal agencies
- ◆ title or lease agreement
- ◆ annual licence fee of \$200 per licence.

## 4. Final Inspection and Issue of Licence

Once the premises have been completed according to the approval and the required documentation has been submitted, you should contact us for a final inspection. One of our inspectors ensures the premises are completed as approved, and discusses the terms and conditions of the licence with you.

On final approval, the inspector issues an interim licence authority. The licence certificate will be sent to you soon after.

Liquor licences are not transferable. They become void if the premises are sold, leased, assigned or otherwise transferred to another individual or party. To begin the application process, prospective purchasers of premises which are already licensed should contact us once they have an accepted Offer to Purchase or Lease. Allow us three weeks to finish the review.

# OPERATING GUIDELINES

## 1. Occupant Load

The maximum occupant load of licensed premises shall be the number endorsed on a Certificate of Occupant Load. Licensees are required to maintain a minimum number of seats.

## 2. Physical Requirements

- ◆ Licensed areas are to be enclosed with solid floor-to-ceiling walls. Licensed areas located in open-ceiling buildings or atriums are considered separately.
- ◆ Interior finishes should be of good quality.
- ◆ Furnishings appropriate to the style of operation are required, and should be of good quality.
- ◆ Separate washrooms for men and women are to be provided for patrons in accordance with the *Alberta Uniform Building Standards Act*. Washrooms should be located within the licensed area; however, common washrooms may be acceptable if travel through other licensed areas is not required. Common washrooms in malls or shopping centres are not acceptable.
- ◆ Liquor service areas are to be suitably equipped with dispensing equipment and storage. If a portion of the premises is liquor primary, the service bar should be located in this area.
- ◆ Licensees must provide kitchen facilities for the preparation of food satisfactory to the Board.
- ◆ Single-use glassware, dishware and cutlery are acceptable.

## 3. Food Service

- ◆ A Class A licensee who allows minors will provide a selection of hot food items such as meat, poultry or fish; rice, potatoes, or pasta; vegetables; ethnic food or pizza (e.g., roast beef dinner, full buffet, etc.).
- ◆ A Class A licensee who prohibits minors will offer a selection of hot food items which could include hot dogs, pizza, hamburgers, chicken wings, sandwiches, etc.

## 4. Games and Entertainment

Class A licensees are permitted to provide games, entertainment and dancing, unless specifically prohibited by the Board. Games that are unlawful or involve personal risk are not authorized. Some forms of live entertainment are prohibited or have strict guidelines. VLTs are only permitted in Class A premises where minors are prohibited. Further details may be obtained from the Regulatory Division.

## 5. Caterer's Extensions

Class A licensees may apply for an extension of the licence to other locations in order that food and liquor may be catered to private, or if approved, public functions.

## 6. Patio

Class A licensees may also apply for a patio extension to an enclosed outdoor area adjoining or adjacent to the licensed area.

## 7. Prices

Liquor prices are set by licensees, but must comply with the minimum prices approved by the Board. Multiple drink specials (e.g., 2 for 1, 3 for 1, etc.) are not permitted.

## 8. Minors

Minors are not permitted to enter premises with a Class A licence which prohibits minors, except as authorized in the regulations. Signs which read "No Minors" must be posted at all entrances. Minors may not sell or serve liquor, and are not permitted to receive liquor service in licensed premises under any circumstances. Minors are only allowed to enter Class A premises that convey the appearance and operate in the style of a dining room.

## 9. Hours of Operation

Class A licences permit the sale of liquor from 10:00 a.m. to 2:00 a.m. daily, except for Christmas Day when premises which prohibit minors must remain closed.

## 10. Liquor Purchases

Licensees may purchase liquor from a private retail liquor store or from the AGLC. Orders to the AGLC must meet minimum quantity requirements. Orders for domestic beer produced in Alberta must be placed with Brewers Distributor Ltd. (i.e., for Labatt or Molson products) or the individual brewery (e.g., Big Rock Brewery for its products, etc.).

## 11. Advertising

Licensees are permitted to advertise their premises, the type of food service available and entertainment. Happy hours may be advertised.

## 12. Supervision and Control

As a licensee, you will be responsible for the proper supervision and control of your licensed facilities. To assist you in these areas, we conduct staff seminars. Contact a Regulatory Division office listed below to arrange for a seminar.

## 13. ProServe and ProTect Training

Effective January 1, 2010 all staff working at specified licensed premises, either full-time or part-time, with the exception of kitchen staff and bus persons, must successfully complete the AGLC ProServe training requirements. All staff working in specified security positions in Class A Minors Prohibited premises must successfully complete ProTect training and although not required, is available for all licensed premises.

All new hires must successfully complete ProServe training requirements within 30 days of their employment start date, and ProTect training requirements within three (3) months of their employment or contract start date. ProServe and ProTect training is valid for a period of 5 years.

# MORE INFORMATION

For more information, to arrange for inspection services, or staff seminars, contact your nearest Regulatory Division office.

## REGULATORY DIVISION OFFICES

<b>Head Office</b>	<b>Calgary Office</b>	<b>Red Deer Office</b>	<b>Lethbridge Office</b>	<b>Grande Prairie Office</b>
50 Corriveau Avenue St. Albert, Alberta T8N 3T5	110, 6715 - 8 Street NE Calgary, Alberta T2E 7H7	3-7965 - 49 Avenue Red Deer, Alberta T4P 2V5	3103 - 12 Avenue North Lethbridge, Alberta T1H 5P7	10020 - 124 Avenue Grande Prairie, Alberta T8V 5L7
Ph: 780-447-8600 Fax: 780-447-8911	Ph: 403-292-7300 Fax: 403-292-7302	Ph: 403-314-2656 Fax: 403-314-2660	Ph: 403-331-6500 Fax: 403-331-6506	Ph: 780-832-3000 Fax: 780-832-3006