

Class B LICENCES

Following is information about obtaining a Class B licence.

Class B licences are for the sale and consumption of liquor in premises that are open to people who have paid an entrance fee, have purchased a ticket or are otherwise entitled to use the facility. Examples are: convention centre, racetrack, recreational facility, sports stadium, theatre, and public conveyance.

DEFINITIONS

Convention Centre

These facilities are designed and used for the holding of conventions, meetings, receptions, trade shows, conferences or other approved functions.

Racetrack

These facilities are used primarily for horse racing regulated under the *Racing Commission Act*.

Recreational Facility

A Class B licence may be used for a facility where members of the public may engage in recreational activities. Examples include bowling, racquetball, golf, curling and pool halls, etc.

Sports Stadium

A stadium, arena or other facility built for the primary purpose of staging sporting events may qualify for this licence. Examples of sporting events include baseball, hockey, football, auto racing, etc. Other events may be approved by the Board.

Theatre

A Class B licence may be issued to a theatre in which the public may watch a live theatrical or musical performance, or other approved entertainment. The sale of liquor is permitted to adult ticket holders only.

Public Conveyance

These facilities include commercial aircraft, trains, limousines and buses, other than a local transit train or bus, and water excursion craft licensed to operate in Alberta.

CRITERIA FOR CLASS B LICENCES

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

- ◆ qualifications of the applicant
- ◆ legal control of the property (except for public conveyance)
- ◆ location of the facility, taking into consideration any community interest
- ◆ general layout and design of the premises
- ◆ food and liquor service equipment and in some cases, furnishings
- ◆ 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 licensed premises, a food menu and particulars on the facility (recreation, entertainment).

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 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

With the possible exception of public conveyance, 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. The Board may restrict the occupant load.

2. Physical Requirements

- ◆ Liquor service areas are to be suitably equipped for dispensing liquor, with related storage facilities.
- ◆ Separate washrooms for men and women are to be in close proximity to the licensed area and, excepting public conveyance, must satisfy the requirements of the *Alberta Uniform Building Standards Act*.
- ◆ Recreational facilities and convention centres must have clearly defined, enclosed areas, and good quality furnishings.
- ◆ Theatre licences may be issued for the lobby and concourse areas.
- ◆ Sports stadium and racetrack licensees may sell liquor in the enclosed area of the stands, on the concourse level or other approved areas. A stadium licence may be restricted by a municipal by-law.
- ◆ Adequate equipment is to be maintained to provide food service satisfactory to the Board.
- ◆ Single-use glassware, dishware and cutlery are acceptable.

3. Food Service

Except for theatres and public conveyance, Class B licensees will offer for patron consumption a selection of hot food items which could include hot dogs, pizza, hamburgers, chicken wings, sandwiches, etc.

4. Games and Entertainment

While games and entertainment are normally approved, restrictions do apply for each specific licence. Applicants are urged to contact the Regulatory Division for more information.

5. Extensions

Holders of Class B licences may apply to the Board for extensions of the licence to other areas of the facility (e.g., patio, tournament tent, etc.).

6. 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.

7. Minors

Minors are permitted to enter all Class B licensed premises unless the premises caters primarily to adults (e.g., pool halls), or a restriction prohibiting minors has been placed on the licence by the AGLC. Minors may not sell or serve liquor, and are not permitted to receive liquor service in licensed premises under any circumstances.

8. Hours of Operation

The maximum hours of sale are:

Convention Centre	As set by the Board
Racetrack	Two hours before post time until end of the last race
Recreational facility	10:00 a.m. - 2:00 a.m.
Sports stadium	Two hours before start of event until end of the event, unless otherwise subject to stadium by-laws
Theatre	Two hours before opening curtain until final curtain
Public conveyance	As set by the Board

9. 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.).

10. Advertising

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

11. 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.

12. 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

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