

Class C LICENCES

Following is information about obtaining a Class C licence.

Class C licences are for the sale and consumption of liquor in premises restricted to members or other specific individuals, and include: clubs, canteens, institutions and travellers' lounges.

DEFINITIONS

Club

A club is an association or organization:

- a) which is non-profit and operates solely for the benefit of the registered membership;
- b) incorporated or registered under the laws of Alberta or Canada;
- c) having not fewer than 50 members; and
- d) having a constitution and/or by-laws satisfactory to the Board.

This class of licence for clubs is commonly issued to Royal Canadian Legions, service clubs, non-profit golf and curling clubs, and social clubs.

Canteens

Canteens are normally closed to the public. They are under the direction of the Canadian Forces, a police service, or a federal or provincial correctional training authority. Admittance is restricted to members and guests authorized by the senior officer in charge of the facility.

Institutions

A Class C licence may be issued to a post-secondary educational institution with the consent of the Board of Governors or other authority that directs the operation of the institution. This class of licence may also be issued to a residential institution such as a hospital, sanatorium, nursing home or residential facility for adults.

Travellers' Lounges

A travellers' lounge is a room in a public conveyance terminal restricted to passengers waiting to board the public conveyance. This licence can only be issued to a company that operates a public conveyance, such as an airline or busline.

CRITERIA FOR CLASS C LICENCES

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

- ◆ qualifications of the applicant
- ◆ legal control of the premises
- ◆ location of the facility taking into consideration any community interest
- ◆ general layout and design of the premises
- ◆ furnishings and equipment
- ◆ food service provisions
- ◆ 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. Applicants will be required to provide a floor plan and food menu.

Except for a residential facility for senior citizens, 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
- ◆ in the case of a society, a copy of the Certificate of Registration or Incorporation, membership list, and a copy of the constitution and by-laws
- ◆ Partnership Agreements, Franchise Agreements, etc., where applicable
- ◆ a Certificate of Occupant Load
- ◆ title or lease agreement
- ◆ approvals of any other regulatory agencies
- ◆ annual licence fee of \$200 per licence, except for a senior citizens residence. The licence fee for a senior citizens residence is \$25 annually

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. The Board may restrict the occupant load.

2. Physical Requirements

- ◆ Licensed areas are clearly defined, preferably with full height walls.
- ◆ Interior finishes should be of good quality.
- ◆ Furnishings should be of good quality.
- ◆ Separate washrooms for men and women should be located in close proximity to the licensed areas, satisfying the requirements of the *Alberta Uniform Building Standards Act*.
- ◆ Liquor service areas should be suitably equipped for dispensing liquor, including related storage facilities.
- ◆ Equipment adequate to provide food service satisfactory to the Board must be available.
- ◆ Single-use glassware, dishware and cutlery are acceptable.

3. Food Service

Class C 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

Games, entertainment and dancing may be provided unless specifically prohibited by the Board. Class C licensees may install games at their discretion, such as pool tables, shuffleboards and darts. Games or entertainment are not permitted if they are unlawful. The Board may prohibit games/entertainment involving gambling or contests. Some forms of live entertainment are prohibited or have strict guidelines. Further details may be obtained from the Regulatory Division.

5. Extensions

Class C licensees may apply for an extension of the licence so that food and liquor may be catered to their own functions held away from the licensed premises.

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

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 C licensed premises unless the premises caters primarily to adult activities. Minors may not be employed for the sale or service of liquor, and are not permitted to be served liquor under any circumstances.

8. Hours of Operation

Class C licences, except those issued for a canteen, permit the sale of liquor from 10:00 a.m. to 2:00 a.m. Class C (Canteen) licensing hours are at the discretion of the senior officer in charge of the facility.

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.

Advertising involving private clubs must clearly indicate attendance is restricted to members and invited guests.

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 below.

REGULATORY DIVISION OFFICES

| Head Office | Calgary Office | Red Deer Office | Lethbridge Office | Grande Prairie Office |
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| 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 |