

LICENSEE HANDBOOK

TAVERN LICENSE



UTAH DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL

P.O. Box 30408
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Telephone: 801-977-6800 Fax: 801-977-6889
Website: www.abc.utah.gov

TO ALL LICENSEES

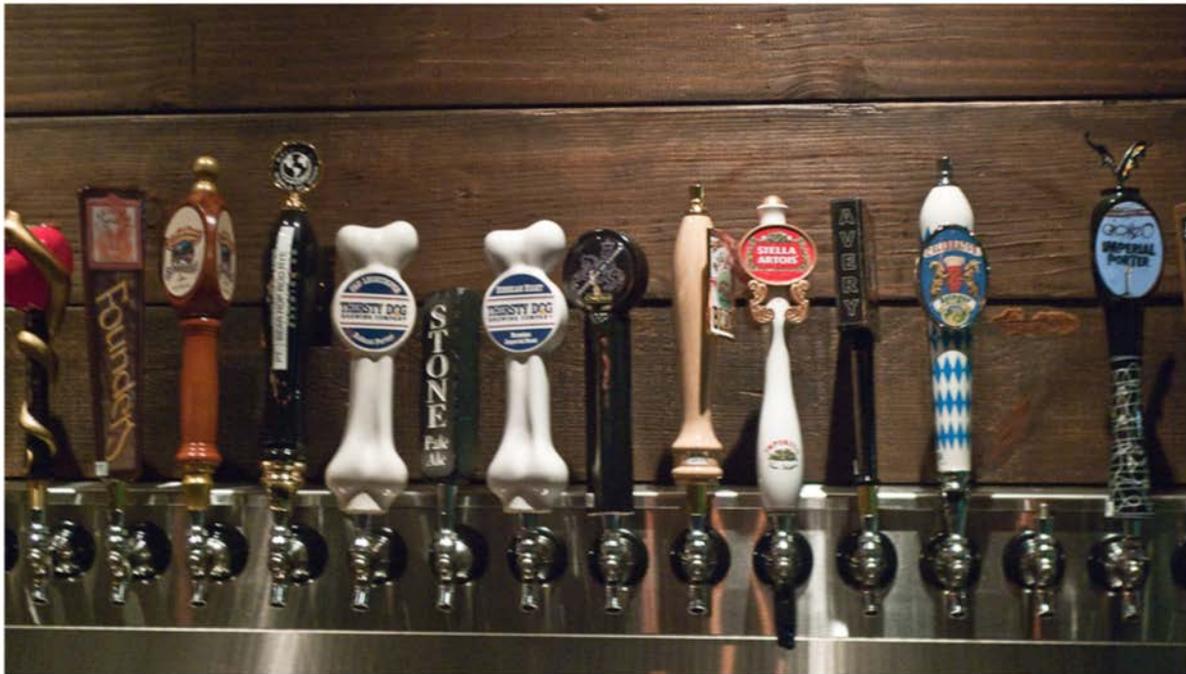
As a licensee of the Utah Department of Alcoholic Beverage Control, you are required to be aware of the responsibilities, procedures, and potential liabilities regarding the sale and service of alcoholic beverages.

This handbook has been prepared to help you with the lawful handling of alcoholic beverages. Please review this information and keep the handbook available for reference. This version of the handbook is issued in October 2020. Previously issued handbooks should be discarded as they may contain outdated information.

Our website (www.abc.utah.gov) has information about the liquor laws and rules with direct links to the complete code and administrative rules, as well as information about stores and agencies, products and prices, server training, and other interesting links. The website is regularly updated. Please review the website for information and services as they are developed.

It is our responsibility and desire to be of service and assistance. If you have questions after consulting the handbook, please call us at 977-6800, or write, or e-mail the compliance division of this department at dabccompliance@utah.gov.

TAVERN LICENSE



Allows the storage, sale, service, and consumption of beer (not heavy beer) on the premises of a tavern.

Tavern licenses run from March 1st to the last day of February. License fees are not prorated, so full fees will be due even if a new license was issued at any time during the previous year. To apply for a tavern license, a non-refundable application fee of \$300 plus a \$1,500 initial licensing fee is required. All license renewals are due by January 31st every year and the renewal fee is \$1,250.

Be prepared to renew licenses beginning January 1st through January 31st annually.

TAVERN LICENSES are limited to a quota, formulated by the population of the state. Taverns are defined as:



- beer bars
- parlors
- lounges
- cabarets
- nightclubs

Taverns have no food requirement, but food is a good idea because it helps slow intoxication, generates additional revenue, and gives patrons something else to do besides drink. Remember it is illegal to allow someone to become intoxicated.



OPERATIONAL REQUIREMENTS

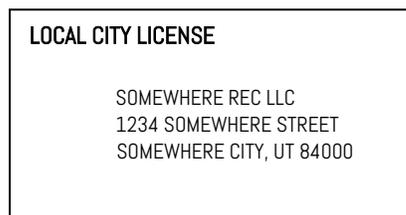
DISPLAY SIGNS - A tavern licensee must display:

- **A Warning Sign** - The template may be downloaded from our website.

The warning sign contains two messages, each of which must be in a different font. It may be used as-is or custom made, but the size of the sign and the size of the fonts may not be any smaller than the template. The color of the print does not have to be red, and the sign does not have to be white, but it has to be easily readable and *posted in a prominent place* on the tavern premises.



- **DABC and local licenses** also need to be posted in a prominent place.



SALES AND CONSUMPTION HOURS



Beer may be sold on any day from 10:00 a.m. until 1:00 a.m. Consumption of beer is prohibited between the hours of 2 a.m. and 10 a.m. Taverns must remain open an extra hour after alcohol sales and service have ended to allow a patron to finish consuming:

- a single serving of beer not exceeding 26 ounces

Taverns do not have to remain open after all patrons have vacated the premises, or during an emergency.

PURCHASE OF BEER

Beer must be purchased from beer distributors. Licensees must call and set up an account with the appropriate distributor for their area. A list of distributors may be found on the DABC website.

Beer may also be purchased from any licensed Utah small brewer that manufactures beer. However, bar licensees may not purchase beer from any other retail outlet such as grocery or convenience stores, etc. for resale at the licensed establishment.



BEER STORAGE

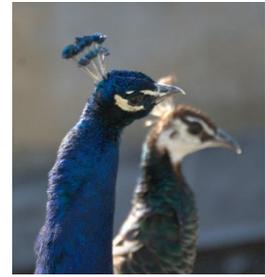


Beer may only be stored in a designated place approved by DABC on the initial application floor plan. ***Any changes in the storage area(s) must first be approved by DABC.***

BEER SALES AND SERVICE



- Each tavern patron may only have two servings of beer at a time.
- Beer may be sold to an individual patron only in a container that does not exceed one liter.
- Beer flights may be sold to a patron as long as the total amount of beer does not exceed 16 ounces.
- Beer may be sold and served in pitchers, not exceeding 2 liters to parties of two or more.
- Beer sold in sealed containers may be removed from the tavern premises.



NO MORE THAN TWO



PRICE LISTS

A bar must have readily available for its patrons, a printed alcoholic beverage price list, or a menu containing current prices of all alcoholic beverages.

ADVERTISING

Signs advertising the availability of alcoholic beverages may be displayed.



ELECTRONIC AGE VERIFICATION – ID SCANNERS

The ID scanner requirement applies to all taverns whether or not they choose to restrict access by way of membership.

Taverns must electronically verify age before anyone who appears to be 35 years of age or younger may gain admittance.

Taverns must be able to read, print, or download the data in the ID scanners. Owners/managers should have the knowledge and capability to produce the data upon request of a peace officer or an authorized representative of the DABC.

The DABC does not provide a list of approved scanners. ID scanners (electronic age verification devices) are available from multiple manufacturers and vendors. An ID scanner selected must meet the requirements of rule R82-4-101 which may be viewed on our website, or a summary of requirements can be found in the TOPICS LIBRARY under 'Licensee Support.'



NO MINOR EMPLOYEES ARE ALLOWED

- Minors may not be employed on the premises of a tavern. This includes band members, construction workers, etc.
- Minors may not be admitted into, use, or be on the premises of a tavern EVER – even if closed.

EMPLOYEES

- Any employee who sells, serves, dispenses, or handles beer must be twenty-one years of age or older.
- Servers of beer must wear a unique identification badge showing the employee's first name, initials, or a number assigned by the employer and must be worn above the waist.
- Employees may not consume or be under the influence of alcoholic beverages while on duty.



Employees can be FINED for violations.

The commission is authorized to assess an administrative fine against an officer, employee, or agent of a licensee for a violation of the alcoholic beverage laws.

TRAINING

SERVER TRAINING:

The Utah Division of Substance Abuse and Mental Health Server training is required for all owners, managers, supervisors, and employees who serve (or manage those who serve) alcohol. They must take and pass an alcohol server training seminar every three years and must complete the training within 30 days of commencing employment. Go to our website for information on state-approved training programs.



DABC MANAGER TRAINING:

- EVERY MANAGER must complete the DABC "Manager Training Program" as a condition of obtaining their DABC license. Any new manager must take the training within 30 days of hire.
- A manager includes owners and employees that act in a supervisory or managerial capacity over the furnishing of an alcoholic product or the employees who serve alcoholic products.
- Training will be conducted by the DABC and the fee is \$25 per manager.

Please be careful off-duty owners or employees who have been drinking must not step back in and perform any on-duty type functions.

RECORDKEEPING

Tavern licensees are required to keep current, detailed quarterly records for expenses and sales of alcohol and food. All records must be kept for a minimum of three years.



BROWN BAGGING

Patrons may not bring in or store any alcohol on the premises of a tavern.

TEMPORARY CLOSURE MORE THAN 10 DAYS

You MUST notify your compliance officer in writing if you are going to be closed for more than 10 days. Emergency closures may be granted by telephone. NOT DOING SO is an automatic forfeiture of the retail license. Failure to RE-OPEN by the approval date also results in automatic forfeiture.



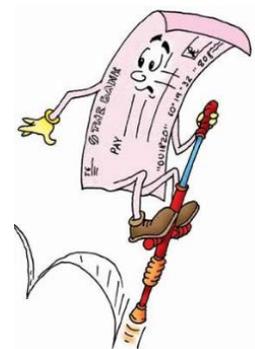
DISCOUNTING PRACTICES PROHIBITED

Beer may not be sold at a discount at any time. Other discounting practices are prohibited that encourage over-consumption of beer (i.e. happy hours, two for ones, all you can drink for a set price, free beer, or selling at less than cost).

A tavern licensee or employee may not purchase an alcoholic beverage for a patron.

BAD CHECKS

The DABC may immediately suspend the license if it receives a bad check as payment for licensing or bond fees, fines, and costs for violations, etc. A fee will also be assessed for bad checks and the licensee will be required to pay the full amount and the fee.



PROHIBITED CONDUCT

- **LEWD ACTS** - attire and sexually-oriented conduct of employees and entertainers that are considered contrary to public welfare and morals are prohibited on the premises.
- **GAMBLING** - NO paying to play a game of chance to win money or a prize. Licensees may not engage in or permit any form of gambling on its premises including contests or gaming schemes that require risking something of value for a chance of a return - including raffles, bingo, poker, etc.
- **ILLEGAL DRUGS** or drug paraphernalia - A retail licensee may not knowingly allow a person on the licensed premises to sell, distribute, possess, or use a controlled substance or use, deliver, or possess with the intent to deliver drug paraphernalia.

