



The Royal Canadian Legion

Branch 32

Bay Roberts, NL

Bartending Manual
For

Our Mission at Branch 32 Bay Roberts is to serve our Veterans and their Dependants, Promote Remembrance of those who gave their lives for peace and freedom and act in the Service of Canada and its Communities. Branch 32 members live by this mission and today we can proudly say that we stand in the top tier of successful Branches within our surrounding communities.

Royal Canadian Legion Branch 32 Bartending Booklet

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Purpose of Bartender Position

- 1) Bartenders at Branch 32 Bay Roberts are required to provide customers with friendly and efficient service at all times. They must possess a good working knowledge of how to prepare an accurately proportioned drink at the customers' request, and collect payments for customer orders.
- 2) A detailed understanding of the operations of a Video Lottery machine, ATM machine and Cash Register machine is required by all bartenders. All Bartenders must be able to operate and manage these machines on their own shift and be able to close off their cash machine at end of shift. Violation of any rules for these machines will result in termination of employment.
- 3) This position also requires alcohol to be served responsibly and as per Newfoundland and Labrador Liquor Licensing Regulations. Bartenders must be aware of all NFLD Liquor Licensing Regulations and abide by them at all times. NFLD Regulations are within this manual and must be referred to when there is a question or issue.
- 4) Bartenders should follow all rules and procedures to ensure each shift runs smoothly. Bartenders should be able to prioritise tasks, maintain a positive attitude and provide customer satisfaction. This is a team orientated effort and all bartenders are expected to treat each other with the upmost respect, courtesy and loyalty.
- 5) Bartenders should have strong communication skills to handle any type of customer situation so that all incidents are resolved to the best outcome. Please refrain from loud outburst when patrons are in the club; if patron becomes unruly, please speak calmly and politely and if this doesn't work, please call for backup from another bartender or executive member.
- 6) Bartenders must also assist with the cleaning up of the facility. Bathrooms and Bar area must be kept clean at all times and bartenders will be paid for cleaning during regular shifts, whereas the cleaning time will increase the normal shift hours. Cleaning should be alternated between the bar staff so that the cleaning doesn't fall to the same bartender. Annual cleaning of the building including windows will be performed once a year in the spring by either Branch volunteers or an outside contractor.
- 7) As this is a non-for-profit organization, it is pertinent that bartenders are willing to assist Branch 32 executive and non-executive members with other tasks that are required from time to time. This may include assisting with serving of meals, setting up facilities for meetings, banquets and other events and assisting with cleaning up after these events.
- 8) This branch also operates Veteran's Quay Marina, which is the largest non-commercial marina in this community. We have boaters who keep their boats at our marina from May until October; however there are some boats that stay in the water all year round. Bartenders will be expected to assist with the running of this marina in the summer time and also collect wharfage and electrical fees during the off season period.
- 9) Bartenders are expected to be bonded by the local RCMP, as Branch 32 operates with a large amount of cash on the premises. This will ensure all associates are reliable and have the capability to have such responsibility entrusted upon them.
- 10) Performance reviews and agreements will be performed on a regular basis. These aim to develop and improve performance by setting clear goals and objectives as well as identifying a development plan if required.
- 11) To maintain a professional work environment, there will be no hiring of employees that have any family oriented relation amongst the associates and executives.

Principal Accountabilities for Bartenders

1. You are our first point of contact to our customers and it is very important that you create and sustain a peaceful working environment at all times. Any issues/concerns/complaints should be brought only to the President or Bar Chairperson. This is to ensure that your issues are documented and resolved in a timely matter. Do not chat and share your issues with people at the bar; sustaining harmony and good working relationships amongst members and executive members is critical. If your issue is not resolved, please discuss with 1st or 2nd Vice Presidents; all issues will be documented.
2. You must respect all customers, legion members and fellow bartenders and regulatory officers. Do not argue or start arguments with client, these are our paying customers and we need them to keep our branch viable.
3. You must respect and keep safe all Legions assets; including finances, fellow members, non members (clients) and building assets while on duty. Do not let people misuse our property, nor walk away with artificial plants or chairs!
4. During your shift; keep your view on the ATM machine also; report any unusual occurrence immediately to Branch President or Vice Presidents. This ATM was very expensive and is not on loan from any bank.
5. During your shift, as you are our first point of contact, once our front door is opened, bartender must greet the incoming guest; whether an executive member, member or non-member, boater or VLT guest. All guests should be treated as equal and treated with friendliness and respect.
6. Safety, Health and Environmental rules must be adhered to at all times. No standing on tables or chairs, no running on property and no blocking of fire exists. This also includes ensuring that all lights for exists are working properly. Any malfunctions of these devices must be reported to the President or Bar Manager as soon as possible.
7. Bartenders should only have keys to the outside building and to the bar only. They should not have any office, electrical or cage keys on their possession. Keys must be kept in the black box behind the bar area.
8. Absolutely no beer or alcohol under any circumstances shall be consumed while on duty.
9. No inappropriate or foul language or conversation while in the bar area or on the premises.
10. There will be no playing of VLT's while on or off bar duty. While you may know that you are off duty, our fellow members and clients won't; we don't want to give the impression that you are playing on the job.
11. Absolutely no smoking on property or immediate area including patio. Please ensure that this is strictly adhered to and that if you see any patrons smoking on the patio, to pleasantly ask them to move off the patio.
12. All floats and monies must balance out at the end of the night. Please ensure that any differences are documented and note given to treasurer of why there was a discrepancy.
13. All bartenders full/part time are responsible and accountable for floats and all monies from daily sales, VLT machines, Nevada Tickets, ATM machine and or any money from the sale of any other tickets.
14. All VLT tickets must be validated at the time that they are handed in; no exceptions. Breach of this task will result in unsatisfactory performance review and more than one violation will result in employment termination.

15. All bar inventory to be kept in the bar area; no inventory to be kept in cooler room.
16. Identify unruly or intoxicated patrons and seek help or contact the RCMP and the President and the Chairperson of the Bar Committee. Do not serve any alcohol to anyone that may appear to be intoxicated.
17. All bar tabs will be paid with cash, debit, or Visa/MasterCard. No personal cheques.
18. Absolutely no borrowing money from the floats or the cash register for personal use under any circumstances.
19. All tips and gratuities that are collected during standard working hours for bar service will go directly to the bartender who performed for that particular gratuity. This may result in an incentive to increase sales.
20. There will be three cash drawers with \$100 float each so that weekly reconciliation will run more smoothly; if keys to these boxes are lost, it is up to the bartender to replace at their own cost.
 - Cash Box 1 Bartender # 1
 - Cash Box 2 Bartender # 2
 - Cash Box 3 Bartender # 3
21. A bartender owing a bar tab will not be allowed to check in his/her own tab when paying for it. The tab will be paid in the presence of a committee member or president and they will sign the book.
22. No alcoholic products will be brought in from the outside to replace what was used (1/2 dozen beer or a bottle of liquor picked up at the store to replace what was put on bar tab).
23. Items that are for sale must be able to be seen by the customer
24. Use accurate proportions when making alcoholic beverages, see guidelines in NFLD Regulatory booklet, section 35.
25. Cleaning up of glasses will be the responsibility of all bartenders—please be fair and ensure that everyone takes a turn during the evening in cleaning glasses and keeping the bar area clean. Please adhere to cleaning policy set out by NFLD Regulatory booklet, section 37.
26. Bartender must be neat and tidy at all times while on duty. No Jeans during special events, and on Dance/special events, bartender must wear black or black and white attire.
27. If it is a slow evening or event, one bartender shall take a booklet and approach tables for their drink/confectionary orders. Again, this should be done with fairness to ensure tipping is even.
28. No bartender will do an X reading on the cash throughout the night, a Z reading will be done at the end of the night only.
29. No reading of magazines/crosswords while customers are in the bar area, it can be viewed as inattentive customer service. This practice is not accepted by the executive and may appear that bartender has no work to do.
30. Any schedule changes must be approved by Bar Committee or the President before taking place

Daily and Weekly Duties of Bartenders

- 1) Load cash into ATM system on a daily basis. Ensure that an accurate count is taken upon load and unload of cash. This includes faxing BMO the request for money replenishment when asked by Treasurer or President.
- 2) All liquor, money and tickets are to be locked up at the end of the day
- 3) All windows and doors are to be checked and secured, and alarm set before leaving the building
- 4) Must count money at the end of the night. If under, the monies must be replaced by all the bartenders who worked that day. If over, the monies will be deposited. Please do not put tips in the cash or you will lose them.
- 5) Balance cash register on a daily basis, ensuring that taxes are allocated appropriately. Please see section 4.
- 6) Manage VLT float for user winnings. Unload money from all 5 machines on a nightly basis and prepare reconciliation for float balance.
- 7) Bartenders must follow inventory and financial procedures set by the Treasurer. This includes documentation of receipt for ATM money and Petty Cash. Log book must be signed for all cash received by bartender and person picking up cash from bank.
- 8) Petty cash reimbursements over \$25 should be in cheque form only; do not use all of the petty cash for large reimbursements.
- 9) Ensure coolers are stocked and all glasses are washed at the end of every shift
- 10) Vacuum all mats and floors and Mop and spot mop all floors, including office and bar area
- 11) Empty all garbage's (including washrooms)
- 12) Clean games nightly; THIS IS A MUST
- 13) Bathroom check for toilet paper, paper towel, and soap replenishing
- 14) Toilets in all washrooms are to be cleaned and checked on a regular basis during each shift
- 15) Record all waste and any products with an expired shelf life
- 16) All bar tabs are to be recorded in tab book not on note pads where the public can see
- 17) Any bookings taken must be recorded with a phone number listed as well as the name
- 18) Set and disarm alarm system by codes. Communicate with system provider for maintenance and repairs.
- 19) Check temperature every night prior to leaving club – turn down to reduce heating costs.
- 20) Manage sound system on daily basis and also manage microphone system
- 21) All exits must be cleared in the winter this includes assisting with the sweeping of snow near patio doors if required.

How to handle Unruly and Intoxicated Patrons

- 1) There are times during your on-duty period where you may encounter different types of treatment from patrons. Under no circumstances should any of the following treatment be tolerated:
 - Patron yelling and swearing in front of you or within earshot
 - Patron yelling and swearing directly at you
 - Patron yelling and screaming at another patron
 - Patron intoxicated at the bar – all patrons must be offered coffee/soft drink and a request to call taxis or another form of a ride home.
- 2) During an event, it is the Bartenders discretion to close down the event if it is felt that the crowd has become out of control; this includes if any alcohol is consumed on the premises that has not been purchased from the club: the club should be closed immediately.
- 3) All incidents whether major or minor must be written down, including names of individuals, time of incident and details of the incident. This should be provided to Bar committee for executive discussion.

How to Operate the Debit/Credit Machine

How to use the debit machine:

Debit

- 1) Swipe customer card with stripe facing in
- 2) Enter purchase amount
- 3) Notice of \$.25 fee will appear, press ok
- 4) Hand pin pad over to customer to complete pin information
- 5) Transaction will be processed, press enter to print the first copy which is the merchant copy to keep
- 6) Press enter for customer copy to print

Credit

- 1) Swipe customer card with stripe facing in
- 2) Enter purchase amount
- 3) Notice of \$.25 fee will appear, press ok
- 4) Hand pin pad over to customer to complete pin information
- 5) Transaction will be processed, press enter to print the first copy which is the merchant copy to keep and have customer sign
- 6) Press enter for the customer copy to print

Force Settlement for each transaction: (please call 1 877 552 5563, and press 8930 for tech support – then advise customer service that you are trying to force transactions due to “Pre-authorization problems”...

- 1) from main screen, select Force POST and press ok
- 2) It will ask for authorization @ - and enter that # and the amount and press ok
- 3) IT will ask you to swipe the card – you need to manually add the credit card #
- 4) Then press Ok
- 5) It will ask for the expiration date, please enter and then press ok
- 6) Terminal will then start to dial out, processing and please complete the transaction.
- 7) Save each paper receipt for that days sales

Instructions for Daily Reconciliation (MUST BE DONE AT THE END OF NIGHT)

- 1) Close each Debit and Credit card separately, do not close both at the same time
- 2) Press Blue Admin Button on terminal
- 3) Select Reports
- 4) Choose “Close Batch” for each one separately
- 5) Password - Press # 1 six times, then enter
- 6) Choose Debit and then Credit host totals
- 7) Yes batch close
- 8) Press credit host total
- 9) Close batch, yes

How to Operate the VLT Machines

Branch 32 : Register Number 9676 with the Atlantic Lottery Corporation

These machines are the property of the Atlantic Lottery Corporation and must be treated as a rental asset. No misuse or repairs are to be made of the machines. If repairs are required, call Atlantic Lottery Corporation at 1 506 867 5800

Instructions of the use of machines:

A) How to turn machine on/off:

The VLT machine will automatically be turned on everyday at 12 noon by the Atlantic Lottery Corporation
Head office and be automatically shut off at 12 midnight.

B) How to Redeem Winnings:

- 1) Scan barcode under the red beam until the machine says approved
- 2) A slip will print out to confirm validation
- 3) If barcode is cut off, go to scanner, from validation screen press the X in the corner, enter ticket number in the cash out screen, press arrow and validation slip will be produced

C) How to print a reading on Machines #1,#3:

- 1) Turn key to turn off alarm
- 2) Go to Master Meters, Accounting
- 3) Press Print at the bottom
- 4) Remove Cash and Coin

D) How to print reading for Machine #2:

- 1) Turn key to turn off alarm
- 2) Pull out coin drawer
- 3) Press Reset Meters
- 4) A read will be produced and Reset the machine at the same time
- 5) Remove cash and coin

E) How to print a reading for Machine #4, #5:

- 1) Turn key to turn off alarm
- 2) Go to Meters
- 3) Go to Mater Meters
- 4) Select Print
- 5) Remove cash and coin

F) How to cash off at the end of the shift for VLT machine:

- 1) Gather all tickets prior to game cash off
- 2) Ask if there are anymore tickets to be cashed in, if there are, cash them in and set aside
- 3) Go to games as you would in the night and do off your Master meters (DO NOT CLEAR) and take out your cash
- 4) Do off your prints out from scanner same as in the evening
- 5) Do up Net cash
- 6) If there are any tickets to be cashed while doing up, cash them and consider them as cash

How to change paper in machines – Please ensure that this is done on a weekly basis and check to ensure sufficient paper is in inventory for at least 6 months supply.

G) How to obtain reports from VLT Machines:

- 1) Press the X button twice on the scanner to bring you to the main screen
- 2) Select Reports Cash Flow Today Manager
- 3) Press Print when 100 % complete
- 4) When all tickets are scanned the cash out and print out will be identical

*** Absolutely no money to be passed over to the patron until it ticket is scanned.
Volitation of this will result in non-satisfactory performance and more than one
volitation could lead to termination of employment.**

Game Serial Numbers:

Game # 1: 216054

Game # 2: 0228066

Game # 3: 215321

Game # 4: 214136

Game # 5: 212388

How to Operate the ATM Machine

B) Instructions for how to use the ATM Machine at Open:

- 1) Take keys and place cassette into the slot screen and go to settlement
- 2) Add cassette and enter the number of notes available
- 3) Press Exit until on-line
- 4) When replenishing the funds, please ensure that ALL of the \$20 dollar bills are aligned properly and no paper money is ripped or torn.

A) Instructions for how to use the ATM Machine at Close:

- 1) At close press 1-2-3 and ENTER- Cancel- Exit together
- 2) Enter code 534466
- 3) Open safety door and remove cassette
- 4) Go to Settlement on the screen, press until cassette is cleared
- 5) Collect the print out that will dispense
- 6) At the bottom of the screen it will display the remaining number of notes available to client

*** Be sure to check Rejection Bin for "Old" twenty dollar bills**

How to Operate the FAX Machine

How to use the fax machine:

- 1) Place document in machine face down
- 2) Press fax
- 3) Enter phone number, enter area code if applicable
- 4) Press start copy
- 5) Select black
- 6) Wait for fax to process

How to Operate the Cash Register Machine

How to Operate Register from Open:

- 1) Turn key to REG
- 2) All Product is the ON button
- 3) Press appropriate product button (eg. Molson, Labatt product)
- 4) Press Subtotal
- 5) Key in amount of money received
- 6) Press the Big Square button (CA)
- 7) Press Clear (CL)

How to Program Register:

- 1) Turn key to PGM
- 2) Press desired product to change
- 3) Enter price
- 4) Press subtotal
- 5) Press Cash
- 6) Set key back to REG

How to Cash OFF at the end of the night:

- 1) Turn key to X,Z
- 2) Press decimal
- 3) Press square button
- 4) Report will print
- 5) Ensure there is enough paper in the register to get print off

How to Open Register for a No Sale:

- 1) Press No Sale (NS)

Hours of Operation

Branch 32 opens to the public at 12 noon and closes at 12 am.

These hours operate Monday through Saturday and special events may require alternate hours of operation.

Day shift requires bartenders to start at 11:30 am and work until 6:30 pm, and night shift requires bartenders to start at 6:30 pm and work until 12:30 am. These hours are subject to change upon management approval.

Special events normally commence at 6 pm and run until 3 am unless otherwise specified. Absolutely no alcohol to be sold after 2:30am – this is without any exceptions!

Any changes to the work schedule should be discussed with the bartender requesting the change and Bar Chair Person if not resolved first amongst Bartending team.

During summer months, the legion may be opened on Sundays and bartenders will be advised of this change prior to commencement.

Inventory Management

The Treasurer with the assistance of the Assistant Bar Manager will oversee the management of the inventory however there will be an inventory manager who is also part of the Executive Bartending Committee.

Inventory will be performed at least once every week by the committee member and reconciled by the Treasurer.

Bartenders will ensure that all possible means of security will be taken with our inventory, whether it is alcohol, machinery or table and chairs.

The following Inventory Forms will be used to take and reconcile inventory.

Inventory Stock Form for Stock Room

Royal Canadian Legion Br. 32

Inventory Control Form for STOCK ROOM Area

| Date From | | | | Date To | | | |
|------------------------|-------------|---------------|-----------------|-----------|------|--|--|
| Name | #of Cases12 | # of Cases 24 | Name | # Bottles | # Oz | | |
| Coors Light | | | Pop | | | | |
| Molson Canadian | | | Water | | | | |
| Black Horse | | | Tomato Juice | | | | |
| Labbatt | | | Cranberry Juice | | | | |
| Budweiser | | | Pineapple Juice | | | | |
| Dominion | | | Total | | | | |
| Blue Star | | | | | | | |
| Inda | | | | | | | |
| Miller Lite | | | | | | | |
| Jockey Club | | | | | | | |
| Keiths | | | | | | | |
| Total Beer | | | | | | | |
| Corona | | | | | | | |
| Braham | | | | | | | |
| Oduuls | | | | | | | |
| Miller Genuine Draft | | | | | | | |
| Total Import | | | | | | | |
| Mikes Hard Lemonade | | | | | | | |
| Coolers | | | | | | | |
| Total Coolers | | | | | | | |
| Champagne | | | | | | | |
| | | | | | | | |
| Total Inventory | | | | | | | |

Inventory Stock Form for BAR Room

**Royal Canadian Legion Br. 32
Inventory Control Form for BAR Area**

| Date From | | | Date To | | |
|--------------------------|------------------|-------------|----------------------|------------------|-------------|
| Name | # Bottles | # Oz | Name | # Bottles | # Oz |
| Coors Light | | | Galliano | | |
| Molson Canadian | | | Baja Rosa | | |
| Black Horse | | | Malibu Rum | | |
| Labbatt | | | Blue Curacao | | |
| Budweiser | | | Cherry Brandy | | |
| Dominion | | | Disarrono | | |
| Blue Star | | | Triple Sec | | |
| Inda | | | Crème de Bannes | | |
| Miller Lite | | | Southern Comfort | | |
| Jockey Club | | | Red Sour Puss | | |
| Keiths | | | Blue Sour Puss | | |
| Total Beer | | | Green Sour Puss | | |
| Corona | | | Orange Sour Puss | | |
| Braham | | | Sambuka | | |
| Oduuls | | | Drambuie | | |
| Miller Genuine Draft | | | Sauza Tequila | | |
| Guinness | | | Tia Maria | | |
| Total Import Beer | | | Baileys | | |
| Appleton Rum | | | Grand Marnier | | |
| Jack Daniels | | | Kahula | | |
| Sedna Vodka | | | Suaza White Tequila | | |
| Smirnoff Vodka | | | Total Liqueur | | |
| Lambs Amber | | | Champagne | | |
| Bacardi Gold | | | Coolers | | |
| Bacardi White | | | Pop | | |
| Old Sam | | | Water | | |
| Screech | | | Wine | | |
| Captain Morgan | | | Tomato Juice | | |
| Canadian Club | | | Cranberry Juice | | |
| Weisers Delux | | | Pineapple Juice | | |
| Weisers | | | Pickled Wiener | | |
| Crown Royal | | | Chips | | |
| Golden Wedding | | | Cheesies | | |
| Gibsons | | | Hickory Sticks | | |
| Dewars Scotch | | | Almonds | | |
| Gordons Gin | | | Sesame Snaps | | |
| Royal Reserve | | | Cigarettes | | |
| Glenfiddich Scotch | | | Matches | | |
| Iceberg Gin | | | Nevada Tickets | | |
| Total Liquor | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Total Inventory | | | | | |

Inventory Stock Form for Accessories

Royal Canadian Legion Br. 32
Inventory Control Form for Accessories

| Date From | | Date To | |
|-----------------------------------|----------------------|-----------------|--------------|
| Items Stocked | Stock on Hand | Cost Per | Total |
| Support Our Troops Gold Pins | | | |
| Support Our Troops Pins | | | |
| Forget Me Not Pins | | | |
| Dart Pins | | | |
| Crib Pins | | | |
| Branch 32 Pins | | | |
| Poppy Pins | | | |
| Earrings | | | |
| Stick-On Legion Crest | | | |
| Legion Lapel Pins | | | |
| Legion Magnets Support Our Troops | | | |
| Legion Crest Magnet | | | |
| Legion Buttons (Small) | | | |
| Legion Buttons (Large) | | | |
| Affiliate Crest | | | |
| T-Shirt Juno Beach | | | |
| Legion Beret | | | |
| Legion Belt | | | |
| Legion Ball Cap | | | |
| Legion Tie Clip | | | |
| Legion Clip Ties | | | |
| Legion Ties | | | |
| Legion Square Lapel Pins | | | |
| Dart Flights | | | |
| Dart Shafts | | | |

Handling of Finances

1. Absolutely no cash or money shall be paid to an individual without creating the proper receipts.
2. Bartenders are not permitted to borrow from their cash or from the Legion, under no circumstances. No cash advances will be granted.
3. Bartenders work on weekly shifts and payroll will be performed every Monday for the prior week...so please do not ask for cash advances!
4. Band players may receive cash for their services; however the transaction must be documented in the receipt book and allocated to the proper financial account.
5. All purchases for bar and building must first have the approval of the Treasurer, and or/President and Treasurer.
6. No cheques will be made out to cash and no credit whatsoever will be extended.
7. Float discrepancies will be addressed with the bartenders on duty; if insufficient funds, bartenders will be responsible for topping up the float from their own personal money.
8. All cheques must have the signature of 2 authorized signing officers and no cheques to be written by bartenders without the direction from the Treasurer.
9. Cheques issued for Branch expenditure must be made payable to the person or persons concerned, the cheque stub is to show what the expenditure was for and to whom it was written.
10. All monies will be deposited on a weekly basis by the Treasurer and all money received or earned by the various committees shall be turned over to the Branch Treasurer and a receipt provided. The Treasurer will then proceed with the weekly deposit into a general account, or special account of the Branch depending on what the money was earned or received for.
11. The Bar Team shall be responsible for cash proceeds from the Bar and from any other source in which monies were collected by the Bar and the said proceeds shall be turned over to the treasurer.
12. Any member travelling on Legion business and has been given an expense account from Branch 32 must submit a detailed expense statement of all expenditures including receipts to the Treasurer upon return.
13. Finances are the responsibility of the Treasurer and all transactions dealing with monies must be directed to the Treasurer.

Performance Review Details

Our Mission as Branch 32 Bay Roberts is to serve our Veterans and their Dependants, Promote Remembrance of those who gave their lives for peace and freedom and Act in the Service of Canada and its Communities. Branch 32 members live by this mission and today we can proudly say that we stand in the top tier of successful Branches within our surrounding communities.

In order for us to achieve our organizational goals; we depend on donations from our Communities, Fund Raisers, Poppy Campaign and most of all, our Bar Sales to support the services which we provide to our veterans and communities. In today's highly regulated and tight economy, it is very difficult to sustain our organization while meeting inconsistent demands of our ever-changing customer base. First class Customer Service is crucial to the growth and sustainability of our organization and we must be prepared to meet all upcoming challenges.

To ensure that we maintain a successful and profitable business, we will be monitoring and grading bartenders on their performance throughout the year. Performance will be based on the following:

- a) Customer Feedback – The use of customer feedback for performance evaluation is at the bar managers discretion. The manager may elicit and document feedback from the customer.
- b) Attendance and work ethics with regards to arriving on time and when required
- c) Adherence to employment terms and conditions, including attire and presentation
- d) Knowledge of use of all machinery and effective register reconciliations
- e) Customer relations with other executive and non-executive Legion members
- f) Amount of wastage for bar sales
- g) Demonstration of interest and taking initiative with new tasks and programs, ie Marina.

VETERANS QUAY MARINA

Royal Canadian Legion Branch 32 Bay Roberts is the owner and operator of the Veterans Quay Marina and reserves all rights to the operation and management of the marina. Veterans Quay Boat Association acts upon behalf of the Royal Canadian Legion and is made up of representation from the Legion, the Town of Bay Roberts Council and annual boat owners.

Following are the rules and regulations of the Veterans Quay Boat Association. Safety is our number one concern with respect to the Marina and we request that you abide by these established rules and regulations to ensure safety and enjoyment of boaters and the general public.

- 1) Legion Management reserves the right to maximize the usage of the available wharfage and dockage. The boat owner does not have exclusive right to a specific berth if the marina determines that dockage and wharfage can be more efficiently utilized.
- 2) There are three (3) types of fees; seasonal, winter and Transient. Each type has their own rate structures and these rates are updated on an annual basis. Please review these with the Marina committee.

Types of Guests

Seasonal (people who have a boat during the summer and pay via invoice)

Winter (people who keep their boat in the water from November to May and pay via invoice)

Transient (people who are over night visitors and pay via the yellow sales books)

- 3) Payment of fees will be carried out at the bar; bartenders must be well aware of invoicing charges and will be provided copy of all invoices from treasurer. Bartenders will assist with collection of monies.
- 4) The marina is a vital source of Legion revenue and must be treated as such. Bartenders are to keep good records of who has paid and not paid for their monthly and daily berth and must ensure that the electrical key is kept at the bar at all times.
- 5) All seasonal boaters will be provided with an annual invoice and the yellow sales books are NOT to be used.
- 6) Transient Boaters are overnight guests and should be charged as per the fee schedule provided by the Marina Committee/Treasurer.
- 7) Seasonal boaters will be allotted specific berthage space based on the following criteria; boat length, boat draft and electrical requirement.
- 8) Returning customers in good standing will be given first priority in berthage.
- 9) A boat owner can only lease berthage for the size of his boat, ie., a boat owner with a 25 ft boat cannot lease a 50ft space.
- 10) If a boat owner buys a different size boat, the marina has the right to switch berths to ensure maximum usage of berthage.
- 11) A waiting list will be established for new boat owners wishing to lease the next available space and whose boat meets the above boat criteria.
- 12) Tenants may not sub-lease or allow boats owned by others in their slips or double berth without Marina permission.
- 13) The boat owner cannot transfer his berth to another boat owner, ie., the lease of the berth space is not transferable.
- 14) The Marina reserves the right to use any berth during the temporary absence of a boat. If a boat intends to leave for longer than 24 hours, they must advise the Marina of their plans.

- 15) In the event of an emergency the Marina reserves the right to request the boat owner to move his/her boat to another mooring place.
- 16) All boats shall be safely secured to the wharf at all times.
- 17) All boats shall be maintained in a safe and seaworthy condition.
- 18) All boats with living quarters or upon which people reside shall be self-propelled, seaworthy and capable of moving under their own power, with exception and approval of the Marina Management only.
- 19) Peaceful, friendly and courteous behaviour is expected at all times, ie, sail boat halyards must be properly secured so they do not make noise, no blaring stereos or loud parties after midnight, respectful use of generators, etc..
- 20) NO WAKES whatsoever. Idle speed only once passing by easterly wharf and within the confines of the marina.
- 21) Water is not to be wasted and each boat-owner or operator shall furnish a hose that has a positive shut-off at the discharge end. All hoses must have good gaskets to prevent leaking.
- 22) Pier must be kept clean, free and clear of stored materials. Hoses, lines and electrical cords should be coiled properly on the dock beside your boat.
- 23) The dock is for ingress and egress only.
- 24) Boat-owners are responsible for damages they do to dock structures and pilings.
- 25) Modifications to the wharfing facility are strictly prohibited without approval of the Association. This includes signage and ladders, tie on cleats.etc. Alterations or repairs to piers will be accomplished by the Marina only.
- 26) Oily bilge water is not to be discharged overboard at the Marina.
- 27) Refuse must be put in properly designated containers. The throwing of any garbage, trash or refuse into the water is reason for immediate eviction.
- 28) No open fires are allowed on the Legion property.
- 29) Pets permitted only if they do not disturb others. Pets must be kept on a leash and under control at all times. Owners are responsible for clean up after pets.
- 30) Children under 12 must not be left unsupervised within the confines of the Marina.
- 31) Boat-owners, Captains, their crews or guests are cautioned to be considerate of others. Discourteous conduct or disorders that might injure a person, cause damage to property, disturb other tenants or harm the reputation of the Marina will not be tolerated and lease agreement will be terminated immediately.
- 32) Any dispute or concerns amongst boat owners shall be referred to the Veterans Quay Boat Association and not be dealt directly by the boat owners.
- 33) The boat-owner is responsible for continued, uninterrupted berth rent if said boat should sink at the berth. Any abandoned boat remains the responsibility of boat-owner and all rents due Marina must be paid prior to removal of said boat.
- 34) Failure to abide by any of the above rules and regulations may result in eviction.
- 35) **Rules and regulations are subject to change at the discretion of the Veterans Quay Boat Association.**

Branch By-Laws

The following is an updated listing of Branch 32 Bay Roberts by-laws, which under no circumstances should replace any by-laws that are governed under the Royal Canadian Legion Dominion or Provincial Command.

These by-laws are meant to assist with Branch type issues and any issue outside of these articles should be referred to the Provincial and Dominion by-laws.

Branch By-Laws

ARTICLE 1 - BRANCH NAME

101. This Branch shall be known as Branch 32 Bay Roberts, hereinafter called "Branch 32" and shall be under the discipline of the Provincial Command of Newfoundland and Labrador.

102. The Aims and Objectives of this Branch shall be in compliance with the General By-Laws of the Royal Canadian Legion and By-Laws of Newfoundland and Labrador Command of The Royal Canadian Legion. The Dominion Command has supreme jurisdiction in all matters within the purposes and objects of Branch 32.

103. These Branch 32 By-Laws shall not become effective until approved by the Provincial Command of Newfoundland and Labrador.

ARTICLE 2 – BRANCH OFFICERS

104. The Officers of Branch 32 shall consist of:

1. A President
2. The Immediate Past President
3. A First Vice President
4. A Second Vice President
5. A Treasurer
6. A Secretary
7. A Chaplin
8. A Sergeant-At-Arms
9. A Service Officer
10. 6 executive members to serve as Executive Committee

The Branch Officers shall also be called the "Executive" of Branch 32.

105. The Elected Officers and the Executive shall be in the governing body of Branch 32, subject always to the rules and regulations of the Branch and the Royal Canadian Legion General By-Laws and By-Laws of the Provincial Command of Newfoundland and Labrador. Please refer to the Dominion Command By-Law Article IV, Section 401.

ARTICLE 3 – DUTIES OF BRANCH OFFICERS

106. President – it shall be the duty of the President to preside at all meetings of the Branch, including Executive body as directed, as defined by the General By-Laws to preserve order and see that all business of the Branch is conducted in a business-like and democratic manner.

The President shall appoint the Branch Service Officer, Sergeant-At-Arms and Chaplain and perform such other duties as may be required of the position. The President shall also be an ex-officio of all committees.

The President shall give an oral report of his individual activities to the Executive Body to ensure that all executive members are kept abreast of branch business.

1.1.1.1 The President shall give a written report to the general body at the Annual Meeting or when an emergency or any meeting is called. The President shall request that all executive members who attend any Royal Canadian Legion and affiliated conventions submit a written report to the President of the event happenings and activities.

107. Immediate Past Present – shall assist the President and his/her executive in the performance of their duties and in addition to being an officer of the Branch the Immediate Past President shall also be a member of the Executive Committee of the Branch.

1.1.1.2

108. First Vice President – Under the President's direction it shall be the duty of the First Vice President to assist the President and the Executive in carrying out the business of the Branch. In the absence or inability of the President, the First Vice President shall exercise all duties, powers and privileges of the President's office. The First Vice also shall provide the President with a written report of their activities for the year at least 30 days prior to the Annual meeting.

109. Second Vice-President – During the First Vice-President's absence, the duties of the Second Vice-President shall be the same as the First Vice-President.

110. Treasurer – The Treasurer shall keep a true and accurate account of all Branch monies. The Treasurer shall collect all monies belonging to the Branch from all sources and arrange to have same deposited in a chartered bank, which has been approved by the Executive. Trust Monies however shall be deposited in a separate account from that of general funds.

The Treasurer shall prepare a Financial Statement including a balance sheet and statement of income for all Branch 32 financial operations during the Branch fiscal year and present an audited copy to the membership at the Annual Meeting. A Financial Report shall also be read at every Executive Meeting.

111. Secretary – It shall be the duty of the Secretary to keep a complete and accurate record of all proceedings of Executive and General Meetings, Emergency Meetings, and Annual meetings and answer all communications pertaining to the business of the branch.

112. Chaplin – The religious elements of Legion activities involve many denominations and creeds and on some events, there may be several different beliefs represented in the same service. Branch 32 shall abide by the rules and regulations of The Royal Canadian Legion Chaplin Manual.

113. A Stag-At-Arms – It shall be the duty of the Stg-At-Arms to control the legion meetings to ensure peaceful events. The Stg-At-Arms will be responsible also for presenting the colour party during legion events and introduction of new members. The Stg-At-Arms shall also manage all flag duties required by the legion.

114. A Service Officer – The service officer shall be guided by The Royal Canadian Legion Service Officers Handbook and should always be aware of the mandate of the Veterans, Service and Seniors (VSS) Committee. The Service Officer will be appointed by the Branch Executive and not elected.

115. Executive Committee – It shall be the duties of the executive committee to assist the other officers where required and to report all activities to the President. All forming committees shall be appointed by the President and should consist of at least one executive officer.

116. Any executive member of Branch 32 may resign their elected position by submitting to the branch his or her resignation in writing to the President. Any vacant position in the

executive committee shall be filled at the President's discretion in accordance with regulations as outlined by the General By-Laws.

117. Executive Committee members who fail to attend more than three executive committee meetings during a twelve-month period without prior approval by the President shall be removed from executive committee. Position may be filled at the President's discretion in accordance with regulations as outlined by the General By-Laws.

ARTICLE 4 – ELECTION OF OFFICERS/EXECUTIVE BODY

118. Nomination for office in Branch 32 will occur at the Annual General Meeting and be carried out by a Chairperson, preferably the District Commander or Provincial Commander. A notice of two weeks shall be given to all members for the Annual Meeting and a quorum shall consist of not less than 20% of the voting members in good standing of the Branch.

119. To be eligible for nomination, a member shall be present at the nomination meeting, or failing this shall convey to the Secretary in advance, a written notice of his/her willingness to accept nomination for a specific office and signed by a branch member in good standing. All nominated members must be fully paid-up members of Branch 32.

120. Branch 32 has elected to adapt to the simple majority count vote for all election purposes.

121. The Chairperson shall appoint at least three scrutineers, one of whom shall be a chief scrutineer from the members present and these together with the secretary shall conduct the election subject to the control of the chairperson.

122. No member shall be eligible for the office of President unless s/he has served on the Branch Executive for at least two years. No member shall be eligible for the office of Vice President unless s/he has served on the Branch Executive for at least one year.

122. During the nomination process, all members are requested to remain in the Branch building until the ballots are collected except in the case of an emergency. Re-admittance is acceptable.

123. The Scrutineers shall provide each member present at the time of voting with a blank ballot paper for the member to write down the name of their chosen candidate.

The Scrutineers shall collect every ballot paper issued, whether marked or not, in a suitable receptacle and shall assist with the tabulation. This should be carried out in a separate area away from the voting members and the Chief Scrutineer shall notify the Chairperson of the result of the poll.

Once election of that particular office has been completed, the Chairperson shall announce the results filling in the offices in order of seniority commencing with the office of President.

124. The incoming Executives shall be installed not later than 2 weeks after the Annual Meeting and shall then meet no later than 2 weeks after the Installation Ceremony. This executive will hold Office until the next Annual General Meeting. The secretary shall take minutes of the full nomination process and ensure that all nomination details have been documented.

ARTICLE 5 - MEMBERSHIPS

126. Membership in the Branch shall be in accordance with the General By-Laws of The Royal Canadian Legion as amended to June 2008 By-Law and will consist of:

- a) Life Membership
- b) Ordinary Membership
- c) Associate Membership
- d) Affiliate Voting Membership
- e) Affiliate Non Voting Membership.

Please refer to Article II in the General By-Laws in effect October 1, 2008 for details of above memberships.

ARTICLE 6 – MEMBER DUES

127. Every member of this Branch shall pay an annual Membership Fee, which shall be paid yearly in advance. All dues shall be paid by the 31st day of January of each year.

Provided that if any member can produce satisfactory evidence to the Executive of being unable, through ill health or economic hardship to pay his/her dues, the dues will be paid by Branch 32.

A member who has not paid their dues in accordance with regulations outlined by the General By-Laws will be considered a member not in good standing and have no Branch 32 privileges.

ARTICLE 7 - MEETINGS

128. Executive Meetings shall be held at least once monthly except from the Months June to September, at which the President and 1st Vice President will conduct branch affairs, or whenever deemed necessary by the President, or by written request signed by at least ten members in good standing stating the reason for the meeting.

129. General Meetings of the Branch shall be held at least on a quarterly basis unless otherwise scheduled by the President and a notice of two weeks shall be given to the members prior to the meeting. This notice should be published in the local newspaper and announced on local television station.

130. The Annual Meeting of the Branch shall be held in February each year and in addition to the presentation of reports and such other matters to be considered, the election of Officers and the Executive Committee of the Branch shall be held.

131. Fifteen percent of the Branch shall constitute a quorum at all General meetings of the Branch, and fifty percent plus one members of the Executive Committee shall constitute a quorum at all meetings of the Executive committee.

132. All meetings will adhere to the "Rules of Procedure for Legion Meetings and will have a suggested Order of Business. The President may transpose this Order at the time of the meeting.

133. At the appointed hour, the President shall take the Chair and call the meeting to order and shall preside during the meeting. In case the President is absent, the First Vice-President shall take the chair and preside. In the absence of the President and Vice-

Presidents, the Secretary or Treasurer shall call the meeting to order and a temporary chairperson shall be elected.

134. The Presiding Officer of any meeting shall rule out of order all matters pertaining to political or religious discussion or which do not refer to the well being of the legion. Meetings are not intended for the parade of technical niceties of procedure but rather for the advancement of Legion Principles. The presiding Officer will rule promptly on all matters of procedure and the decision shall be final, subject to any appeal sustained by a two-third vote of the meeting

135. The presiding Officer shall, when debate has ceased on any question, put the same to a vote, giving the words of the motion or resolution clearly, so that no member may misunderstand the question on which the vote to about to take place.

A member wishing to introduce a motion, or to speak, shall rise and address the Presiding Officer, and shall wait until acknowledgment is received before speaking.

136. Members are not to hold private meetings or separate conversations, or to talk of anything impertinently or in an unseemly manner, or which is not of general interest to the other members present. No member shall interrupt the Presiding Officer or member who is speaking without the permission of the Chair. No member shall use any unbecoming language upon any pretext whatsoever.

ARTICLE 8 – COMPLAINTS AND APPEALS

137. All complaints and appeals shall be filed in accordance with procedures set up in the General By-Laws and Provincial Command of Newfoundland and Labrador. Refer to Dominion Command By-Laws Article 111 for more details.

ARTICLE 9 – FINANCE

138. The Branch shall maintain an adequate system of bookkeeping and no money shall be paid on behalf of Branch 32 except by cheque signed by the authorized two signing officers. All major purchases and donations must have the approval of the Executive of Branch 32.

139. Cheques issued for Branch expenditure must be made payable to the person or persons concerned, the cheque stub is to show what the expenditure was for and to whom it was written. No cheques will be made out to cash and no credit whatsoever will be extended.

140. All monies will be deposited on a weekly basis in a Chartered Bank designated by the Branch and all money received or earned by the various committees shall be turned over to the Branch Treasurer and a receipt provided. The Treasurer will then proceed with a deposit into a general account, or special account of the Branch depending on what the money was earned or received for.

141. The Bar Manager shall be responsible for cash proceeds from the Bar and from any other source in which monies were collected by the Bar and the said proceeds shall be turned over to the treasurer.

142. Any member travelling on Legion business and has been given an expense account from Branch 32 must submit a detailed expense statement of all expenditures including receipts to the Treasurer upon return.

143. Finances are the responsibility of the Treasurer and all transactions dealing with monies must be directed to the Treasurer.

144. Branch 32 shall have a branch seal, which bear the words identifying the provincial command and the number of Branch 32. This seal should be in the custody of the Branch 32 secretary, who under such seal shall have full authority to certify as to the authenticity of any and all documents in her/his possession.

145. For audit procedures, please refer to the Provincial Command's By-Laws, Article 15.

ARTICLE 10 – PROPERTY OF BRANCH 32

Building

146. Hours of operation will be decided on by the executive and may be changed from time to time to suit local conditions. Party Politics, religion, and gender characteristics shall not be discussed on Branch's premises.

147. Rental of the Building and facilities shall be managed by the First Vice President and Bar Manager. All Rental contracts shall have the approval of President and Executive prior to schedule of event.

148. No Major Branch Asset may be disposed of or loaned out without prior NL Provincial Command Approval. No Minor Branch Asset may be loaned out without reference to the executive in consultation with the President or 1st Vice President of Branch 32. The Treasurer shall record all asset depositions and loans and all documents must be signed by reciprocate of asset.

149. A member shall be liable for damage done to the Branch by their actions or the actions of their guests. Any person noticeably under the influence of alcohol will not be permitted to enter the Branch. Loud talking, unwarranted intrusion upon other members, profanity, and drunkenness are prohibited. No caps are to be worn by both genders inside the Branch Building.

150. Smoking in or on the patio of the building is prohibited. All alcoholic drinks served must be consumed in the Branch or on the Licensed Patio. Members or non-members may take no alcoholic beverages off the Branch premises.

151. The bartender is responsible for maintaining order and discipline, and if in her/his opinion an individual of the Branch is approaching a stage of intoxication whilst in the Branch, the bartender may refuse the serving of alcoholic beverages to this individual and if necessary may ask to leave the premises.

152. Should a member refuse to leave, or act in a disorderly manner, such member may have his/her membership revoked for a period of six months; however the matter of discipline must be approved by the President and executive and must comply with the Royal Canadian Legion General By-Laws.

153. Any person employed by the Branch who reports for duty in an apparent state of intoxication or consumes any alcoholic beverages during work hours shall be subject to dismissal.

Veterans Quay

154. The President shall appoint an executive officer to manage the operations of the Veterans Quay.

155. All monies received on behalf of Veterans Quay will be set up in a special account of the Branch and deposited on a weekly basis in a Chartered Bank of Canada designated by the Branch. Treasurer has full responsibility of management of this account.

156. All major repair work carried out at the Veterans Quay must have the full approval of the President and Executive Committee.

ARTICLE 11 – LADIES AUXILIARY

157. At the time of writing Branch By-laws, no Ladies Auxiliary existed at Branch 32. Upon creation of a Ladies Auxiliary, Branch by-laws should be updated to reflect this change and Branch shall adopt Ladies Auxiliary Provincial Command By-Laws, Article 19.

ARTICLE 12 – BRANCH COMMITTEE

158. The President and Executive may appoint or elect a chairperson to head up whatever committees deemed necessary by the Branch. These committees should consist of Membership, Poppy Campaign, Service Officer, Chaplain, Ways and Means, Building Repairs and Maintenance, Veterans Quay and Advisory Committees.

159. Committee Chairperson should be a member of the Executive; however committee members can be general voting and non-voting Branch members.

ARTICLE 13- BRANCH WELFARE

160. All Branch 32 veterans 65 years of age or over and who have served overseas will have their yearly dues paid by the Branch. Veterans who receive this benefit must have been active Branch 32 members for more than 3 consecutive years prior to the age of 65.

161. In case of death to Branch members, or spouse, or Armed Service Personnel, Branch 32 will provide a wreath. Sympathy cards will be provided in the case of grandmother, grandfather, mother-in-law, father-in-law, brother-in-law, and sister-in-law.

162. Wreaths for other community leading citizens or Branch Member siblings to be at the discretion of the Branch President or Executive Committee.

163. When a Branch Member is in hospital, she/he is to be visited by Branch Service Officer, or a representative, and delivered a gift or a basket of fruit.

ARTICLE 14 – BRANCH BY-LAWS

164. Any article of this Branch may be altered, suspended or any new article added by the consent of two thirds of the members present at a general meeting, provided that not less than fifty members are present at such meetings and only after one month's notice of the amendment or desire to amend has been given to the Executive committee

165. Any proposed amendment or addition to the By-Laws, or any suspension of any article shall be specified in a notice posted on the Branch notice board at least seven days before the date of the general meeting at which it is to be considered. Nothing herein contained shall prevent amendment, addition or suspension at such meeting provided the substance, and spirit thereof is not lost.

The Branch is bound by the General By-Laws of the Royal Canadian Legion of the Dominion Command and the By-Laws of the Newfoundland/Labrador Command of the Royal Canadian Legion and these present are not in contravention of the said By-Laws. All items of business passed at an annual or general meeting must remain on the books until the following Annual Meeting or as outlined in Article 165.

LIQUOR LICENSING REGULATIONS

**CONSOLIDATED
NEWFOUNDLAND AND LABRADOR
LIQUOR LICENSING REGULATIONS**

under the

**Liquor Control Act
(O.C. 96-984)**

Under the authority of section 61 of the Liquor Control Act and the Subordinate Legislation Revision and Consolidation Act , the Lieutenant-Governor in Council makes the following regulations.

REGULATIONS

1. Short title
2. Definitions
3. Classes of licences and permits
4. Hotel, motel and tourist home licences
5. Lounge licence
6. Institution licence
7. Restaurant licence
8. Restaurant/ lounge licence
9. Tavern licence
10. Airport establishment licence
11. Transportation services licence
12. Tour boat licence
13. Catering licence
14. Special events licence
- 14.1 Recreational facility licence
15. Warehouse licence
16. Brewers' licences
17. Brewer's agent licence
18. Return of empty beer bottles
19. Special permits
20. Rep. by 92/06 s1
21. Application licences and permits
22. Information and description required
23. Conditions to be met
24. Licence or permit not granted
25. Good character required
26. Particulars of special event licence
27. Rep. by 92/06 s1
28. Transfers
29. Application forms
30. Clubs, lounges and taverns
31. Lounges
- 31.1 Mandatory exit time
32. Restaurants
33. Hours of sale and prohibition of sale
34. Service and disposition of liquor
35. Measurement of spirits served
36. Draught beer
- 36.1 Minimum price

Under the authority of section 61 of the Liquor Control Act and the Subordinate Legislation Revision and Consolidation Act , the Lieutenant-Governor in Council makes the following regulations.

REGULATIONS (Cont'd)

37. Cleaning and sterilization of glasses
38. Liquor consumption on premises
39. Other liquor prohibited
40. Waiters
41. Waiter's licence
42. Admittance prohibited
43. Prohibited persons
44. Persons under 19 years
45. Tip/gratuuity prohibited
46. Proof of age
47. Presence of underage persons prohibited
48. Exceptions to prohibition
49. Prohibited persons
50. Waiter's licence required
51. Structures and structural alterations
52. Prohibited structure
53. Officials and employees of board
54. Identification of inspector
55. Suspension of licence
56. Reports and returns
57. Return required
58. Identification cards
59. Loss or theft of ID card
60. Retention of application documents
61. Repeal

Schedule

1. These regulations may be cited as the Liquor Licensing Regulations.

2. Definitions

In these regulations

- (a) "Act" means the Liquor Control Act;
- (b) "alcohol" means the product of the distillation of a fermented liquid rectified either once or more often whatever may be the origin of it and includes synthetic ethyl alcohol;
- (c) "alcoholic liquor" or "liquor" means an alcoholic, spirituous, vinous, fermented or malt liquor, or combination of liquors, and all drinks or drinkable liquids and consumable solids, patented or not, containing 3% and upwards of alcohol by volume;
- (d) "beer" means an alcoholic beverage obtained by the fermentation of an infusion or decoction of barley, malt and hops in drinkable water;
- (e) "board" means the Newfoundland and Labrador Liquor Licensing Board;
- (f) "case" means a sealed package, carton or container containing a number of bottles of beer not fewer than 6 as may be prescribed by the Newfoundland and Labrador Liquor Corporation;
- (g) "club" means a corporation, society or association of persons organized or carried on
 - (i) for purposes of a social, fraternal or athletic nature, or
 - (ii) as a military mess,but not for pecuniary gain, and includes the premises occupied or used for any of those purposes;
- (h) "establishment" means a lounge, restaurant, tavern, club, hotel, motel, tourist home, military mess or an institution;
- (i) "hotel" means an establishment in regular operation provided with the number of bedrooms, accommodation, facilities and equipment prescribed in these regulations where, in consideration of payment, food and lodging are regularly provided to the public;
- (j) "identification card" means an identification card or a duplicate of an original issued under the Act and these regulations;
- (k) "inspector" means a person authorized or appointed by the board in accordance with the Act to carry out the provisions of it;
- (l) "institute" means a body corporate or organization instituted and organized for an educational, medical or similar purpose and includes the designated premises used for any of those purposes;
- (m) "licence" means a licence issued under these regulations to sell wine, beer or spirits and includes a similar subsisting licence issued under the Alcoholic Liquors Act which was repealed by the Act and in accordance with regulations made under the Alcoholic Liquors Act;
- (n) "licensed premises" means premises in respect of which a subsisting licence has been issued;
- (o) "licensee" means a person to whom a subsisting licence has been issued;
- (p) "lounge" means
 - (i) part of a licensed hotel or motel, or
 - (ii) premises not part of a licensed hotel or motel,provided with the special accommodation, facilities and equipment prescribed in these regulations where, in consideration of payment, spirits, wine and beer are served;
- (q) "meal" means food of any kind and quantity sufficient for the bodily maintenance of a consumer served at a cost of not less than \$0.50 for each consumer exclusive of the cost of any liquor;
- (r) "military mess" includes a canteen or an institute in a building or camp used for the accommodation of the active or reserve units of the naval, military or air forces of Canada or of NATO forces stationed at Canadian forces stations located in the province, or a canteen or an institute in a building or camp used by the Royal Canadian Mounted Police or the Royal Newfoundland Constabulary;

(s) "minister" means the minister appointed under the Executive Council Act to administer the Act;

(t) "motel" means a roadside building containing not less than 3 rental units under one roof with easy access to automobiles, whether or not other rental units are operated in conjunction with them;

(u) "officer" means a member of the Royal Newfoundland Constabulary or of the Royal Canadian Mounted Police, and includes inspectors appointed or acting under this Act;

(u.1) "recreational facility" includes a facility that is, in the Board's opinion, equipped, operated and maintained as

(i) an indoor stadium or indoor arena,

(ii) a golf club,

(iii) a ski resort,

(iv) a curling club,

(v) a multi-purpose recreation center,

(vi) a tennis club,

(vii) an arts and culture center,

(viii) an outfitters' facility, or

(ix) another facility that is, in the opinion of the board, a recreational facility;

(v) "rental unit" means a cabin, cottage, room or portion of an establishment assigned to the exclusive use of a guest;

(w) "restaurant" means an establishment which is exclusively engaged in the serving of regular meals to the public in consideration of payment, whether or not there are sold in them cigars, cigarettes, tobacco and other articles incidental to the sale of regular meals;

(x) "sell", when used with respect to the authority conferred on licensees referred to in these regulations, means to sell at retail;

(y) "spirits" means a beverage which contains a kind of alcohol obtained by distillation mixed with drinkable water and other substance in solution, and includes, among other things, brandy, rum, whisky and gin;

(z) "tavern" means a premises provided with the special accommodation, facilities and equipment prescribed in these regulations where, in consideration of payment, wine and beer are served;

(aa) "tour boat operation" means an operation by a seagoing vessel primarily for the recreation or education of the passengers and not for their conveyance from place to place;

(bb) "tourist" means a person not ordinarily resident in the province who visits the province for a vacation;

(cc) "tourist home" means a building, whether or not it is a private residence, which is provided with the number of bedrooms available for the accommodation of travellers, and the equipment and facilities prescribed in these regulations and where, in consideration of payment, food and lodging is provided to tourists;

(dd) "transportation service" means a service provided primarily for the conveyance of passengers by railway, ship or aircraft;

(ee) "vehicle" means an instrument of transportation including a boat and any article used in transporting; and

(ff) "wine" means an alcoholic beverage obtained by the fermentation of the natural sugars contained in fruit, vegetables or vegetable products or honey, or the like.

3. Classes of licences and permits

Subject to the Act and these regulations, the board may issue the licences and permits of the kinds designated in these regulations.

4. Hotel, motel and tourist home licences

(1) A hotel licence, a motel licence or a tourist home licence may be issued in respect of premises where not less than 3 bedrooms are provided for the lodging of travellers and where the premises are equipped with a kitchen and a dining room capable of serving not less than the number of persons for whom lodging accommodation is provided, and where meals are provided to lodgers on request.

(2) A hotel licence, a motel licence or a tourist home licence authorizes the licensee to sell for consumption on his or her licensed premises

(a) to guests at meals, only spirits by the glass and wine and beer by the glass or opened bottle; or

(b) to guests who are lodgers on the premises, only spirits, wine and beer by the glass or bottle.

5. Lounge licence

5. (1) A lounge licence may be issued in respect of premises which are maintained, equipped and operated in a manner satisfactory to the board and which are operated solely for the sale of spirits, wine and beer to the public, where food and entertainment may or may not be available.

(2) A lounge licence may be issued in respect of a lounge which is located in part of a hotel or motel where spirits, wine and beer are sold also under a hotel licence or a motel licence.

(3) A lounge licence authorizes the licensee to sell to the public for consumption on his or her licensed premises spirits by the glass and wine and beer by the glass or opened bottle.

6. Institution licence

(1) An institution licence may be issued to an institute in respect of premises that are maintained, equipped and operated in a manner satisfactory to the board.

(2) An institution licence authorizes the licensee to sell for consumption on the licensed premises spirits by the glass and wine and beer by the glass or opened bottle.

7. Restaurant licence

(1) A restaurant licence may be issued to the owner or operator of a restaurant in respect of that restaurant if it is maintained, equipped and operated in a manner satisfactory to the board.

(2) A restaurant licence authorizes the licensee to sell to guests at meals for consumption on his or her licensed premises spirits by the glass and wine or beer by the glass or opened bottle.

8. Restaurant/ lounge licence

(1) A restaurant/lounge licence may be issued in respect of premises which are maintained, equipped and operated in a manner satisfactory to the board.

(2) A restaurant/lounge licence authorizes the licensee to sell to guests at meals for consumption on the licensed premises spirits by the glass and wine and beer by the glass or open bottle during the hours prescribed in the Schedule.

(3) A restaurant/lounge licence authorizes the licensee to sell to the public for consumption on the licensed premises spirits by the glass and wine and beer by the glass or open bottle during the hours prescribed in the Schedule.

9. Tavern licence

(1) A tavern licence may be issued to the owner or operator of a tavern that is maintained, equipped and operated in a manner satisfactory to the board.

(2) A tavern licence authorizes the licensee to sell to the public for consumption on his or her licensed premises wine by the glass and beer by the glass or opened bottle.

10. Airport establishment licence

(1) An airport establishment licence may be issued to the operator of a premises located at an international airport and within the message of that airport if the premises are maintained, equipped and operated in a manner satisfactory to the board.

(2) An airport establishment licence authorizes the licensee to sell for consumption on his or her licensed premises to passengers of airlines using the airport where the licensed premises are located at all hours and on all days throughout the year spirits by the glass and wine and beer by the glass or opened bottle.

11. Transportation services licence

(1) A transportation service licence may be issued in respect of a transportation service being operated in the province which is approved for the purpose by the board.

(2) A transportation service licence authorizes the licensee to sell spirits by the glass and wine and beer by the glass or opened bottle to passengers on the transportation service in respect of which it was issued for consumption on it.

12. Tour boat licence

(1) A tour boat licence may be issued in respect of a tour boat operation being operated in the province which is approved for the purpose by the board.

(2) A tour boat licence authorizes the licensee to sell spirits by the glass and wine and beer by the glass or opened bottle to passengers on the tour boat in respect of which it was issued for consumption on the tour boat.

13. Catering licence

(1) A catering licence may be issued to a person who is the holder of a hotel licence, a motel licence, a lounge licence, a restaurant licence or a club licence if that person is approved for the purpose by the board.

(2) A catering licence authorizes the licensee to sell for consumption on any premises during the period prescribed in the licence spirits by the glass and wine or beer by the glass or opened bottle with food which is to be supplied by the licensee in the form of meals by way of an off premises catering service.

14. Special events licence

(1) A special events licence may be issued authorizing a charitable or non-profit organization raising funds for charitable purposes, that does not hold a subsisting licence issued by the board, to sell spirits, wine and beer at a function on the premises and on the date to be prescribed in the licence.

(2) A special events licence authorizes the licensee to sell to persons attending the function designated in the licence for consumption at that function on the premises on the date and during the hours prescribed in his or her licence spirits by the glass and wine and beer by the glass or opened bottle.

(3) An applicant for a special events licence under subsection (1) shall submit a completed application stating the purpose of the special event and the number of days of its operation, and the application shall be accompanied with a fee prescribed by the board.

15. Recreational facility licence

(1) For the purpose of this section, "hotel", "motel", "restaurant", or "dining room" means the building in which that facility is located and does not include the grounds of that facility or any out buildings.

(2) A recreational facility licence may be issued with respect to a recreational facility that is equipped, operated, and maintained in a manner satisfactory to the board.

(3) A recreational facility licence shall not be granted unless the board is satisfied that the liquor facilities are only intended to compliment the recreational facility, and shall not detract significantly from the recreational nature of the premises.

(4) The holder of a recreational facility licence may, on the licensed premises only, sell for consumption

(a) at an indoor stadium or indoor arena, spirits, wine and beer only, in disposable cups with lids;

(b) at a ski resort or tennis club, spirits, wine and beer only, in disposable cups with lids;

(c) at a golf club or outfitters' facility, spirits, wine and beer only in disposable cups with lids or by the open or unopened can;

(d) at a restaurant or dining room, spirits by the glass and wine or beer by the glass or opened bottle to guests at meals; or

(e) at a hotel or motel, spirits, wine and beer by the glass or bottle to guests who are lodgers of that facility.

(5) Notwithstanding another provision of this section, the holder of a recreational facility licence shall not sell alcoholic beverages outdoors in any part of the licensed premises at a concert, festival, or other similar function as determined by the board unless

(a) the licensee has obtained the prior written approval of the board; and

(b) the sale and consumption of alcoholic beverages is limited to cans or disposable cups only.

(6) A recreational facility licence issued in respect of a facility that includes a hotel, motel, restaurant, lounge or club, or a combination of those facilities authorizes the licensee to sell alcoholic beverages for consumption throughout the licensed premises provided that all facilities are operated by the same licensee.

(7) The holder of a recreational facility licence shall comply with all applicable federal, provincial and municipal laws.

(8) The holder of a recreational facility licence issued with respect to an indoor stadium or indoor arena

(a) shall

(i) designate seating areas where the sale, consumption and possession of alcoholic beverages is prohibited,

(ii) submit with an application for a licence a seating plan of the facility where the sale and consumption of alcoholic beverages may take place and the area in which the sale, consumption and possession of alcoholic beverages is prohibited,

(iii) clearly identify the areas within the facility that are designated for the sale and consumption of alcoholic beverages,

(iv) where the facility is being used as a site for an indoor concert, restrict the sale and consumption of alcoholic beverages to that area commonly known as the ice surface area, where that area is physically separate so that one part of the ice surface area is clearly identified for the sale and consumption of alcoholic beverages and another part of the ice surface area is clearly identified as a part of the ice surface area in which the sale, consumption and possession of alcoholic beverages is prohibited,

(v) notwithstanding paragraph (b), restrict entry into the area described in subparagraph (iv) where the sale and consumption of alcoholic beverages is permitted to persons who are at least 19 years old and allow persons who are under 19 years old to enter into the area described in that subparagraph where the sale, consumption and possession of alcoholic beverages is prohibited,

(vi) serve alcoholic beverages in disposable cups with lids only, and those cups shall be distinct in appearance from the containers in which non-alcoholic beverages are served, and

(vii) cease the sale of alcoholic beverages one half hour prior to the anticipated completion of the event; and

(b) shall not

(i) sell or permit the consumption of alcoholic beverages throughout the entire facility unless

(A) prior written approval of the board has been received, and

(B) all participants and patrons attending the event are at least 19 years old,

(ii) sell or allow the consumption of alcoholic beverages at any event where the majority of participants or patrons involved in or attending the event are under 19 years old, and

(iii) sell or give to any one person at any one time

(A) more than 2, 420 milliliter servings of beer,

(B) more than 2, 150 milliliter servings of wine, or

(C) more than 2, 60 milliliter servings of spirits.

(9) The areas described in paragraph (8)(a) shall be reasonable considering the size of the facility and the public demand, and shall ensure a reasonable choice of seats for all patrons notwithstanding the consumption or prohibition of alcoholic beverages.

(10) Where the holder of a recreational facility licence issued for a facility other than an indoor stadium or indoor arena proposes to sell alcoholic beverages at an indoor concert,

(a) the sale and consumption of alcoholic beverages shall not be permitted unless the area in which the concert is to be held is physically divided so that

(i) one part of the area is clearly identified for the sale and consumption of alcoholic beverages and entry is restricted to persons who are at least 19 years old, and

(ii) one part of the area is clearly identified as a part where the sale, consumption and possession of alcoholic beverages is prohibited and entry by persons under 19 years old is permitted; and

(b) the sale of alcoholic beverages shall cease one half hour prior to the anticipated completion of the event.

15. Warehouse licence

(1) A warehouse licence may be issued to the owner or operator of a warehouse which is maintained, equipped and operated in a manner approved by the board.

(2) Subject to an applicable statute or other law of Canada, a warehouse licence authorizes the licensee to store liquor on his or her licensed premises for the purpose of maturing it or for the purpose of transshipping it to a place outside of the province or for another purpose approved by the board.

(3) Where the board so prescribes and it is so stated in his or her warehouse licence, and subject to conditions prescribed in the licence, the licensee may sell alcoholic liquor at wholesale or retail from his or her licensed premises to or to the order of the owners or operators or captains of foreign going ships or vessels or of trawlers or tugs for use as ships stores.

16. Brewers' licences

(1) For the purposes of this section and section 17

(a) "brewer's retail licence" means a licence issued under paragraph 28(1)(a) of the Act;

(b) "brewer's agent licence" means a licence issued under paragraph 28(1)(b) of the Act;

and

(c) "brewer's distributor licence" means a licence issued under paragraph 28(1)(c) of the Act.

(2) A brewer's retail licence or a brewer's agent licence may be granted only to an applicant who holds a registration certificate issued under the Retail Sales Tax Act in respect of the business carried on at the premises for which the licence is sought.

(3) The holder of a brewer's retail licence or a brewer's agent licence shall cause to be kept displayed in a conspicuous place on the licensed premises the retail price list provided by the corporation for beers brewed in the province, and shall not sell those beers except at the prices set out in that price list.

(4) The holder of a brewer's distributor licence shall not sell beer except to the corporation or a person licensed by the board.

17. Brewer's agent licence

(1) On and after July 1, 1980, a brewer's agent licence may not be granted or renewed except in respect of premises maintained as

(a) a liquor agency; or

(b) a retail store that sells commodities other than beer and associated products.

(2) On and after July 1, 1980, where premises in respect of which a brewer's agent licence is granted or renewed do not comply with the requirements of subsection (1), the licence is subject to cancellation under paragraph 48(1)(d) of the Act.

(3) A brewer's agent licence may not be granted or renewed in respect of premises that, in the opinion of the board, are maintained as a business that is

(a) a supermarket or department store that is a member of a trading group of supermarkets or department stores;

(b) a store or other business that deals primarily in the sale of confectionery;

(c) a cinema, theatre, sports stadium or amusement arcade;

(d) a store or other business that deals primarily in the sale of quick-service meals, snacks, sandwiches or other take-out foods;

(e) [Rep. by 36/06 s1]

(f) a service station or a store or other business that deals primarily in the sale of gasoline or associated products.

(4) Where premises in respect of which a brewer's agent licence is granted or renewed are maintained as a business that, under subsection (3), does not qualify for the granting or renewal of that licence, the licence is subject to cancellation under paragraph 48(1)(d) of the Act.

18. Return of empty beer bottles

(1) A brewer's agent shall, at the time of transacting a sale, accept in return empty beer bottles equal to the amount being purchased.

(2) A brewer's retail store and a brewer's distributor shall accept all empty beer bottles presented to them by the public.

(3) A brewer's agent, a brewer's retail store and a brewer's distributor must refund or give value equal to the beer bottle deposit established by the Newfoundland and Labrador Liquor Corporation.

19. Special permits

(1) Permits may be issued by the board to a person referred to in section 26 of the Act for any of the purposes prescribed in that section.

(2) The holder of a permit issued under subsection (1) is authorized to purchase and use alcoholic liquor in the manner for the purposes and subject to the conditions prescribed in his or her permit.

(3) A holder of a permit issued under subsection (1) shall

(a) keep the records of stock and sales and make the reports and returns to the board that the board may require; and

(b) provide the warehouse facilities that the board may consider to be necessary.

21. Application licences and permits

(1) An applicant for a licence shall, for the purpose of giving notice of his or her intention to apply in accordance with section 34 of the Act, use the form of notice prescribed by the board.

(2) An applicant to whom subsection (1) applies shall provide to the board, upon application, in keeping with section 34 of the Act a clipping of every advertisement relating to the application that was published indicating the name of the paper in which the advertisement appeared along with proof of posting of notices of intent as prescribed in the appropriate application form prescribed by the board.

(3) Notwithstanding subsection (1), this section applies only to applicants for a hotel licence, a motel licence, a tourist home licence, a lounge licence, a restaurant licence, a tavern licence, a club licence and an institution licence that is sought in respect of premises located outside of

- (a) an American Military Base;
- (b) a Canadian Armed Forces Base; or
- (c) an air terminal, railway station or other transportation terminal.

(4) Notwithstanding subsection (1), a licensee who applies for an additional licence

- (a) for premises within the same building in which that licensee's licensed premises are situate; or
- (b) for premises within an extension to the building in which that licensee's licensed premises are situate, and which additional licence is of the same category as that presently held by the licensee shall not be subject to the advertising requirements of subsections (1) to (3).

22. Information and description required

An applicant for a licence shall set out in his or her application the information and description of premises that the board requires.

23 Conditions to be met

A licence or permit shall not be issued in respect of any premises unless

(a) the premises and the plans, location, accommodation, equipment and facilities and the operation of it have been approved by the board in writing; and

(b) all statutes, regulations and other laws whether federal, provincial or municipal applying to or in respect of the premises have been complied with.

24 Licence or permit not granted

The board shall not grant a licence or permit to

(a) a person who is disqualified under the Act or these regulations or who has not complied with the requirements of them;

(b) a police officer, an inspector or law enforcement officer; or

(c) a member or an officer or other employee of the board or of the Newfoundland and Labrador Liquor Corporation.

25 Good character required

(1) An applicant for a licence or permit must be a person of good character.

(2) A person convicted, within 3 years immediately preceding his or her application, of an offence which is punishable by imprisonment shall not receive a licence.

26 Particulars of special event licence

(1) A person applying for a special events licence shall forward his or her application to the board at least 2 weeks before a function in respect of which the licence is sought is to take place, unless the board agrees to consider an application on shorter notice.

(2) A special events licence may be issued only in respect of premises located in a building or an approved tent and, before the issue of it, adequate arrangements for security satisfactory to the board shall be made.

(3) Arrangements satisfactory to the board for the purchase, storage, sale and service of liquor shall be made before the issuing of a special events licence.

(4) Before a special events licence is issued the applicant shall satisfy the board that

(a) adequate seating capacity shall be available to the extent of not less than 1.4 square metres per person;

(b) every person engaged in the dispensing of alcoholic beverages shall have a valid subsisting waiter's licence; and

(c) adequate lavatories and toilet facilities shall be available to patrons.

(5) Liquor sold under a special events licence shall be consumed on the premises in respect of which the licence was issued on the day or days and during the hours prescribed in that licence.

(6) The recipient of a special events licence shall, if ordered by the board, remove all surplus liquor from the premises for which the licence was issued upon expiration of that licence.

27. [Rep. by 92/06 s1]

28. Transfers

An application for the approval of the board for a transfer of a licence shall be forwarded to the board at least 30 days before the date proposed for the transfer.

29. Application forms

An application for the issuing, renewal or transfer of a licence or for the issuing or renewal of a permit shall be made in the form prescribed by the board that is appropriate to the licence or permit in respect of which the application is made.

30. Clubs, lounges and taverns

A club licence, lounge licence or tavern licence shall not be issued in respect of a premises unless that premises is equipped with

(a) a service bar with or without stools or seats;

(b) an area containing an adequate number of chairs and tables where not less than 1.4 square metres of floor space is allowed for each chair, stool or seat;

(c) entrance and exit facilities that have been approved by the board and that have received the approvals of all other provincial and municipal authorities which are required by law;

(d) lavatory facilities for the use of patrons in accordance with the National Building Code Requirements;

(e) suitable soap dispensers and individual paper towels or suitable electrical appliances;

(f) adequate facilities for the proper washing of glasses and other utensils used in the handling of alcoholic liquor, consisting of thermostatically controlled hot water boiler capable of producing a continuous supply of hot water at a temperature of not less than 82° Celsius;

(g) triple stainless steel sinks; and

(h) well constructed facilities for the storing of glasses and utensils when not in use, and unless the walls of all rooms on the premises are not less than 2.4 metres in height.

31. Lounges

A lounge shall be equipped or provided with

(a) a service bar with or without seats or stools for the persons using the lounge, and only those persons for whom seating is available may be served at the service bar;

(b) an area in which there is an adequate number of tables and chairs having regard to the dispensing facilities of the lounge; and

(c) adequate seating accommodation as determined by the board and the fire commissioner of the province in accordance with any provincial and municipal laws and regulations relating to them.

32 Restaurants

A holder of a restaurant licence shall

(a) keep the tables in his or her restaurant covered with tablecloths or other equivalent suitable covering or surfacing;

(b) make available for use and use an adequate supply of flatware, china and other table service;

(c) provide adequate menus in his or her restaurant; and

(d) provide in his or her restaurant the other equipment and facilities that the board may require.

33. Hours of sale and prohibition of sale

(1) The hours during which liquor may be sold and consumed on a licensed premises or sold for consumption off a licensed premises under a licence are those prescribed in the Schedule with respect to that licence.

(2) Upon payment of the required fee and as prescribed in the Schedule, an extended licence may be issued extending the hours during which liquor may be sold and consumed on a licensed premises.

(3) Mandatory exit time

33.1 (1) A licensee who is authorized to sell alcoholic beverages under a

(a) restaurant/lounge licence granted under section 8; or

(b) lounge licence granted under section 5,

shall ensure that all patrons vacate the licensed premises within the 60 minutes after the applicable hour of close of sale as set out in the Schedule.

(2) Subsection (1) does not apply where the licensee offers a full service food menu 24 hours a day on a regular basis.

(3) If a licensee to whom subsection (2) applies intends to remain open later than the time set out in subsection (1), he or she shall notify the board.

34. Service and disposition of liquor

(1) All liquor acquired for resale on any licensed premises shall be purchased from the Newfoundland and Labrador Liquor Corporation or a designated outlet permitted under the Liquor Control Act or the Liquor Corporation Act and shall only be purchased under the licensee's licence number and an invoice or receipt of those purchases shall be kept by the licensee.

(2) All liquor sold on any licensed premises shall be dispensed from the original container in which the liquor was purchased.

35. Measurement of spirits served

(1) A drink of spirits served by the holder of a licence shall contain not less than one fluid ounce of spirits.

(2) A licensee shall measure all spirits served in a drink by means of

(a) a clearly marked glass or container of a type approved by the board; or

(b) a mechanical measure of a type approved by the board.

36. Draught beer

- (1) A licensee shall not sell draught beer without the prior written consent of the board.
- (2) Establishments applying for consent to sell draught beer for on premises consumption shall submit to the Newfoundland and Labrador Liquor Licensing Board
 - (a) proposals describing the equipment and system to be used; and
 - (b) subject to section 51 where alterations are contemplated, plans showing the proposed alterations.
- (3) All equipment and systems used in the dispensing of draught beer, including the method of washing and sanitation of those equipment and systems, must be approved by the Department of Health.
- (4) Containers used in the serving of draught beer shall have a capacity of not less than 400 millilitres to contain not less than 350 millilitres of beer upon serving or another size glass or container as may be approved by the board.
- (5) An establishment selling draught beer shall keep posted in a conspicuous place on the licensed premises a price list showing the price of draught beer and the amount of beer served in each container used.

36.1. Minimum price

- (1) In this section, "standard serving" means:
 - (a) 341 millilitres of beer;
 - (b) 355 millilitres of a refreshment beverage;
 - (c) 118 millilitres of wine; and
 - (d) 30 millilitres of spirits.
- (2) The holder of a lounge, club, restaurant, hotel, motel, tourist home, recreational facility, restaurant/lounge, institution, military mess, tour boat, airport establishment, transportation services and special event licence shall not
 - (a) provide free alcoholic liquor to a patron or guest on a licensed premises; and
 - (b) provide alcoholic liquor to a patron or guest on a licensed premises for less than \$1.65 per standard serving inclusive of applicable taxes, or in a larger or smaller serving without an increase or decrease in the price in the same proportion as the increase or decrease in the volume of alcoholic liquor.
- (3) Notwithstanding subsection (2),
 - (a) the holder of a class of licence referenced in subsection (2) may provide free alcoholic liquor to a patron or guest on a licensed premises during a product tasting sponsored by a manufacturer or manufacturer's representative, where
 - (i) approval in writing is obtained from the Newfoundland and Labrador Liquor Corporation prior to the tasting,
 - (ii) a representative of the manufacturer is present on the licensed premises at all times during the tasting, and
 - (iii) no more than 2 standard servings of alcoholic liquor are provided to each patron or guest during the tasting;
 - (b) the holder of a restaurant, hotel, motel or tourist home licence may provide alcoholic liquor free or at a reduced price on the licensed premises as part of an event for which one fee is charged for alcoholic liquor, and overnight accommodation and a meal; and
 - (c) the Newfoundland and Labrador Liquor Corporation may in advance and in writing approve the serving of free or reduced price alcoholic liquor by the holder of a class of licence referred to in subsection (2) for other promotional purposes and functions.
- (4) For the purpose of this section, a question as to whether a product is "beer", "a refreshment beverage", "wine" or "spirits" shall be determined by the category under which that product is listed in the retail price list issued periodically by the Newfoundland and Labrador Liquor Corporation.

37. Cleaning and sterilization of glasses

(1) All glasses shall be washed in hot soapy water at a temperature of not less than 82° Celsius in a thermostatically controlled hot water boiler capable of producing a continuous supply of hot water at a temperature of not less than 82° Celsius.

(2) All glasses shall, when they have been washed in the manner referred to in subsection (1), be rinsed and then sterilized by being placed for 3 or 4 minutes in the third deep sink containing a chlorine solution of 100 parts per million.

(3) Glasses shall not be wiped but shall be allowed to remain bottom up on racks.

(4) Glasses shall be stored mouth down in a clean place.

38. Liquor consumption on premises

(1) All liquor sold under a licence which authorizes the sale of it for consumption on the licensed premises shall be consumed on it, and the licensee shall not allow liquor sold on it to be taken from that licensed premises.

(2) A licensee shall not sell or dispose of liquor in a manner or in a place other than that authorized by his or her licence.

(3) A person shall not consume nor shall any licensee allow a person to consume liquor in a lavatory or toilet on a licensed premises.

39. Other liquor prohibited

A licensee shall not bring or allow to be brought or allow to remain on or in his or her licensed premises spirits or wine that he or she has not purchased from the Newfoundland and Labrador Liquor Corporation or beer that he or she has not purchased from that corporation or a brewery.

40. Waiters

(1) A person employed on a licensed premises who engages in any way in the serving of liquor by the glass or opened bottle shall

(a) be dressed in clean, washable and non-transparent clothing while on duty with both the upper and lower portions of the body covered in a manner satisfactory to the board; and

(b) have a valid subsisting waiter licence.

(2) A licensee shall ensure that persons employed by him or her are dressed in accordance with paragraph (1)(a).

41. Waiter's licence

(1) A person who holds a waiter licence shall deposit it with the licensee of the licensed premises where he or she is employed, and that licensee shall cause the waiter licence to be posted in a conspicuous place on his or her licensed premises.

(2) When the employment of a person holding a waiter licence is terminated, the licensee of the licensed premises where he or she was employed immediately before that termination shall forward the waiter licence of that person to the board.

42. Admittance prohibited

A person other than those for whom adequate seating accommodation is provided shall not be admitted to a licensed premises where liquor is authorized to be served for consumption on that premises.

43. Prohibited persons

A licensee shall not sell or serve liquor to a person who has been interdicted under the Act.

44. Persons under 19 years

A licensee shall not sell liquor to a person who is under the full age of 19 years or who is otherwise disqualified to purchase liquor by or under the Act or these regulations.

45. Tip/gratuity prohibited

A licensee shall not give alcoholic liquor, tip or gratuity either directly or indirectly by way of gift or loan or otherwise to an officer or to a member or employee of the board or of the Newfoundland and Labrador Liquor Corporation.

46. Proof of age

(1) A licensee and his or her servant or agent shall, before selling or serving liquor to a person who appears to be below the full age of 19 years, require proof of that person's age.

(2) A licensee is obliged to establish proof of age and the only acceptable proof of age is an identification card.

47. Presence of underage persons prohibited

Subject to section 48, a licensee shall not allow a person under the full age of 19 years to remain on his or her licensed premises.

48. Exceptions to prohibition

(1) A licensee may allow a person under the age of 19 years

(a) to enter, be in, and remain in a licensed premises which is a hotel, motel, tourist home, restaurant, military mess, brewer's agent, brewer's retail, brewer's distributor, institution or any premises for which a transportation services licence, airport establishment licence, or a recreational facility licence has been issued and to carry on any work, including entertainment in any of those places, other than work involving the handling or dispensing of liquor;

(b) to enter, be in and remain in a licensed premises which is a lounge, club or any premises for which a special events licence has been issued, where the prior approval, in writing, of the board, or its designate, has been obtained by the licensee;

(c) to enter, be in and remain in a licensed premises which is a lounge, club or any premises for which a special events licence has been issued, for the purpose of attending a wedding; or

(d) to enter, be in and remain in a licensed premises which is a restaurant/lounge between the hours of 9:00 a.m. and 9:00 p.m. and to carry on any work, other than the handling or dispensing of alcoholic beverages.

(2) For the purpose of this section, minors may be permitted to be on the premises licensed as a restaurant/lounge between the hours of 9:00 p.m. and 2:00 a.m. , where prior written approval of the board, or its designate, had been obtained by the licensee.

49. Prohibited persons

A licensee and an employee, servant or agent of a licensee shall not allow to be or remain on his or her licensed premises

(a) persons of notoriously bad character;

(b) disorderly or intoxicated persons; or

(c) persons who are disqualified by the Act or these regulations to purchase liquor.

50. Waiter's licence required

A licensee shall not employ a waiter who does not hold a valid waiter licence.

51. Structures and structural alterations

A licensee shall not make structural alterations in or enlargements of his or her licensed premises without the prior written consent of the board.

52. Prohibited structure

In a club, lounge or tavern, a kind of structure which prevents a full view from the dispensing bar is prohibited.

53. Officials and employees of board

The officials, inspectors and other employees of the board shall carry out the instructions of the board and perform the duties that it may direct.

54. Identification of inspector

An inspector shall be issued with an official badge or other means of identification which he or she shall carry with him or her at all times when on duty.

55. Suspension of licence

(1) An inspector generally or specially authorized by the board may suspend a licence for a period not exceeding 30 days where in his or her opinion the licensed premises to which the licence relates is not being operated in accordance with the Act or these regulations or the conditions prescribed in or in respect of such licence.

(2) When an inspector suspends a licence under subsection (1), he or she shall make an immediate report of the suspension to the board and the suspension shall be subject to ratification by the board within the period of 48 hours from the time that it was imposed, and if the suspension is not so ratified within that period, it shall cease to have effect upon the expiration of that period.

56. Reports and returns

(1) A club shall submit with its application for a licence or renewal of it

- (a) a list of the officers of the club;
- (b) a copy of the constitution and by-laws of the club; and
- (c) the number of regular members and the number of associate members of the club.

(2) The number of associate members of a club shall not exceed the number of regular members of it.

(3) A person applying for a renewal of a tourist hotel licence, a motel licence, a tourist home licence, a lounge licence, a club licence, a restaurant licence or a tavern licence shall submit with his or her application for a renewal a report setting out the total purchases of all spirits, wine and beer purchased by him or her during the immediately preceding calendar year, and the report shall be made in a form to be provided by the board and shall be supported by an affidavit or affirmation to be made before a magistrate, a justice of the peace or a commissioner for oaths.

57. Return required

(1) A person holding a tourist hotel licence, a motel licence, a tourist home licence, a lounge licence, a club licence, a restaurant licence or a tavern licence shall submit to the board, on the form appropriate for his or her licence to be supplied by the board for the purposes, a return on the

purchase and sale of all spirits, wine and beer by that licensee during every quarter of a calendar year or portion of that quarter occurring while his or her licence subsists.

(2) The holder of a brewer's retail licence, a brewer's distributor licence or a brewer's agent licence shall if required provide the board with a return, on a form to be supplied by the board for that purpose, of the beer sold, distributed or delivered by him or her.

(3) A licensee shall be considered not to have complied with subsection (1) or (2) unless he or she supplies all of the information required by the appropriate form supplied to him or her by the board for the purpose of making his or her return.

(4) The return to be provided to the board under subsection (1) or (2) shall be delivered to the board within 20 days of the end of the period to which the return relates.

58. Identification cards

(1) An application for an identification card or for the replacement of an identification card previously issued shall be made in the form of the appropriate application form prescribed by the board.

(2) The age and identity of the applicant shall be certified by guarantor as specified in the guarantor's certificate appearing on the reverse side of the appropriate form prescribed by the board.

(3) The applicant shall include with his or her application

(a) 2 black and white photographs taken within 6 months of the date of the application;
and

(b) his or her birth certificate or a certified copy of his or her birth certificate; or

(c) where a birth certificate or certified copy of it is not obtainable, the affidavit of the applicant that he or she has reached the full age of 19 years which must be sworn to or affirmed before a magistrate, a justice of the peace or a commissioner for oaths; and

(d) a fee prescribed by the board.

59. Loss or theft of ID card

Where an identification card is lost or stolen, the person to whom it was issued shall immediately report its loss or theft to the board.

60. Retention of application documents

The board may retain all the applications for identification cards and affidavits made in connection with them in its records for the time that the board may consider appropriate and may order those applications and affidavits to be destroyed or otherwise disposed of after the passage of a period of time to be prescribed by it.

61. Repeal

The Liquor (Licensing) Regulations, 1974, Newfoundland Regulation 396/78, are repealed.

Hours of Sale SCHEDULE

**Hours of Sale and Consumption of all Spirits, Wine and Beer
as Permitted under the Regulations**

**Hotel, Motel, Tourist Home, Lounge, Club, Institution,
Military Mess, Restaurant, Recreational Facility Hours of Sale :**
9:00 a.m. to 2:00 a.m. 7 days a week

Hours of Consumption:
9:00 a.m. to 2:30 a.m. 7 days a week

Restaurant/Lounge Restaurant:

Hours of Sale :
9:00 a.m. to 8:30 p.m. 7 days a week

Hours of Consumption:
9:00 a.m. to 9:00 p.m. 7 days a week

Lounge:

Hours of Sale :
9:00 p.m. to 2:00 a.m. 7 days a week

Hours of Consumption:
9:00 p.m. to 2:30 a.m. 7 days a week

Tour Boat Hours of Sale :
9:00 a.m. to 2:00 a.m. 7 days a week

Hours of Consumption:
9:00 a.m. to 2:30 a.m. 7 days a week

**Sale further restricted to 15 minutes after the boat has left its home berth and sale shall
cease 15 minutes before reaching its home berth**

**Brewer's Agent and Brewer's Retail Hours of Sale :
9:00 a.m. to 2:00 a.m. 7 days a week**

**Special Events Hours of Sale :
As specified on the licence only
Hours of Consumption:
One-half hour tolerance beyond the hours of sale**

New Year's Eve

**Hotel, Motel, Tourist Home, Lounge, Club, Restaurant,
Restaurant/Lounge, Military Mess, Institution, Recreational Facility Hours of Sale :
9:00 a.m. to 3:00 a.m. of the immediately succeeding day**

**Hours of Consumption:
9:00 a.m. to 3:30 a.m.**

Extended Licences

**Hotel, Motel, Tourist Home, Lounge, Club, Institution,
Military Mess, , Restaurant/Lounge, Recreational Facility,
Tour boat, Special Events Hours of Sale :
9:00 a.m. to 3:00 a.m. of the day immediately succeeding Thursday, Friday, Saturday and
Sunday**

**Hours of Consumption:
9:00 a.m. to 3:30 a.m. of the day immediately succeeding Thursday, Friday, Saturday and
Sunday**

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