

Commercial Liquor Permittee Policy Manual



Saskatchewan
Liquor and Gaming
Authority

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CHAPTER I - GENERAL INFORMATION

1. Introduction

- a) Provincial laws typically define the rights and responsibilities of persons involved in the beverage alcohol industry in Saskatchewan. The Saskatchewan Liquor and Gaming Authority (SLGA), a corporate body created by law, issues permits to persons for the possession, sale, use, importation, or manufacture of beverage alcohol. SLGA regulates the operation of premises for which a permit has been issued. Throughout this Manual, the term “establishment” means any premises which operate under a permit issued by SLGA.
- b) The operation of an establishment is governed by *The Alcohol and Gaming Regulation Act, 1997*, *The Alcohol Control Regulations, 2002*, and terms and conditions imposed on a permit or an endorsement. A permit holder must also operate an establishment in accordance with municipal, provincial, and federal laws.
- c) The purpose of this Manual is to assist a permit holder and the employees of an establishment to understand and comply with the requirements and responsibilities concerning the day-to-day operation of an establishment. Specifically, this Manual highlights key provisions from *The Alcohol and Gaming Regulation Act, 1997*, and *The Alcohol Control Regulations, 2002*, and documents SLGA’s policies and standard permit terms and conditions.
- d) This Manual does not replace *The Alcohol and Gaming Regulation Act, 1997* or *The Alcohol Control Regulations, 2002*. It is the responsibility of a permit holder and the employees of an establishment to read and understand the *Act* and its regulations.

2. How to Use This Manual

- a) Overall Organization
 - i) This Manual is organized into chapters, as outlined in the Table of Contents. Section breaks assist in identifying the name and location of each of the chapters.
 - Five chapters deal with specific classes of commercial permits, and each chapter has information relevant only to a specific class of commercial permit. ***For information about the different classes of permits, see the following: Chapter III - Restaurant Permit; Chapter IV - Tavern Permit; Chapter V - Special Use Permit; Chapter VI - Manufacturer Permit, Chapter VII - U-Brew/U-Vin Operation permit.***
 - The information in the remaining chapters applies equally to all classes of commercial permits.

- ii) To locate information on a particular topic, use any or all of the following methods:
 - Consult the Table of Contents located at the front of the Manual.
 - Consult the Index located at the back of the Manual.
 - Identify the class of permit that you hold or are interested in obtaining information on, and consult the applicable chapter.

b) Revisions to Material in Manual

- i) SLGA will post new or revised material on the SLGA website as required. For a quick and easy Commercial Liquor Permittee Policy Manual update visit www.slga.gov.sk.ca.

3. Permit Classes (type)

a) SLGA issues the following classes of commercial permits:

- i) Restaurant permit – Available where the primary business and source of revenue generated in the premises is the preparation and sale of food for consumption on the premises.
- ii) Tavern permit – Available where the primary purpose of a proposed establishment is the sale of beverage alcohol for the consumption on the premises. Establishments in this category include brew pubs, nightclubs, or beverage rooms located in hotels or motels.
- iii) Special use permit – Available where the primary purpose of a proposed establishment is the provision of facilities for recreational, sport, social or entertainment activities or the provision of public conveyances for the purpose of providing public transportation or delivery of beverage alcohol. Establishments in this category include private clubs, golf clubs, billiard halls, sports stadiums, theatre or concert premises, military messes, curling clubs, bus, limousine, home delivery, etc.
- iv) Manufacturer permit – Available where the primary purpose of a proposed establishment is the manufacture of beverage alcohol. Establishments in this category include breweries, distilleries, wineries, or brew pubs.
- v) U-Brew/U-Vin Operation permit – Available where the primary purpose of a proposed establishment is the provision of a facility, ingredients and services to persons for the purpose of manufacturing beer, wine, cider or coolers for personal consumption in a private place or for consumption by others in a private place at no charge.

4. SLGA Responsibilities

- a) SLGA is responsible for the regulation of establishments and the distribution of beverage alcohol in Saskatchewan and:
 - i) reviews permit and endorsement applications and renewals;
 - ii) issues permits and endorsements;
 - iii) inspects establishments;
 - iv) enforces terms and conditions, regulations, and legislation respecting the operation of establishments;
 - v) educates permit holders about regulatory requirements for the purpose of preventing violations in establishments.
- b) A permit holder or employees of an establishment may direct inquiries to SLGA by:
 - i) calling 1-800-667-7565; or
 - ii) contacting specific persons or branches of SLGA. *For a list of contact persons, telephone numbers, and addresses, see the Appendix of this Manual.*

5. Legislation, Regulations, Policies and Terms and Conditions

- a) *The Alcohol and Gaming Regulation Act, 1997*
 - i) *The Alcohol and Gaming Regulation Act, 1997* is the primary legal source that grants rights to and imposes requirements and responsibilities on a permit holder and the employees of an establishment.
 - ii) SLGA may impose sanctions against a permit holder where the permit holder fails to comply with *The Alcohol and Gaming Regulation Act, 1997*.
- b) *The Alcohol Control Regulations, 2002*
 - i) Regulations are also a form of law. They provide more details about topics addressed in an *Act*.
 - ii) SLGA may impose sanctions against a permit holder where the permit holder fails to comply with *The Alcohol Control Regulations, 2002*.

c) SLGA Policies

- i) SLGA has developed policies over the years in its regulation of establishments under *The Alcohol and Gaming Regulation Act, 1997* and *The Alcohol Control Regulations, 2002*. These policies have proven useful:
 - in explaining to the public and permit holders how SLGA interprets and applies *The Alcohol and Gaming Regulation Act, 1997*, and its regulations; and
 - in promoting consistency in the decisions made by SLGA.
- ii) SLGA may impose sanctions against a permit holder where the permit holder fails to comply with SLGA's policies.
- iii) SLGA considers and applies its policies when determining permit refusals, suspensions, cancellations and administrative penalties (fines). However, in unique or other appropriate circumstances, a permit holder will have the option to justify, to SLGA's satisfaction, that a policy need not be adopted or applied.
- iv) A permit holder may contact the Liquor Licensing Branch if the permit holder needs more information about SLGA's policies or wishes to make representations about the application of a policy to a particular situation. *For a list of contact persons, telephone numbers, and addresses, see the Appendix of the Manual.*

d) Terms and Conditions on a Permit or Endorsement

- i) SLGA may impose specific requirements respecting the operation of an establishment by setting terms and conditions on a permit or its endorsement. For example, a tavern permit for a tavern-nightclub has a term and condition restricting its operation to evening hours.
- ii) SLGA may set terms and conditions that apply to:
 - all classes of permits or endorsements;
 - particular classes of permits or endorsements; or
 - an individual permit or endorsement.
- iii) SLGA may impose sanctions against a permit holder where the permit holder fails to comply with any of the terms and conditions on a permit or its endorsement.

CHAPTER II - PERMIT APPLICATION, RENEWAL AND SALE OF ESTABLISHMENT

1. Application Process – General Information

- a) A permit holder who wants to apply for a permit for an establishment or to change the class of permit for the existing establishment should consult this Manual to obtain information about the particular class of permit requested. *For information about the different classes of permits, see the following: Chapter III – Restaurant Permit; Chapter IV – Tavern Permit; Chapter V – Special Use Permit; Chapter VI – Manufacturer Permit; Chapter VII – U-Brew/U-Vin Operation Permit.*
- b) To initiate an application for a permit, contact the Liquor Licensing Branch. *For a list of contact persons, telephone numbers, and addresses, see the Appendix of this Manual.*
- c) Liquor Licensing Branch reviews an application for a permit and the supporting documents by considering the following:
 - i) compliance with preliminary permit restrictions or pre-conditions;
 - ii) eligibility and suitability of the applicant or those individuals associated with the applicant;
 - iii) suitability of the location, construction, equipment, furnishings and operation of the proposed establishment; and
 - iv) views (objections) expressed by members of the local community in which the proposed establishment is to be located.
- d) A permit holder who wants a permit endorsement to sell beverage alcohol under specific circumstances (e.g. patio, off-sale, etc.) should consult this Manual to obtain information about the particular endorsement requested. *For more information about the different endorsements, see Chapter VIII – Permit Endorsements.*
 - i) To apply for a permit endorsement, contact the Liquor Licensing Branch. *For a list of contact persons, telephone numbers, and addresses, see the Appendix of this Manual.*
 - ii) A permit holder who wants a minors endorsement to allow minors in an establishment should consult this Manual to obtain information about minors endorsements. *For more information, see the Minors section in the Chapter pertaining to your permit; Chapter III – Restaurant Permit; Chapter IV – Tavern Permit; Chapter V – Special Use Permit; Chapter VI – Manufacturer Permit; Chapter VII – U-Brew/U-Vin Operation Permit.*

2. Change of Ownership (Sale/Purchase and Lease) or Relocation of an Existing Establishment

- a) As a general rule, a permit cannot be transferred to any person or to any other premises. An application for a new permit is required where there is:
 - i) a change of ownership for an existing establishment;
 - ii) a relocation of an existing establishment; or
 - iii) a requested change of the class of permit for an existing establishment.
- b) A purchaser or tenant of an existing establishment must be granted a new permit before providing beverage alcohol service in the establishment. The parties should provide sufficient time in the transaction to allow the purchaser or tenant to obtain a new permit before taking over the establishment's operation.
- c) No floor plans are required unless the applicant proposes to renovate the establishment.
- d) If a permit holder is a business corporation or any other form of organization (e.g. partnership, non-profit corporation, etc.), any proposed changes to its executive management (e.g. officers, directors, etc.) or ownership/membership (partners, shareholders, etc.) must be reported immediately to the Liquor Licensing Branch. The proposed changes require an evaluation of an individual's character for the purpose of *The Alcohol and Gaming Regulation Act, 1997*.
 - i) If a permit holder fails to follow this procedure, the permit holder risks delays in having their permit renewed. SLGA may refuse renewal until it completes an evaluation of the individual's character. *To contact the Liquor Licensing Branch about this issue, see a list of contact persons, telephone numbers, and addresses in the Appendix of this Manual.*
- e) SLGA may authorize the transfer of a permit for a transfer fee of \$50.00 in any of the following circumstances:
 - i) if a partner withdraws from a partnership that was a permittee and the remaining partners apply for a transfer of the permit;
 - ii) if the permittee is the sole proprietor who establishes a corporation in which he or she is the sole officer, director and shareholder and applies to SLGA for a transfer of the permit to the corporation;
 - iii) if the permittee is composed of persons in a partnership who establish a corporation in which they are the sole officers, directors and shareholders and they apply to SLGA for a transfer of the permit to the corporation;

- iv) if the permittee is a corporation, the officers, directors and shareholders of which establish a new corporation in which they are the sole officers, directors and shareholders and they apply to SLGA for a transfer of the permit to the new corporation;
 - v) if the permittee is a corporation, the sole officer, director and shareholder of which becomes a sole proprietor and applies to SLGA for a transfer of the permit from the corporation;
 - vi) if the permittee is a corporation, the officers, directors and shareholders of which form a partnership and apply to SLGA for a transfer of the permit to the partnership;
 - vii) if a trustee in bankruptcy or a court-appointed receiver acquires the business of a permittee as trustee in bankruptcy or as court appointed receiver and in that capacity applies to SLGA for a transfer of the permit from the permittee;
 - viii) if a mortgagee, franchisor or lessor takes lawful possession of the permitted premises and applies to SLGA for a transfer of the permit from the mortgagor, franchisee or lessee, as the case may be.
- f) SLGA shall not grant a transfer of a permit if at the time of the application SLGA is of the opinion that it would not issue a permit to the applicant were they applying for a permit at that time or if:
- i) SLGA or the Liquor and Gaming Licensing Commission (Commission) suspends or cancels the permit or any existing reviewable endorsement to the permit;
 - ii) SLGA imposes new terms and conditions on the permit or any reviewable existing endorsement;
 - iii) SLGA assesses a penalty against the existing permit holder pursuant to section 39.1 of the *Act*;
 - iv) The good character requirement had not been met; and
 - v) The permit was surrendered or is no longer in effect.
- g) The general rule that prohibits the transfer of a permit to any person or to any other premises does not apply in the following situations:
- i) On the death of a permit holder who is an individual (sole proprietor), a permit continues in force until it expires. The rights and responsibilities associated with the permit must be exercised only by the trustee, executor, or administrator of the estate of the deceased permit holder, or a manager of the establishment approved by SLGA.
 - ii) If an establishment is destroyed, a permit continues in effect:

- for the new premises constructed on the site of the destroyed premises; or
- for any other site within the same municipality, provided that the original permit holder occupies the site and the site receives SLGA's approval.

3. Permit Renewal

- a) A permit expires on the date specified on it as the expiry date. A permit holder who has not renewed the permit on or before its expiry date is prohibited from selling beverage alcohol. It is an offence to sell or serve beverage alcohol in an establishment without a valid permit.
- b) The Liquor Licensing Branch sends an application or notice for permit renewal approximately 30 days before the permit's expiry date. A permit holder should immediately contact the Liquor Licensing Branch if the notification for permit renewal is not received. *For a list of contact persons, telephone numbers, and addresses, see the Appendix of this Manual.*
- c) The Liquor Licensing Branch must receive a completed renewal application and the appropriate fees before it may consider and, if appropriate, renew the permit. Applications must be submitted well in advance to allow time for processing.
- d) SLGA may refuse to renew a permit for several reasons, including the following:
 - i) SLGA has evidence that the permit holder is not of good character.
 - ii) The character of the permit holder's employees and/or associates is in question.
 - iii) The character of any person who is a shareholder, partner, officer or director of the permit holder is in question.
 - iv) The permit holder has failed to comply with the rules governing the establishment, and the establishment's compliance history is poor.
 - v) The permit holder has completed structural renovations in the establishment without SLGA's approval.
 - vi) The permit holder is bound by an agreement to sell a particular kind or brand of beverage alcohol.
 - vii) The permit holder unduly discourages the sale or consumption of other manufacturers' beverage alcohol products as a result of:
 - a manufacturer's interest or involvement in the property or operation of the establishment; or
 - a manufacturer's financial assistance to the applicant.

- viii) The form of organization previously holding the permit has changed (e.g. sole proprietor becomes business corporation, etc.).
- ix) The permit holder is an organization (e.g. partnership, business or non-profit corporation, etc.) and it has changed its executive management (e.g. officers, directors, etc.) or ownership/membership (partners, shareholders, etc.) without prior notification to the Liquor Licensing Branch. The changes require an evaluation of an individual's character for the purpose of *The Alcohol and Gaming Regulation Act, 1997*.
- e) If SLGA refuses to renew a permit, the permit holder may within fifteen (15) days after receiving notice of SLGA's decision request a review of this decision by the Liquor and Gaming Licensing Commission. The Commission is a body created by law which functions independently from SLGA. On a request for review, the Commission will hold a hearing concerning SLGA's refusal to renew a permit. If an oral hearing is held, SLGA, the permit holder, the lawyers for the parties, and the public may be present and generally, a hearing resembles a court proceeding. Based on the evidence at the hearing and any written submissions, the Commission makes its ruling and communicates it to all parties. The Commission will either grant or deny the renewal of the permit.

4. Structural Changes and Renovations to an Existing Establishment

- a) A permit holder who wants to make renovations or structural changes to any area of a permitted establishment should consult this Manual to obtain information about the approval procedure for renovations or structural changes. *For information about this issue, see the Section Facility Standards – Structural Changes and Renovations in the Chapter pertaining to your permit: Chapter III – Restaurant Permit; Chapter IV – Tavern Permit; Chapter V – Special Use Permit; Chapter VII – U-Vin/U-Brew Operation Permit.*
- b) To initiate the approval for renovations or structural changes, contact the Liquor Licensing Branch. *For a list of contact persons, telephone numbers, and addresses, see the Appendix of this Manual.*

5. Application, Permit and Renewal Fees

- a) An applicant must pay a non-refundable permit application fee of \$200. (This does not apply to a renewal of a permit).
- b) The applicant must also pay a permit fee before the granting of a permit and subsequently, at the time of its renewal. The following table outlines the applicable permit and renewal fees.

c. Permit and Renewal Fees

TYPE OF PERMIT	CITY	TOWN	VILLAGE	HAMLET	RESORT / RM / SEASONAL
Restaurant	\$250	\$175	\$125	\$75	\$175
Tavern, other than a Nightclub	200	150	100	50	150
Tavern, Nightclub	600	250	250	250	250
Special Use	200	150	100	50	150
Manufacturer	500	500	500	500	500
U-brew/U-vin Operation	200	150	100	50	150
Interim/Provisional	100	100	100	100	100
Transfer Fee	50	50	50	50	50

6. References

The information in this Chapter is a summary of the policies, standard terms and conditions imposed on a permit, and the key provisions of *The Alcohol and Gaming Regulation Act, 1997* and *The Alcohol Control Regulations, 2002*. For convenience, this section identifies the key provisions of *The Alcohol and Gaming Regulation Act, 1997*, and *The Alcohol Control Regulation, 2002* for the corresponding topics in this Chapter.

Application Process – Restrictions on Permit Applications

- *The Alcohol and Gaming Regulation Act, 1997* – Section 136.
- *The Alcohol Control Regulations, 2002* – Section 52.

Application Process for Premises with No Prior Permit

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 47, 56, 57, 58, 59, 59.1, 60, 61, 62, 136.
- *The Alcohol Control Regulations, 2002* – Sections 4, 51, 67, 68, 69.

Change of Ownership (Sale/Purchase) or Relocation of an Existing Establishment

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 42, 47, 57, 58, 59, 59.1, 60, 61, 62, 64, 69, 136.
- *The Alcohol Control Regulations, 2002* – Sections 4, 51.

Permit Renewal

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 19(1)(d), 47, 136, 137, 138(1).
- *The Alcohol Control Regulations, 2002* – Sections 4(4), 40.

Structural Changes and Renovations to an Existing Establishment

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 44(c), 56(1), 70.

Application, Permit, and Renewal Fees

- *The Alcohol and Gaming Regulation Act, 1997* – Section 41.
- *The Alcohol Control Regulations, 2002* – Section 53.

CHAPTER III - RESTAURANT PERMIT

1. Primary Business

- a) A restaurant permit may be issued where the primary business and source of revenue generated in the premises is the preparation and sale of food for consumption on the premises.

2. Facility Standards

a) Suitability of a Restaurant Establishment

- i) SLGA allows a restaurant permit to be issued and to continue in effect only if food is prepared and consumed on the premises and the location, construction, equipment, furnishings, and operation of the establishment consistently meet the standards set out in *The Alcohol and Gaming Regulation Act, 1997*, *The Alcohol Control Regulations, 2002*, and terms and conditions on a permit or endorsement and SLGA's policies. If these standards are not met, SLGA may refuse to issue a permit or may impose sanctions against the restaurant permit holder.
- ii) The permit holder shall follow the facility standards set out in building codes, health and fire regulations, and other relevant federal, provincial, and municipal legislation and regulations.

b) Washrooms

SLGA applies the following standards respecting washrooms in a restaurant establishment:

- i) Washrooms shall be approved by the local Municipal Building Authorities in accordance with established Building and Health Codes.
- ii) Numbers of washrooms required are based on rated capacity as follows:
 - Capacity in all permitted outlets is based on the maximum number of persons allowed to be present at any one time in a particular premise as determined by the National Fire Code of Canada.
- iii) Municipalities are responsible for the enforcement of the National Building Code, which may require operators to install handicapped washroom facilities. Consult your local municipality or the Provincial Building Standards Branch in Regina at (306) 787-4113 for further information.

OUTLET RATED CAPACITY	WASHROOM FIXTURES				
	MALE WASHROOM			FEMALE WASHROOM	
	Toilets	Urinals	Sinks	Toilets	Sinks
1 – 50	1	0	1	1	1
51 – 100	1	0	1	2	1
101 – 150	1	1	1	3	1
151 – 200	1	1	1	4	2
201 – 250	1	2	1	5	2
251 – 300	1	2	1	6	3
301 – 350	1	3	2	7	3
351 – 400	1	3	2	8	4
401 – 500	2	3	2	9	4
501 – 600	2	3	2	10	5
601 – 700	2	4	3	11	5
701 – 800	2	4	3	12	6
Over 800	7 plus 1 for each additional increment of 200 males in excess of 400			13 plus 1 for each additional increment of 100 females in excess of 400	

iv) Standards should be at such a level that the quality of the facilities would be able to be maintained by the permittee. This will include both the condition of the facilities themselves and the level of cleanliness.

c) Furnishings and Equipment

SLGA applies the following standards respecting furnishings and equipment in a restaurant establishment:

- i) Furnishings and equipment are to be of a quality that ensures proper working order and standard of cleanliness.
- ii) Floor coverings in food preparation and service areas are to be of a high quality.
- iii) Sanitizing equipment for proper sterilization of dishes, glassware, etc. is to be used. *For more information, contact your local health authority.*

d) Structural Changes and Renovations

- i) A restaurant permit holder who wants to make renovations or structural changes to any area of an establishment should immediately contact the Liquor Licensing Branch to obtain information about the approval procedure. *For a list of contact persons, telephone numbers, and addresses, see the Appendix of this Manual.*

- ii) SLGA requires a restaurant permit holder to obtain approval from the Liquor Licensing Branch **before** making any renovations or structural changes. If this procedure is not followed, the restaurant permit holder risks consequences. SLGA may suspend or cancel a restaurant permit if the renovations or structural changes fail to meet the standards set out in *The Alcohol and Gaming Regulation Act, 1997*, *The Alcohol Control Regulations, 2002*, and terms and conditions on a permit or endorsement and SLGA's policies.
 - iii) To obtain approval, the restaurant permit holder must provide a floor plan drawn to scale showing the proposed renovations or structural changes in relation to the existing establishment. A liquor inspector reviews the floor plan, inspects the establishment, and completes a Floor Plan Report.
 - iv) If the Liquor Licensing Branch finds the floor plan to be satisfactory, the restaurant permit holder must:
 - obtain stamps of approval on the floor plans from the local fire, building, municipal, and health authorities;
 - submit to the Liquor Licensing Branch:
 - two copies of the floor plan with the required stamps of approval; and
 - on request, any other details.
 - v) SLGA inspectors conduct a final inspection of the renovations or structural changes upon their completion.
 - vi) The approval respecting the proposed renovations or structural changes will be communicated in writing to the restaurant permit holder.
- e) Establishments Operating Under the Authority of Two Permits
- i) Separate outside entrances are required for each of the permitted areas. Entrances that would require walking through one permitted area en route to another would not be acceptable.
 - ii) Permitted areas must be separated by a permanent solid divider that does not allow for sight from one area into another. Open door ways are prohibited.
 - iii) Dividers must be at least six feet high.
 - iv) The establishments may have common washrooms adjacent to both permitted areas; however, the washrooms must not be located in the minors restricted establishment and patrons must have indoor access to the washrooms without entering the minors restricted establishment.

3. Endorsements on Restaurant Permit

- a) An endorsement is an addition or an addendum to a permit. When combined with a permit, an endorsement allows a restaurant permit holder to sell beverage alcohol under specific circumstances. Each type of endorsement has its own rules that must be followed. *For more information about eligibility and requirements for specific endorsements, see Chapter VIII – Permit Endorsements.*
- b) An applicant for a restaurant permit or a restaurant permit holder may apply for one or more endorsements. The following endorsements may be issued on a restaurant permit:
- i) A **banquet room endorsement** authorizes the sale of beverage alcohol in a banquet room connected to the restaurant establishment.
 - ii) A **catering endorsement** authorizes beverage alcohol service at special occasion events held in locations away from the restaurant establishment (e.g. community hall).
 - iii) A **lounge endorsement** authorizes the sale of beverage alcohol in a lounge connected to the restaurant establishment.
 - iv) A **nightclub endorsement** authorizes a restaurant establishment (including its lounge or patio, or both) to operate as a nightclub during evening hours. **Nightclub endorsements are no longer issued for restaurants. A restaurant permit holder that currently operates under a nightclub endorsement may continue to do so until such time as there is a change in ownership.**
 - v) An **off-sale (wine only) endorsement** authorizes the sale of wine in closed containers for consumption away from the restaurant establishment to patrons who have consumed a meal in the restaurant.
 - vi) A **patio endorsement** authorizes the sale of beverage alcohol in a patio adjacent to the restaurant establishment.
 - vii) A **room service endorsement** authorizes the sale of beverage alcohol to guests in the guest rooms of a hotel or motel where the restaurant establishment is in, or adjacent to, the hotel or motel.
 - viii) A **self-service mini-bar endorsement** authorizes the sale of beverage alcohol from locked compartments located in the guest rooms of a hotel or motel where, the restaurant establishment is in, or adjacent to, the hotel or motel.
 - ix) A **sidewalk café endorsement** authorizes the sale of beverage alcohol in a designated municipal area (sidewalk), which is adjacent to the restaurant establishment. **SLGA does not issue this endorsement unless the municipality in question allows a restaurant establishment to operate a sidewalk café.**

- x) A **minors endorsement** allows minors to be present as non-drinking patrons or employees in a restaurant establishment. *For more information about a minors endorsement for a restaurant establishment, see Section 8 of this Chapter.*

4. Food Service

- a) The food service requirements in this paragraph only apply to the main restaurant area. These requirements do not apply to the adjacent areas of the restaurant establishment (lounge, patio), nor to the restaurant establishment when it operates as a restaurant-nightclub (nightclub endorsement).
 - i) Beverage alcohol service to a patron in a restaurant establishment may **only** be provided **as part of a meal** served to the patron in the restaurant establishment. A meal may consist of a full course meal or light meal. A **full course meal** means the serving of multiple dishes or courses e.g. soup/salad/meat/dessert. A **light meal** means a serving of one dish which is typically a smaller serving and may be referred to as an appetizer, e.g. nachos, dry ribs, chicken fingers, sandwiches, salads, etc. **Snacks** such as chips or peanuts do not qualify as a meal.
 - ii) A restaurant permit holder must maintain the food – beverage alcohol sales ratio specified in *The Alcohol Control Regulations, 2002*. The required sales ratio is at least one dollar of food sales for each dollar of beverage alcohol sales calculated on a monthly basis (banquet room exempt).
 - iii) SLGA requires a restaurant permit holder to provide a menu selection of at least six full course meals.
- b) The food service requirements in this paragraph only apply to the adjacent areas of a restaurant establishment (lounge, patio) or to the restaurant establishment when it operates as a restaurant-nightclub (nightclub endorsement).
 - i) A variety of light meals and non-alcoholic beverages must be available to patrons during all hours that beverage alcohol service is available. Light meals means a serving of one dish which is typically a smaller serving and may be referred to as an appetizer (e.g. nachos, dry ribs, chicken fingers, sandwiches, salads, etc.).
 - ii) If a restaurant establishment closes prior to its adjacent areas, the light meals requirement remains in effect.
 - iii) Patrons may be served beverage alcohol without any food service, and the food-beverage alcohol sales ratio does not apply at any time. However, in the case of a restaurant establishment with a nightclub endorsement, this provision only applies when it operates as a nightclub.

- c) Additional food service requirements apply to a lounge authorized to alter its style of operation on Sundays by focusing on food service (Sunday Brunch). *For more information about food service requirements during the authorized period, see Section 6 of this Chapter.*

5. Wine Recorking

A permittee who sells wine by the bottle is required, when requested by a customer, to recork a bottle of wine that was purchased at the permitted premises. This will allow customers to legally remove and transport the unfinished bottle of wine from the permitted premises.

- a) The wine must be purchased from the permitted establishment.
- b) Unfinished bottle(s) of wine must be sealed with a cork (natural or synthetic) that is flush with the top of the bottle.
- c) Wine bottles with a twist off cap must be sealed with a cork that is flush with the top of the bottle.
- d) Wine recorking only applies to opened bottles of wine; not to beer or spirits.
- e) The unfinished bottle of wine cannot be taken to another permitted establishment and re-opened.
- f) The sale of wine in closed containers for consumption away from the restaurant establishment is allowed to patrons who have consumed a meal in the restaurant and the restaurant has an off-sale (wine only) endorsement. *For more information about wine off-sale, see Section 7 of Chapter VIII Permit Endorsements.*
- g) Transportation of the recorked bottle of wine must comply with *The Alcohol and Gaming Regulation Act, 1997*, where no person shall consume beverage alcohol in a vehicle. Beverage alcohol may be in a vehicle for the purpose of transporting the beverage alcohol from the place at which it was lawfully obtained to a place where it may be lawfully kept or consumed.

6. Additional Options for Operation

- a) Sunday Brunch – Lounge connected to Restaurant
 - i) A restaurant permit holder with a lounge endorsement may be authorized by SLGA to allow minors in a lounge **on a Sunday** for the sole purpose of eating a meal (Sunday Brunch).
 - ii) The hours for Sunday Brunch are between 8:00 a.m. and 3:00 p.m. **Beverage alcohol service is available from 12:00 noon to 2:00 a.m.** *For more information on the maximum regulated hours, see Section 10 of this Chapter.*

- iii) During Sunday Brunch hours, a brunch/luncheon buffet or comparable meal service must be available to patrons in the lounge. Minors may be present for the sole purpose of eating a meal, and they need not be accompanied by an adult. The restriction prohibiting minors from accessing or viewing the play of VLTs remains in effect.
- iv) When Sunday Brunch hours cease, the general food service requirement applies (variety of “light meals” and non-alcoholic beverages).

7. Temporary Endorsements

A temporary endorsement may also be granted which allows a permit holder to sell beverage alcohol under specific circumstances for a specific time frame. A temporary endorsement is issued via a letter from SLGA and must be attached to the permit for the duration that the temporary endorsement is in effect.

- A **temporary extension endorsement** authorizes the sale of beverage alcohol during a social function in a designated, non-permitted area, which is within the restaurant establishment.
- A **temporary patio endorsement** authorizes the sale of beverage alcohol during a specific community event in a designated outdoor area, which is adjacent to the restaurant establishment.

a) Description and Eligibility

- i) A temporary patio endorsement authorizes the sale of beverage alcohol during a special community event in a designated outdoor area which is adjacent to the main establishment. Special community events include sports days, local festivals, homecoming celebrations, and other comparable events. Adequate security is required to ensure proper supervisory control.
- ii) A temporary extension endorsement authorizes the sale of beverage alcohol during a social function in a designated non-permitted indoor area which is within the main establishment. An extension is granted where a large social function requires additional area to accommodate increased capacity. Adequate security is required to ensure proper supervisory control.

b) Facility Standards

- i) SLGA applies the standards described in this paragraph respecting the location and construction of a temporary patio.
 - A temporary patio is to be defined and segregated by a portable enclosure at least 1.524 metres (5 feet) high (e.g. fence, partitions, wall, etc.). A rope is not acceptable.

- The location of the temporary patio is to be suitably connected or adjacent to the main permitted area; the entrance to the patio is through the permitted area.
 - Portable washrooms may be required to meet building and health codes.
- ii) The maximum capacity for a temporary patio is set in by SLGA accordance with the *National Fire Code of Canada* and must not be exceeded by the total of all individuals on the permitted temporary patio, staff included.
- c) Food Service
- i) The general food service requirement applies in a temporary patio or extension area (variety of light meals and non-alcoholic beverages). The food-beverage alcohol sales ratio does not apply at any time in the temporary patio or extension area, and beverage alcohol may be served without requiring food service. *For more information about the food service requirement, see Section 4, “Food Service” in this Chapter.*
- d) Operation of a Temporary Patio or Temporary Extension Area
- i) Minors are allowed in a temporary patio or extension area adjoining a restaurant, but they are prohibited from being in a temporary patio or extension area adjoining a lounge. *For more information about the requirements and restrictions for minors, see Section 8, “Minors” in this Chapter.*
- ii) Unless restricted on the temporary patio or extension endorsement, the hours and days of beverage alcohol service in the temporary patio or extension area shall correspond to those available in the main establishment. *For more information on this issue, see Section 10, “Hours and Days of Operation” in this Chapter.*
- iii) The temporary patio or extension area is to be controlled and operated by the permit holder of the main establishment which adjoins the temporary patio or extension area.
- iv) A permit holder shall sell only the types of beverage alcohol in the temporary patio or extension area that are authorized for sale in the main establishment.
- e) Application Process
- i) To apply for a temporary patio or extension endorsement, contact the Liquor Licensing Branch **at least fifteen (15) days before the event to allow sufficient time to process your request.** *For a list of contact persons, telephone numbers, and addresses, see the Appendix of this Manual.*
- ii) For a temporary patio endorsement, an applicant must submit:
- where necessary, a copy of the municipal approval authorizing beverage alcohol service (e.g. municipal property used as temporary patio);

- a description of the special community event for which the temporary patio is to be used, and the requested dates for a temporary patio endorsement;
 - a sketch showing location and dimensions of the proposed temporary patio and main establishment; description of material used for the enclosure surrounding the temporary patio; and availability and location of facilities (washrooms, etc.); and
 - security plans for the event.
- iii) For a temporary extension endorsement, an applicant must submit a description of the function for which the extension area is to be used, and the requested dates for a temporary extension endorsement.

8. Minors

a) General Prohibition Against Minors

- i) A minor is a person under the age of 19 years. A restaurant permit holder or the employees of an establishment must not:
- sell or give beverage alcohol to a minor;
 - allow a minor to consume beverage alcohol in the restaurant establishment or its adjacent areas; or
 - allow a minor to be present in the restaurant establishment or its adjacent areas unless authorized by *The Alcohol and Gaming Regulation Act, 1997*, *The Alcohol Control Regulations, 2002*, or a minors endorsement on a permit.
- ii) A restaurant permit holder must obtain a minors endorsement from SLGA before minors may be allowed to be present as non-drinking patrons or employees in the restaurant establishment or its adjacent areas. To obtain a minors endorsement, contact the Liquor Licensing Branch. *For a list of contact persons, telephone numbers, and addresses, see the Appendix of this Manual.*

b) Restaurant Establishment (No Nightclub Endorsement)

- i) Under a minors endorsement, minors may be present as non-drinking patrons or employees in the main restaurant, patio, or banquet room. However, the following restrictions apply:
- Minors may be employed to provide non-alcohol related services (food service, etc.). They must not act in any way in the sale, handling, or service of beverage alcohol (includes taking or placing beverage alcohol orders).

c) Restaurant Establishment (With Nightclub Endorsement)

- i) Under a minors endorsement, minors may be present as non-drinking patrons during restricted hours or as employees in the main restaurant, patio, or banquet room. However, the following restrictions apply:
- Minors must not be present as patrons after 8:00 p.m.
 - Minors may be employed to provide professional entertainment and emergency maintenance (e.g. plumbing, heating, etc.) and if there are no VLTs, provide non-alcohol related services (e.g. food service, coat check, etc.). Minors must not act in any way in the sale, handling, or service of beverage alcohol (includes taking or placing beverage alcohol orders).
- d) Lounge
- i) A lounge is typically minors-restricted; however, a Sunday Brunch endorsement from SLGA allows limited access by minors as non-drinking patrons. Under a Sunday Brunch endorsement, the restrictions include:
- Minors may be present only on Sundays for the sole purpose of eating a meal during Sunday Brunch hours. The maximum hours for Sunday Brunch are between 8:00 a.m. and 3:00 p.m.
 - Minors need not be accompanied by an adult.
 - Minors are prohibited from accessing or viewing the play of VLTs.
- ii) Under a minors endorsement, minors may be employed in a lounge; however, the following restrictions apply:
- Minors may provide professional entertainment, emergency maintenance (e.g. plumbing, heating, etc.) and if there are no VLTs, non-alcohol related services (food service, coat check, etc.).
 - Minors must not act in any way in the sale, handling or service of beverage alcohol (includes taking or placing beverage alcohol orders).
- iii) *This paragraph highlights only rules pertaining to minors. For more information about eligibility and general requirements for a Sunday Brunch endorsement, see Section 6 of this Chapter.*
- e) Son, Daughter or Spouse who is a Minor
- i) A minor who is a son, daughter or spouse of a restaurant permit holder or of a manager of a restaurant establishment may be present in the establishment or its adjacent areas (lounge, patio, etc.) when beverage alcohol service is prohibited. A minors endorsement is not required in this situation.
- f) Checking Identification for Minors
- iv) A restaurant permit holder or the employees of a restaurant establishment must demand proof of age from a person if it appears that the person is a minor and the person:

- is attempting to enter the restaurant establishment where minors are prohibited or any of its adjacent areas where minors are prohibited;
 - is attempting to purchase beverage alcohol.
- v) If a person fails or refuses to produce satisfactory proof of age identification, the restaurant permit holder or the employees of the restaurant establishment must ask the person to leave the establishment immediately or deny the service of beverage alcohol.
- vi) To establish satisfactory proof of age, SLGA requires a minimum of two (2) forms of identification, with at least one form being a government-issued photo identification that shows the person's birth date. Other acceptable forms of identification are:
- Photo Driver's Licence
 - Firearms Registration Card
 - Credit/Debit Card
 - Birth Certificate
 - Post Secondary Photo I.D. Card
 - Passport
 - Armed Forces I.D. Card
 - Government Photo I.D.
 - Landed Immigrant Photo I.D.
- vii) SLGA requires that the identification produced by a person be carefully examined to ensure that:
- the photograph is authentic and has not been substituted;
 - the plastic laminate has not been tampered with;
 - the name and date of birth has not been altered;
 - the signature is verified on photo identification to other forms of identification and;
 - the authenticity of the identification is verified by comparing it to a known legitimate piece of identification. For example, compare an individual's driver's licence with your own drivers licence.

For more information on identifying a minor, see the Appendix of this Manual.

9. Capacity and Floor Area

- a) The maximum capacity for a restaurant establishment is set in accordance with the *National Fire Code of Canada* (Maximum Occupant Load Certificate) and must not be exceeded by the total of all individuals on the permitted premises, staff included.
- b) The Maximum Occupant Load Certificate capacity is to be issued by the local municipal government. In the absence of a Maximum Occupant Load Certificate, SLGA will assign a maximum capacity based on the *National Fire Code of Canada*.
- c) The permit holder shall prominently and publicly display the Maximum Occupant Load Certificate or the SLGA Capacity Rating Card.

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- d) Enforcement of capacity will continue to be a responsibility of SLGA.
 - e) The maximum capacity and floor area available for a restaurant establishment and its adjacent areas (lounge or patio) are based on the following:
 - i) The maximum capacity and floor area for a restaurant lounge **may not exceed 50% of the restaurant permitted premises capacity and floor area.**
 - ii) The maximum floor area of a restaurant patio that is adjacent to the restaurant establishment may be **equal to the restaurant establishment's floor area or 125 square metres (1346 square feet), whichever is less**
 - f) The capacity of an establishment usually decreases if the floor area is used for entertainment or other activities. Before installing a stage or any permanent structure, SLGA requires that the restaurant permit holder contact the Liquor Licensing Branch. *For a list of contact persons, telephone numbers, and addresses, see the Appendix of this Manual.*

10. Hours and Days of Operation

- a) Maximum Hours and Days of Beverage Alcohol Service
 - i) A restaurant permit holder may open the restaurant establishment every day for beverage alcohol service.
 - ii) A restaurant permit holder may determine the hours of operation for the restaurant within the maximum regulated hours for the sale of beverage alcohol between:
 - 9:30 a.m. and 2:00 a.m. of the following day, Monday to Saturday;
 - 12:00 noon and 2:00 a.m. of the following day, on Sundays, Good Friday, Christmas Day, and Remembrance Day; and
 - 9:30 a.m. (12:00 noon on Sundays) and 2:30 a.m. on the following day on December 31.
 - iii) Tolerance Period or Cut-Off
 - After the lawful sale of beverage alcohol ceases, a restaurant permit holder must keep the establishment open for at least one half hour but not longer than one hour to allow patrons to finish their drinks of beverage alcohol.
 - iv) Restaurants must display their hours and days of operation in a prominent place which is visible from the exterior of the establishment.
- b) Additional Option for Operation
 - i) Restaurants are authorized to set their own days and hours of operation but can only serve alcohol within the maximum regulated hours.

- ii) If SLGA authorizes Sunday Brunch in a lounge adjoining a restaurant establishment, the maximum hours for Sunday Brunch are between 8:00 a.m. and 3:00 p.m.; beverage alcohol service is prohibited before 12:00 noon.

11. Use of Restaurant Establishment When Beverage Alcohol Service Prohibited

- a) A restaurant establishment may remain open for food service after the lawful beverage alcohol service and the tolerance period ceases. Beverage alcohol service is prohibited.

12. Compliance with Additional Rules and Requirements

- a) Additional chapters of this Manual describe rules and requirements that apply to the **operation of all classes of establishments** and a restaurant permit holder must also comply with these obligations. *For more information, see the following Chapters: Chapter II – Permit Application, Renewal and Sale of Establishment; Chapter IX – Operation of Establishment; Chapter X – Advertising and Promotions; Chapter XI – Inspections; Chapter XII – Disciplinary Action.*
- b) A restaurant permit holder who is authorized to provide beverage alcohol service under an endorsement (e.g. lounge, patio, room service, catering, etc.) must also comply with the rules and requirements governing the area or service associated with the endorsement. *For more information about the rules for specific endorsements, see Chapter VIII – Permit Endorsements.*

13. References

The information in this Chapter is a summary of the policies, standard terms and conditions imposed on a permit, and the key provisions of *The Alcohol and Gaming Regulation Act, 1997*, and *The Alcohol Control Regulations, 2002*. For convenience, this section identifies the key provisions of *The Alcohol and Gaming Regulation Act, 1997*, and *The Alcohol Control Regulations, 2002* for the corresponding topics in this Chapter.

Primary Business

- *The Alcohol and Gaming Regulation Act, 1997* – Section 47, 92.
- *The Alcohol Control Regulations, 2002* – Section 5.

Facility Standards

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 19(1)(b), 44(c), 70.
- *The Alcohol Control Regulations, 2002* – Section 4, 51.

Endorsements on Restaurant Permit

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 38, 39, 92.
- *The Alcohol Control Regulations, 2002* – Section 4, 7, 8, 32.

Food Service

- *The Alcohol and Gaming Regulation Act, 1997* – Section 92.
- *The Alcohol Control Regulations, 2002* – Sections 10, 11, 36.

Additional Options for Operation

- *The Alcohol and Gaming Regulation Act, 1997* – Section 92.

Recorking

- *The Alcohol and Gaming Regulation Act, 1997* – Section 75 (6).
- *The Alcohol Control Regulations, 2002* – Sections 10(4).

Minors

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 67, 110, 111, 112, 113, 114, 115, 129(1)(e).
- *The Alcohol Control Regulations, 2002* – Section 37.

Capacity and Floor Area

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 120, 121.
- *The Alcohol Control Regulations, 2002* – Section 2.

Hours and Days of Operation

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 71, 129(1)(f).
- *The Alcohol Control Regulations, 2002* – Sections 41, 44.

Use of Restaurant Establishment When Beverage Alcohol Service Prohibited

- *The Alcohol and Gaming Regulation Act, 1997* – Section 116.
- *The Alcohol Control Regulations, 2002* – Sections 38, 45.

CHAPTER IV - TAVERN PERMIT

1. Primary Business

- a) A tavern permit may be issued where the primary purpose is the sale of beverage alcohol in establishments as described in *The Alcohol Control Regulations, 2002*.

2. Establishments that Qualify for a Tavern Permit

a) General Description

- i) Tavern permits are primarily granted to brew pubs, tavern-nightclubs, or beverage rooms in hotels or motels. In addition, *The Alcohol Control Regulations, 2002* specify a few unique establishments that also qualify for tavern permits.

b) Brew Pub

- i) A brew pub is a free-standing facility that provides specialty beers manufactured in the premises where a tavern is located.
- ii) A brew pub requires a manufacturer permit and a tavern permit, and the same person must be the holder of both permits.
 - The manufacturer permit allows the manufacture of beer in the brew pub and the permit only applies to the manufacturing aspect of the brew pub operation. The brew pub operator must comply with the requirements imposed on a manufacturer permit. *For more information about manufacturer requirements, see Chapter VI – Manufacturer Permit.*
 - The tavern permit allows the sale of manufactured beer along with other beverage alcohol to patrons in the brew pub. The brew pub operator must comply with the requirements imposed on a tavern permit. *For more information about tavern requirements, see the remainder of this Chapter.*
- iii) A brew pub operator must offer for sale in the brew pub a minimum of four types of in-house draught beer manufactured in the brew pub.

c) Tavern-Nightclub

- i) A proposed tavern-nightclub must be approved by a resolution of the council of the municipality where it is to be situated.

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- ii) The key feature of a tavern-nightclub is the provision of live entertainment during evening hours. Entertainment is to be offered every day that the tavern-nightclub is open. SLGA applies the following criteria respecting live entertainment:
- Forms of entertainment may include: live music provided by a band, vocalist or singing group; recorded music or karaoke provided by a disc jockey; or live individual performances provided by a comedian. Individuals providing entertainment must be hired specifically to provide the entertainment; staff playing recorded music does not meet the entertainment requirement. If other types of entertainment are to be offered, SLGA requires prior approval of the proposed entertainment.
 - Entertainment is to begin by 9:00 p.m. and be offered at one-hour intervals with at least 20 minutes of continuous entertainment during each interval.
- iii) The following policies apply to tavern-nightclubs wishing to close their establishment prior to 12:00 midnight:
- Entertainment must be provided for a minimum of three hours during the time that alcohol may be lawfully sold on the premises;
 - If recorded music or karaoke is the entertainment, a disc jockey hired specifically for that job on that day must be provided; and
 - The disc jockey must provide an entertainment program of at least 20 minutes continuous duration each hour that entertainment is being conducted.
- d) Beverage Room in Hotel or Motel
- i) A beverage room must be located in a hotel or motel. The legal possession of the beverage room may be separate from the guest rooms. The permittee operating the beverage room is not required to be in legal possession of the associated hotel, motel or guest rooms.
- ii) SLGA sets a minimum number of guest rooms required in a hotel or motel, based on the population of the community in which the hotel or motel is to be located. SLGA requires:
- six guest rooms for a hotel or motel in a rural community; or
 - eighty guest rooms for a hotel or motel in Regina and Saskatoon.

3. Facility Standards

- a) Suitability of a Tavern Establishment
- i) SLGA allows a tavern permit to be issued and to continue to remain in effect only if the location, construction, equipment, furnishings, and operation of the establishment consistently meet the standards set out in *The Alcohol and Gaming Regulation Act, 1997*, *The Alcohol Control Regulations, 2002* and terms and conditions on a permit or an

endorsement. If these standards are not met, SLGA may refuse to issue a permit or may impose sanctions against the tavern permit holder.

- ii) The permit holder shall follow the facility standards set out in building codes, health and fire regulations, and other relevant federal, provincial and municipal legislation and regulations.

b) Washrooms

SLGA applies the following standards respecting washrooms in a tavern establishment:

- i) Washrooms shall be approved by the local Municipal Building Authorities in accordance with established Building and Health Codes.
- ii) Numbers of washrooms required are based on rated capacity as follows:
- Capacity in a tavern establishment is based on the maximum number of persons allowed to be present at any one time in a particular premises or area subject to a certificate as determined by the *National Fire Code of Canada*.
- iii) Municipalities are responsible for the enforcement of the National Building Code, which may require operators to install handicapped washroom facilities. *Consult your local municipality or the Provincial Building Standards Branch in Regina at (306) 787-4113 for further information.*

OUTLET RATED CAPACITY	WASHROOM FIXTURES				
	MALE WASHROOM			FEMALE WASHROOM	
	Toilets	Urinals	Sinks	Toilets	Sinks
1 – 50	1	0	1	1	1
51 – 100	1	0	1	2	1
101 – 150	1	1	1	3	1
151 – 200	1	1	1	4	2
201 – 250	1	2	1	5	2
251 – 300	1	2	1	6	3
301 – 350	1	3	2	7	3
351 – 400	1	3	2	8	4
401 – 500	2	3	2	9	4
501 – 600	2	3	2	10	5
601 – 700	2	4	3	11	5
701 – 800	2	4	3	12	6
Over 800	7 plus 1 for each additional increment of 200 males in excess of 400			13 plus 1 for each additional increment of 100 females in excess of 400	

- iv) Standards should be at such a level that the quality of the facilities can be maintained by the permittee. This will include both the condition of the facilities themselves and the level of cleanliness.

c) Furnishings and Equipment

SLGA applies the following standards respecting furnishings and equipment in a tavern establishment.

- i) Furnishings and equipment are to be of a quality that ensures proper working order and standard of cleanliness.
- ii) Floor coverings in food preparation and service areas are to be of a high quality.
- iii) Sanitizing equipment for proper sterilization of dishes, glassware, etc. is to be used. *For more information contact your local health authority.*

d) Structural Changes and Renovations

- i) A tavern permit holder who wants to make renovations or structural changes to any area of an establishment should immediately contact the Liquor Licensing Branch to obtain information about the approval procedure. *For a list of contact persons, telephone numbers, and addresses, see the Appendix of this Manual.*
- ii) SLGA requires a tavern permit holder to obtain approval from the Liquor Licensing Branch **before** making any renovations or structural changes. If this procedure is not followed, the tavern permit holder risks consequences. SLGA may suspend or cancel the tavern permit if the renovations or structural changes fail to meet the standards set out in *The Alcohol and Gaming Regulation Act, 1997, The Alcohol Control Regulations 2002*, and the terms and conditions on a permit or endorsement and SLGA's policies.
- iii) To obtain approval, the tavern permit holder must provide a floor plan drawn to scale showing the proposed renovations or structural changes in relation to the existing establishment. An inspector reviews the floor plan, inspects the establishment, and completes a Floor Plan Report.
- iv) If the Liquor Licensing Branch finds the floor plan to be satisfactory, the tavern permit holder must:
 - obtain stamps of approval on the floor plans from local fire, building, municipal and health authorities, and;
 - submit to the Liquor Licensing Branch:
 - two copies of the floor plan with the required stamps of approval; and
 - on request, any other details.
- v) SLGA's inspectors conduct a final inspection of the renovations or structural changes upon their completion.

- vi) The approval respecting the proposed renovations or structural changes will be communicated in writing to the tavern permit holder.
- e) Establishments Operating Under the Authority of Two Permits
 - i) Separate outside entrances are required for each of the permitted areas. Entrances that require walking through one permitted area en route to another are not acceptable.
 - ii) Permitted areas must be separated by a permanent solid divider that does not allow for sight from one area into another. Open door ways are prohibited.
 - iii) Dividers must be at least six feet high.
 - iv) The establishments may have common washrooms adjacent to both permitted areas; however, the washrooms must not be located in the minors restricted establishment and patrons must have indoor access to the washrooms without entering the minors restricted establishment.

4. Endorsements on Tavern Permit

- a) An endorsement is an addition or an addendum to a permit. When combined with a permit, an endorsement allows a tavern permit holder to sell beverage alcohol under specific circumstances. Each type of endorsement has its own rules that must be followed. *For more information about eligibility and requirements for specific endorsements, see Chapter VIII – Permit Endorsements.*
- b) An applicant for a tavern permit or a tavern permit holder may apply for one or more endorsements; however, some tavern establishments are not eligible for particular endorsements. The following endorsements may be issued on a tavern permit:
 - i) A **catering endorsement** authorizes beverage alcohol service at special occasion events held in locations away from the tavern establishment (e.g. community hall). All tavern establishments are eligible for this endorsement.
 - ii) An **off-sale endorsement** authorizes the sale of beer, wine, coolers and spirits in closed containers for consumption away from the tavern establishment. Off-sale outlets are not authorized to sell spirits as an off-sale product to special occasion permit holders or golf clubs and curling clubs operating under a special use permit. A brew pub or a beverage room in a hotel or motel are typically eligible for this endorsement. Where the off-sale area is in or adjacent to the beverage room of a hotel or motel, this endorsement also authorizes the sale and delivery of beer, wine and coolers in closed containers to the guest rooms of the hotel or motel.
 - iii) A **patio endorsement** authorizes the sale of beverage alcohol in a patio adjacent to the tavern establishment. All tavern establishments are eligible for this endorsement.

- iv) A **self-service mini-bar endorsement** authorizes the sale of beverage alcohol from locked compartments located in the guest rooms of a hotel or motel, where the tavern establishment is in, or adjacent to, the hotel or motel. A beverage room in a hotel or motel is eligible for this endorsement.
- v) A **sidewalk café endorsement** authorizes the sale of beverage alcohol in a designated municipal area (sidewalk) which is adjacent to the tavern establishment. SLGA does not issue this endorsement unless the municipality in question allows a tavern establishment to operate a sidewalk café.
- vi) A **minors endorsement** allows minors restricted access to a tavern establishment as non-drinking patrons or employees. *For more information about a minors endorsement for a tavern establishment, see Section 7 of this Chapter.*

5. Food Service

- a) The food service requirements in this paragraph apply to a tavern establishment and its adjacent areas (patio, etc.).
 - i) A variety of “light meals” and non-alcoholic beverages must be available to patrons during all hours that beverage alcohol service is available.
 - ii) “Light meals” means a serving of one dish which is typically a smaller serving and may be referred to as an appetizer (e.g. nachos, dry ribs, chicken fingers, sandwiches, salads, etc.).
 - iii) Additional food service requirements apply to a tavern establishment authorized to alter its style of operation by focusing on food service. *For more information about food service requirements during the authorized period, see section 7 of this Chapter.*

6. Wine Recorking

A permittee who sells wine by the bottle is required, when requested by a customer, to recork a bottle of wine that was purchased at the permitted premises. This will allow customers to legally remove and transport the unfinished bottle of wine from the permitted premises.

- a) The wine must be purchased from the permitted establishment.
- b) Unfinished bottle(s) of wine must be sealed with a cork (natural or synthetic) that is flush with the top of the bottle.
- c) Wine bottles with a twist off cap must be sealed with a cork that is flush with the top of the bottle.
- d) Wine recorking only applies to opened bottles of wine; not to beer or spirits.

- e) The unfinished bottle of wine may not be taken to another permitted establishment and re-opened.
- f) Transportation of the recorked bottle of wine must comply with *The Alcohol and Gaming Regulation Act, 1997*, where no person shall consume beverage alcohol in a vehicle. Beverage alcohol may be in a vehicle for the purpose of transporting the beverage alcohol from the place at which it was lawfully obtained to a place where it may be lawfully kept or consumed.

7. Additional Options for Operation

a) General Information

- i) SLGA must issue an appropriate authorization or minors endorsement to alter the style of operation in a tavern establishment. The following options are available:
 - an **After Hours** authorization for an occasional non-alcoholic event – all tavern establishments;
 - a minors endorsement for an occasional **All Ages non-alcoholic event** – all tavern establishments;
 - an authorization for **Early Hours** – tavern hotel/motel only;
 - an authorization for extended hours for meal service **Before 5 p.m. Dining** – tavern-nightclub only;
 - a minors endorsement for **Daily Family Dining** (Monday to Sunday) – specific tavern establishments in rural communities;
 - a minors endorsement for **Sunday Family Dining** – Tavern establishments in rural communities.
 - an authorization for **Minors in Off-Sale** – tavern establishments where the off-sale area is separate from the tavern area.
- ii) To apply for an authorization or minors endorsement, a permit holder should contact the Liquor Licensing Branch. *For a list of contact persons, telephone numbers, and addresses, see the Appendix of this Manual.*

b) After Hours Non-Alcoholic Event – All Tavern Establishments

- i) A tavern permit holder may be authorized to open a tavern establishment to hold an occasional event between the hours of 3:00 a.m. (3:30 a.m. on January 1) and 9:30 a.m. when the establishment ordinarily must be vacant.
- ii) Beverage alcohol service is prohibited.
- iii) Minors must not be present unless SLGA issues a minors endorsement.

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- iv) The tavern permit holder must submit a written application to the Liquor Licensing Branch providing complete and accurate details of the proposed event at least ten days prior to the date of the event.
- v) When conducting the after hours event, the tavern permit holder must:
- post SLGA's authorization of the event beside the beverage alcohol permit posted in the establishment;
 - ensure that no beverage alcohol is served, sold, or consumed by anyone in the establishment (includes off-sale area);
 - provide adequate security to ensure proper supervisory control, and to ensure no consumption of beverage alcohol; and
 - ensure that minors do not view or have access to the play of VLTs in the establishment.
- c) All-Ages Non-Alcoholic Event - All Tavern Establishments

A tavern permit holder may be authorized to use a tavern establishment to hold an occasional event, which is alcohol-free and attended by minors. The eligibility requirements and the restrictions during the authorized event include the following:

- i) The tavern permit holder must submit a written application to the Liquor Licensing Branch providing complete and accurate details of the proposed event at least ten days prior to the date of the event. Where the proposed event is scheduled to commence on or after 3:00 a.m., an After Hours Non-Alcoholic Event authorization is required.
- ii) When conducting the alcohol-free all ages event, the tavern permit holder must:
- post SLGA's authorization of the event beside the beverage alcohol permit posted in the establishment;
 - advertise the event as alcohol-free and post a notice at the establishment's entrance informing patrons of the event;
 - store beverage alcohol in a locked compartment during the event so that it is not visible or accessible to patrons attending the event;
 - ensure that no beverage alcohol is served, sold, or consumed by anyone in the establishment (includes off-sale area);
 - provide adequate security to ensure proper supervisory control, and to ensure no consumption of beverage alcohol; and
 - ensure that minors do not view or have access to the play of VLTs in the establishment.
- iii) If a tavern permit holder with an off-sale endorsement holds an alcohol-free all ages event, beverage alcohol service must still be available for the mandatory minimum days and hours of operation. The duration of the alcohol-free all-ages event does not constitute compliance with this requirement.

d) Early Hours Opening for Meal Service - Specific Tavern Establishments

- i) Where a beverage room is in a hotel or motel, or is constructed on a site of a former hotel or motel, a tavern permit holder may open the beverage room every day for the purpose of providing meal service to patrons:
 - between the hours of 5:00 a.m. and 9:30 a.m. on Monday to Saturday; and
 - between the hours of 5:00 a.m. and 12:00 noon on Sundays, Good Friday, Christmas Day and Remembrance Day.
- ii) Public health authorities must issue a licence to the tavern-nightclub to allow it to operate as a public eating establishment.
- iii) Beverage alcohol service is prohibited.
- iv) Minors are prohibited unless SLGA issues a minors endorsement.
- v) A tavern permit holder is not required to obtain an authorization for early hours opening from SLGA unless minors are to be present. To apply for an authorization or minors endorsement, a permit holder should contact the Liquor Licensing Branch. *For a list of contact persons, telephone numbers, and addresses, see the Appendix of this Manual.*

e) Before 5 p.m. Dining - extended hours for Meal Service – Tavern-Nightclub

A tavern-nightclub permit holder may be authorized to operate a tavern-nightclub every day before 5:00 p.m. for the purpose of providing full course meal service to patrons. The eligibility requirements and restrictions during the authorized period include the following:

- i) Public health authorities must issue a licence to the tavern-nightclub to allow it to operate as a public eating establishment.
- ii) SLGA requires a menu selection of at least six full course meals.
- iii) A tavern-nightclub may be open every day for full course meal service between:
 - 9:30 a.m. and 5:00 p.m. Monday to Saturday; and
 - 12:00 noon and 5:00 p.m. on Sundays, Good Friday, Christmas Day and Remembrance Day.

Before 5:00 p.m. Dining - beverage alcohol service may only be provided during the hours when full course meal service is available. The maximum hours of beverage alcohol service continue to apply.

- iv) During the Before 5 p.m. Dining extended hours of operation, a tavern-nightclub permit holder must maintain a food-beverage alcohol sale ratio and keep separate records showing daily food and beverage alcohol sales. The required sales ratio is at least one

dollar of food sales for each dollar of beverage alcohol sales calculated on a monthly basis.

- iv) After 5:00 p.m., a tavern-nightclub permit holder is no longer required to maintain a full course meal service and a food-beverage alcohol sales ratio. However, the general food service requirement applies (variety of light meals and non-alcoholic beverages).
 - v) Minors are prohibited at all times.
- f) Daily Family Dining (Monday to Sunday) – Specific Tavern Establishments in Rural Communities

If a rural community has **no permitted restaurant** but has a **tavern establishment**, a tavern permit holder may be authorized to allow minors in the tavern establishment from **Monday to Sunday** for the sole purpose of eating a meal. If a permitted restaurant is established in the rural community, the authorization to allow minors in the tavern establishment for the sole purpose of eating a meal may be discontinued. The eligibility requirements and restrictions during the authorized period include the following:

- i) The tavern permit holder requesting a Daily Family Dining endorsement must:
 - receive municipal approval for Daily Family Dining by a resolution of the council of the municipality where the tavern establishment is situated;
 - provide a copy of a public health licence to SLGA that allows the tavern establishment to operate as a public eating establishment; and
 - receive SLGA's approval of the proposed food menu.
 - ii) The maximum hours for Daily Family Dining are between 11:00 a.m. and 12:00 midnight. Beverage alcohol service is available during the hours allowed from Monday to Saturday (9:30 a.m. to 2:00 a.m. of the following day) and during the hours allowed on Sunday (12:00 noon to 2:00 a.m. of the following day).
 - iii) During Daily Family Dining hours, a brunch/luncheon, supper buffet or comparable meal service must be available to patrons. Minors may be present for the **sole purpose of eating a meal**; however, they **must be accompanied by an adult**. The restriction prohibiting minors from viewing or accessing the play of VLTs remains in effect.
 - iv) When Daily Family Dining hours cease, the general food service requirement applies (variety of light meals and non-alcoholic beverages).
- g) Sunday Family Dining – All Tavern Establishments in Rural Communities

If a tavern establishment is located in a **rural community**, a tavern permit holder may be authorized to allow minors in the tavern establishment **on a Sunday** for the sole purpose of eating a meal. The eligibility requirements and restrictions during the authorized period include the following:

- i) To obtain a Sunday Family Dining endorsement, the tavern permit holder must:
 - receive municipal approval for Sunday Family Dining by a resolution of the council of the municipality where the tavern establishment is situated;
 - provide a copy of a public health licence which allows the tavern establishment to operate as a public eating establishment; and
 - receive SLGA's approval of the proposed food menu.
 - ii) The maximum hours for Sunday Family Dining are between 12:00 noon and 12:00 midnight. Beverage alcohol service is available during the hours allowed on a Sunday (12:00 noon to 2:00 a.m. of the following day).
 - iii) During Sunday Family Dining hours, brunch/luncheon, supper buffet or comparable meal service must be available to patrons. Minors may be present for the sole purpose of eating a meal; however, they must be accompanied by an adult. The restriction prohibiting minors from viewing or accessing the play of VLTs remains in effect.
 - iv) When Sunday Family Dining hours cease, the general food service requirement applies (variety of light meals and non-alcoholic beverages).
- h) Minors in Off-Sale – Tavern establishments where the off-sale area is separate from the tavern area.

If an off-sale area is separate from the tavern area, a tavern permit holder may be authorized to **allow minors limited access to the off-sale area when accompanied by their parent, legal guardian or spouse that is of legal age** who is a patron of the off-sale establishment. The eligibility requirements and restrictions include the following:

- i) The off-sale area must have a separate entrance. Entrances that require walking through the tavern area are not acceptable.
- ii) The off-sale area must not allow viewing or access to the tavern area and the play of VLTs. *For more information about the requirements and restrictions for minors, see Section 9 of this Chapter.*

8. Temporary Endorsements

A temporary endorsement may also be granted which allows a permit holder to sell beverage alcohol under specific circumstances for a specific time frame. A temporary endorsement is issued via a letter from SLGA and must be attached to the permit for the duration that the temporary endorsement is in effect.

- A **temporary extension endorsement** authorizes the sale of beverage alcohol during a social function in a designated, non-permitted area, which is within the tavern establishment.

- A **temporary patio endorsement** authorizes the sale of beverage alcohol during a specific community event in a designated outdoor area that is adjacent to the tavern establishment.
- a) Description and Eligibility
- i) A temporary patio endorsement authorizes the sale of beverage alcohol during a special community event in a designated outdoor area which is adjacent to the main establishment. Special community events include sports days, local festivals, homecoming celebrations, and other comparable events. Adequate security is required to ensure proper supervisory control.
 - ii) A temporary extension endorsement authorizes the sale of beverage alcohol during a social function in a designated non-permitted indoor area which is within the main establishment. An extension is granted where a large social function requires additional area to accommodate increased capacity. Adequate security is required to ensure proper supervisory control.
- b) Facility Standards
- i) SLGA applies the standards described in this paragraph respecting the location and construction of a temporary patio.
 - A temporary patio is to be defined and segregated by a portable enclosure at least 1.524 metres (5 feet) high (e.g. fence, partitions, wall, etc.). A rope is not acceptable.
 - The location of the temporary patio is to be suitably connected or adjacent to the main permitted area. The entrance to the patio is through the permitted area.
 - Portable washrooms may be required to meet building and health codes.
 - ii) The maximum capacity for a temporary patio is set by SLGA in accordance with the *National Fire Code of Canada* and must not be exceeded by the total of all individuals on the permitted temporary patio, staff included.
- c) Food Service
- i) The general food service requirement applies in a temporary patio or extension area (variety of light meals and non-alcoholic beverages). However, additional requirements apply if the style of operation is altered in the tavern establishment with a temporary patio or extension area (e.g. Daily Family Dining in taverns and tavern-nightclubs with before 5 p.m. dining).
 - ii) In the case of a tavern-nightclub with before 5 p.m. dining, the food-beverage alcohol sales ratio does not apply at any time in the temporary patio or extension area, and beverage alcohol may be served without requiring food service. *For more information about the food service requirement, see Section 5, Food Service, in this Chapter.*

d) Operation of a Temporary Patio or Temporary Extension Area

- i) Minors are allowed in a temporary patio or extension area adjoining a restaurant or special use establishment, but they are prohibited from being in a temporary patio or extension area adjoining a lounge or a tavern establishment. However, different rules may apply if the permit holder alters the style of operation in the establishment (e.g. Daily Family Dining in taverns). *For more information about the requirements and restrictions for minors, see Section 9, Minors, in this Chapter.*
- ii) Unless restricted on the temporary patio or extension endorsement, the hours and days of beverage alcohol service in the temporary patio or extension area shall correspond to those available in the main establishment. *For more information on this issue, see Section 10, Hours and Days of Operation, in this Chapter.*
- iii) The temporary patio or extension area is to be controlled and operated by the permit holder of the main establishment that adjoins the temporary patio or extension area.
- iv) A permit holder shall sell only the types of beverage alcohol in the temporary patio or extension area that are authorized for sale in the main establishment.

e) Application Process

- i) To apply for a temporary patio or extension endorsement, contact the Liquor Licensing Branch **at least fifteen (15) days before the event to allow sufficient time to process your request.** *For a list of contact persons, telephone numbers, and addresses, see the Appendix of this Manual.*
- ii) For a temporary patio endorsement, an applicant must submit:
 - a copy of the municipal approval authorizing beverage alcohol service where necessary (e.g. municipal property used as temporary patio);
 - a description of the special community event for which the temporary patio is to be used, and the requested dates for a temporary patio endorsement;
 - a sketch showing the location and dimensions of the proposed temporary patio and main establishment; description of material used for the enclosure surrounding the temporary patio; and availability and location of facilities (washrooms, etc.); and
 - security plans for the event.
- iii) For a temporary extension endorsement, an applicant must submit a description of the function for which the extension area is to be used, and the requested dates for a temporary extension endorsement.

9. Minors

a) General Prohibition Against Minors

- i) A minor is a person under the age of 19 years. A tavern permit holder or the employees of an establishment must not:
 - sell or give beverage alcohol to a minor;
 - allow a minor to consume beverage alcohol in the tavern establishment or its adjacent areas; or
 - allow a minor to be present in the tavern establishment or its adjacent areas unless authorized by *The Alcohol and Gaming Regulation Act, 1997*, *The Alcohol Control Regulations, 2002* or a minors endorsement on a permit.
- ii) A tavern establishment and its adjacent areas are minor-restricted; however, a minors endorsement issued by SLGA allows limited access by minors as non-drinking patrons or employees. To obtain a minors endorsement, contact the Liquor Licensing Branch. *For a list of contact persons, telephone numbers, and addresses, see the Appendix of this Manual.*
- iii) This section highlights the rules pertaining only to minors. *For more information about eligibility and general requirements for specific minors endorsements, see Section 4 of this Chapter.*

b) Employment of Minors – All Tavern Establishments

- i) Under a minors endorsement, minors may only be employed to provide professional entertainment or emergency maintenance (e.g. plumbing, heating, etc.).
- ii) Minors must not enter or provide any other services or duties in the permitted tavern area.

c) Sunday Family Dining – All Tavern Establishments in Rural Communities

- i) If a tavern permit holder has a Sunday Family Dining authorization, minors may be present as patrons in the tavern establishment on a Sunday for the sole purpose of eating a meal.
- ii) Minors must be accompanied by an adult during Sunday Family Dining hours. The maximum hours for Sunday Family Dining are 12:00 noon to 12:00 midnight.
- iii) The restriction prohibiting minors from viewing or accessing the play of VLTs remains in effect.

d) Daily Family Dining – Specific Tavern Establishments in Rural Communities

- i) If a tavern permit holder has a Daily Family Dining endorsement, minors may be present as patrons in the tavern establishment from Monday to Sunday for the sole purpose of eating a meal.
- ii) Minors must be accompanied by an adult during Daily Family Dining hours. The maximum hours for Monday to Saturday are from 11:00 a.m. to 12:00 midnight and for Sunday from 12:00 a.m. to 12:00 midnight.
- iii) The restriction prohibiting minors from viewing or accessing the play of VLTs remains in effect.

e) All Ages Non-Alcoholic Event – All Tavern Establishments

- i) If a tavern permit holder has an all ages non-alcoholic event authorization, minors may be present as non-drinking patrons at the event in the tavern establishment. The restriction prohibiting minors from viewing or accessing the play of VLTs remains in effect.

f) After Hours Non-Alcoholic Event – All Tavern Establishments

- i) If a tavern permit holder has an authorization to open a tavern establishment for a non-alcoholic occasional event between the hours of 3:00 a.m. (3:30 a.m. on January 1) and 9:30 a.m., minors must not be present unless SLGA issues a minors endorsement.

g) Early Hours Opening for Meal Service – Specific Tavern Establishments

- i) If a tavern permit holder for a beverage room in a hotel or motel provides meal service between the hours of 5:00 a.m. and 9:30 a.m. (12:00 noon on Sundays), minors must not be present unless SLGA issues a minors endorsement.

h) Son, Daughter, or Spouse who is a Minor

- i) A minor who is a son, daughter or spouse of a tavern permit holder or of a manager of the tavern establishment, may be present in the tavern establishment or its adjacent areas (patio, off-sale area) when beverage alcohol service is prohibited. A minors endorsement is not required in this situation.

i) Checking Identification for Minors

- i) A tavern permit holder or the employees of a tavern establishment must demand proof of age from a person if it appears that the person is a minor and the person:
 - is attempting to enter the tavern establishment or any of its adjacent areas where minors are prohibited; or
 - is attempting to purchase beverage alcohol.

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- ii) If a person fails or refuses to produce satisfactory proof of age identification, the tavern permit holder and the employees of the tavern establishment must ask the person to leave the establishment immediately.
- iii) To establish satisfactory proof of age, SLGA requires a minimum of two (2) forms of identification, with at least one form being a government-issued photo identification that shows the person's birth date. Other acceptable forms of identification are:
- Photo Driver's Licence
 - Firearms Registration Card
 - Credit/Debit Card
 - Birth Certificate
 - Post Secondary Photo I.D. Card
 - Passport
 - Armed Forces I.D. Card
 - Government Photo I.D.
 - Landed Immigrant Photo I.D.
- iv) SLGA requires that the identification produced by a person be carefully examined to ensure that:
- the photograph is authentic and has not been substituted;
 - the plastic laminate has not been tampered with;
 - the name and date of birth has not been altered;
 - the signature is verified on photo identification to other forms of identification and;
 - the authenticity of the identification is verified by comparing it to a known legitimate piece of identification (e.g. comparing an individual's driver's licence with your own driver's licence).

For more information on identifying a minor, see the Appendix of this Manual.

10. Capacity and Floor Area

- a) The maximum capacity for a tavern establishment is set in accordance with the *National Fire Code of Canada* (Maximum Occupant Load Certificate) and must not be exceeded by the total of all individuals on the permitted premises, staff included.
- b) The Maximum Occupant Load Certificate capacity is to be issued by the local municipal government. In the absence of a Maximum Occupant Load Certificate, SLGA will assign a maximum capacity based on the *National Fire Code of Canada*.
- c) The permit holder shall prominently and publicly display the Maximum Occupant Load Certificate or the SLGA Capacity Rating Card.
- d) Enforcement of capacity will continue to be a responsibility of SLGA.

- e) The maximum capacity and floor area available for a patio adjacent to the tavern may be:
- equal to or less than 100% of the tavern floor area of the permitted premises (1:1 ratio)
- f) The capacity of an establishment usually decreases if the floor area is used for entertainment or other activities. Before installing a stage or any permanent structure, contact the Liquor Licensing Branch. *For a list of contact persons, telephone numbers, and addresses, see the Appendix of this Manual.*

11. Hours and Days of Operation

- a) Maximum Hours and Days of Beverage Alcohol Service
- i) A tavern permit holder may open the tavern establishment every day for beverage alcohol service.
 - ii) A tavern permit holder may determine the hours of operation of the tavern within the maximum hours for the sale of beverage alcohol:
 - 9:30 a.m. and 2:00 a.m. of the following day, Monday to Saturday;
 - 12:00 noon and 2:00 a.m. of the following day, on Sundays, Good Friday, Christmas Day and Remembrance Day; and
 - 9:30 a.m. (12:00 noon on Sundays) and 2:30 a.m. on the following day on December 31.
 - iii) Taverns must display their hours and days of operation in a prominent place which is visible from the exterior of the establishment.
 - iv) If a tavern-nightclub permit holder operates a nightclub without a before 5 p.m. dining authorization, beverage alcohol service is allowed only between the hours of 5:00 p.m. and 2:00 a.m. (2:30 a.m. on December 31) of the following day, Monday to Sunday.
 - v) Tolerance Period or Cut-Off
 - After the lawful sale of beverage alcohol ceases, a tavern permit holder must keep the establishment open for at least one-half hour but not longer than one hour to allow patrons to finish their drinks of beverage alcohol.
- b) Mandatory Minimum Hours and Days of Beverage Alcohol Service
- i) Except for a tavern establishment with an off-sale endorsement, a tavern is authorized to set its own hours of operation but can only serve alcohol within the maximum regulated hours of 9:30 a.m. (12:00 noon on Sundays) and 2:00 a.m. (2:30 a.m. on December 31). SLGA requires the posting of hours and days of operation.

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- ii) **A tavern permit holder with an off-sale endorsement must open the tavern establishment, including its off-sale area, for a minimum of six hours per day five days a week within the maximum regulated hours.** *For more information about the maximum regulated hours, see Section 11a) ii) of this Chapter.*
- iii) The tavern permit holder may open the off-sale area independently of the tavern establishment provided that the tavern establishment is open for the mandatory minimum hours and days. The maximum regulated hours and days of beverage alcohol service (plus tolerance period) also apply to the off-sale area.
- c) Additional Options for Hours of Operation
- i) If SLGA authorizes a tavern-nightclub to operate before 5 p.m., the tavern-nightclub may be open every day for full course meal service and beverage alcohol service between:
- 9:30 a.m. and 5:00 p.m. Monday to Saturday, and;
 - 12:00 noon and 5:00 p.m. on Sundays, Good Friday, Christmas Day and Remembrance Day.
- Before 5:00 p.m. Dining - beverage alcohol service may only be provided during the hours when full course meal service is available. The maximum hours of beverage alcohol service continue to apply.
- ii) If SLGA authorizes Sunday Family Dining in a tavern establishment, the maximum hours for “Sunday Family Dining” are between 12:00 noon to 12:00 midnight. Beverage alcohol service is available during the hours allowed on a Sunday (12:00 noon to 2:00 a.m.).
- iii) If SLGA authorizes Monday to Saturday Family Dining in a tavern establishment, the maximum hours for Monday to Saturday Family Dining are between 11:00 a.m. to 12:00 midnight. Beverage alcohol service is available during the hours allowed on Monday to Saturday (9:30 a.m. to 2:00 a.m.).
- iv) If SLGA authorizes an all-ages non-alcoholic event in a tavern establishment, beverage alcohol service is prohibited during the authorized period.
- v) If SLGA authorizes an after hours non-alcoholic event in a tavern establishment, beverage alcohol service is prohibited during the authorized period.
- vi) Where a beverage room in a hotel or motel provides meal service during early hours (commencing 5:00 a.m.), beverage alcohol service is prohibited during this period.

12. Use of Tavern Establishment when Beverage Alcohol Service Prohibited

a) General Rule

- i) When lawful beverage alcohol service and the tolerance period cease in a tavern establishment, all patrons must vacate the tavern establishment. The tavern establishment may be occupied between the hours of 5:00 a.m. and 9:30 a.m. on any day (5:00 a.m. and 12:00 noon on Sundays) for the purpose of consuming food only and not for the service of beverage alcohol. Minors are prohibited unless authorized. *For more information on Early Hours, see Section 7 of this Chapter.*

b) Exceptions

- i) A tavern permit holder may be authorized to open a tavern establishment to hold an occasional event when the establishment ordinarily must be vacant. Beverage alcohol service is prohibited. *For more information about the After Hours authorization, see Section 7 b) of this Chapter.*

13. Compliance with Additional Rules and Requirements

- a) Additional chapters of this Manual describe rules and requirements that apply to the **operation of all classes of establishments** and a tavern permit holder must also comply with these obligations. *For more information, see the following Chapters: Chapter II – Permit Application, Renewal and Sale of Establishment; Chapter IX – Operation of Establishment; Chapter X – Advertising and Promotions; Chapter XI – Inspections; Chapter XII – Disciplinary Action.*
- b) A tavern permit holder who is authorized to provide beverage alcohol service under an endorsement (e.g. patio, etc.) must also comply with the rules and requirements governing the area or service associated with the endorsement. *For more information about the rules for specific endorsements, see Chapter VIII – Permit Endorsements.*

14. References

The information in this Chapter is a summary of the policies, standard terms and conditions imposed on a permit, and the key provisions of *The Alcohol and Gaming Regulation Act, 1997*, and *The Alcohol Control Regulations, 2002*. For convenience, this section identifies the key provisions of *The Alcohol and Gaming Regulation Act, 1997* and *The Alcohol Control Regulations, 2002* for the corresponding topics in this Chapter.

Primary Business

- *The Alcohol and Gaming Regulation Act, 1997* – Section 47, 92.
- *The Alcohol Control Regulations, 2002* – Section 12, 13.

Establishments that Qualify for a Tavern Permit

- *The Alcohol and Gaming Regulation Act, 1997* – Section 51.
- *The Alcohol Control Regulations, 2002* – Sections 2, 12, 13.

Facility Standards

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 19(1)(b), 44(c), 70.
- *The Alcohol Control Regulations, 2002* – Section 4, 51.

Endorsements on Tavern Permit

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 38, 39, 92.
- *The Alcohol Control Regulations, 2002* – Section 4, 14, 15, 33.

Food Service

- *The Alcohol and Gaming Regulation Act, 1997* – Section 92.
- *The Alcohol Control Regulations, 2002* – Section 36.

Additional Options for Operation

The Alcohol and Gaming Regulation Act, 1997 – Section 92.

Minors

- *The Alcohol and Gaming Regulation Act, 1997* – Section 67, 110, 111, 113, 114, 115, 129(1)(e).
- *The Alcohol Control Regulations, 2002* – Section 37.

Capacity and Floor Area

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 120, 121.
- *The Alcohol Control Regulations, 2002* – Section 2.

Hours and Days of Operation

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 71, 129(1)(f).
- *The Alcohol Control Regulations, 2002* – Sections 41, 44, 45

Use of Tavern Establishment when Beverage Alcohol Service Prohibited

- *The Alcohol and Gaming Regulation Act, 1997* – Section 116.
- *The Alcohol Control Regulations, 2002* – Sections 38, 45.

Recorking

- *The Alcohol and Gaming Regulation Act, 1997* – Section 75(6)
- *The Alcohol Control Regulations, 2002* – Section 12(d)

CHAPTER V- SPECIAL USE PERMIT

1. Primary Business

- a) A special use permit may be issued for a variety of establishments that do not focus on food or beverage alcohol service, but have a “special use” such as the provision of facilities for recreational, sport, social, or entertainment activities or for the delivery of beverage alcohol to a residence.

2. Establishments that Qualify for a Special Use Permit

- a) Special use permits are restricted to the types of establishments set out in *The Alcohol Control Regulations, 2002*. They are:
 - i) private clubs;
 - ii) sports facilities;
 - iii) public conveyances used for the purpose of providing public transportation (e.g. railway cars, limousines, airplanes, buses);
 - iv) theatres or concert halls;
 - v) premises in airports;
 - vi) premises in university or post-secondary educational institutions;
 - vii) military messes;
 - viii) sports stadiums;
 - ix) camps located in remote northern Saskatchewan in which dining and lodging is provided;
 - x) premises where fairs and exhibitions are held;
 - xi) special care facilities (e.g. seniors’ homes, health rehabilitation centres, etc.);
 - xii) casinos;
 - xiii) bingo halls, and;
 - xiv) home delivery.

3. Facility Standards

- a) Suitability of a Special Use Establishment
 - i) SLGA allows a special use permit to be issued and to continue to remain in effect only if the location, construction, equipment/vehicles, furnishings and operation of the establishment consistently meet the standards set out in *The Alcohol and Gaming Regulation Act, 1997*, *The Alcohol Control Regulations, 2002*, and terms and conditions on a permit or endorsement and SLGA’s policies. If these standards are not met, SLGA may refuse to issue a permit or may impose sanctions against the special use permit holder.

- ii) The permit holder shall follow the facility standards set out in the building codes, health and fire regulations and all other relevant federal, provincial, and municipal legislation and regulations.

b) Washrooms

SLGA applies the following standards respecting washrooms in a special use establishment:

- i) Washrooms shall be approved by the local Municipal Building Authorities in accordance with established Building and Health Codes.
- ii) Numbers of washrooms required are based on rated capacity as follows:
- Capacity in all special use outlets is based on the maximum number of persons allowed to be present at any one time in a particular premises or area subject to a certificate as determined by the National Fire Code of Canada.

OUTLET RATED CAPACITY	WASHROOM FIXTURES				
	MALE WASHROOM			FEMALE WASHROOM	
	Toilets	Urinals	Sinks	Toilets	Sinks
1 – 50	1	0	1	1	1
51 – 100	1	0	1	2	1
101 – 150	1	1	1	3	1
151 – 200	1	1	1	4	2
201 – 250	1	2	1	5	2
251 – 300	1	2	1	6	3
301 – 350	1	3	2	7	3
351 – 400	1	3	2	8	4
401 – 500	2	3	2	9	4
501 – 600	2	3	2	10	5
601 – 700	2	4	3	11	5
701 – 800	2	4	3	12	6
Over 800	7 plus 1 for each additional increment of 200 males in excess of 400			13 plus 1 for each additional increment of 100 females in excess of 400	

- iii) Municipalities are responsible for the enforcement of the National Building Code, which may require operators to install handicapped washroom facilities. Consult your local municipality or the Provincial Building Standards Branch in Regina at (306) 787-4113 for further information.
- iv) The permittee must be able to maintain the facility. This includes the physical condition of the facility and the level of cleanliness.

c) Furnishings, Equipment and Vehicles

SLGA applies the following standards respecting furnishings, equipment and vehicles:

- i) Furnishings, equipment and vehicles are to be of a quality that ensures proper working order and standard of cleanliness.
- ii) Floor coverings in food preparation and service areas are to be of a high quality.
- iii) Except where disposable dishware is required, sanitizing equipment for proper sterilization of dishes, glassware, etc. is to be used. *For more information contact your local health authority.*

d) Structural Changes and Renovations

- i) A special use permit holder who wants to make renovations or structural changes to any area of an establishment should immediately contact the Liquor Licensing Branch to obtain information about the approval procedure. *For a list of contact persons, telephone numbers, and addresses, see the Appendix of this Manual.*
- ii) SLGA requires a special use permit holder to obtain approval from SLGA **before** making any renovations or structural changes. If this procedure is not followed, the special use permit holder risks consequences. SLGA may suspend or cancel a special use permit if the renovations or structural changes fail to meet the standards set out in *The Alcohol and Gaming Regulation Act, 1997, The Alcohol Control Regulations, 2002* and the terms and conditions on a permit or endorsement and SLGA's policies.
- iii) To obtain approval, the special use permit holder must provide a floor plan drawn to scale showing the proposed renovations or structural changes in relation to the existing establishment. An inspector reviews the floor plan, inspects the establishment, and completes a Floor Plan Report.
- iv) If the Liquor Licensing Branch finds the floor plan to be satisfactory, the special use permit holder must:
 - obtain stamps of approval on the floor plans from the local fire, building, municipal, and health authorities; and
 - submit to the Liquor Licensing Branch:
 - two copies of the floor plan with the required stamps of approval; and
 - on request, any other details.
- v) SLGA's inspectors conduct a final inspection of the renovations or structural changes upon their completion.
- vi) The approval respecting the proposed renovations or structural changes will be communicated in writing to the special use permit holder.

- e) Establishments Operating Under the Authority of Two Permits
 - i) Separate outside entrances are required for each of the permitted areas. Entrances that would require walking through one permitted area en route to another are not acceptable.
 - ii) Permitted areas must be separated by a permanent solid divider that does not allow for sight from one area into another. Open door ways are prohibited.
 - iii) Dividers must be at least six feet high.
 - iv) The establishments may have common washrooms adjacent to both permitted areas; however, the washrooms must not be located in the minors restricted establishment and patrons must have indoor access to the washrooms without entering the minors restricted establishment.

4. Endorsements on Special Use Permit

- a) An endorsement is an addition or an addendum to a permit. When combined with a permit, an endorsement allows a special use permit holder to sell beverage alcohol under specific circumstances. Each type of endorsement has its own rules that must be followed. *For more information about eligibility and requirements for specific endorsements, see the following:*
 - i) *For an on course endorsement pertaining to a golf club establishment, see Section 12 b) of this Chapter;*
 - ii) *For a temporary extension and a temporary patio, see Section 10 of this Chapter;*
 - iii) *For other endorsements pertaining to special use establishments, see Chapter VIII – Permit Endorsements.*
- b) An applicant for a special use permit or a special use permit holder may apply for one or more endorsements; however, some special use establishments are not eligible for particular endorsements. The following endorsements may be issued on a special use permit:
 - i) An **off-sale endorsement** authorizes the sale of beverage alcohol in closed containers for consumption in the guest rooms of a remote northern camp. Other special use establishments are ineligible for this endorsement.
 - ii) An **on course endorsement** authorizes the sale of beer and coolers on the golf course pertaining to a golf club establishment. Other special use establishments are ineligible for this endorsement.

- iii) A **patio endorsement** authorizes the sale of beverage alcohol in a patio adjacent to the special use establishment. Billiard halls and golf simulator facilities are ineligible for this endorsement.
- iv) A **sidewalk café endorsement** authorizes the sale of beverage alcohol in a designated municipal area (sidewalk), which is adjacent to the special use establishment. SLGA does not issue this endorsement unless the municipality allows a special use establishment to operate a sidewalk café. Billiard halls and golf simulator facilities are ineligible for this endorsement.
- v) A **catering endorsement** authorizes beverage alcohol service at special occasion events for which a special occasion permit has been issued. The event is to be held within the non-permitted areas of the premises that is owned and operated by a private club. Other special use permitted establishments are ineligible for this endorsement.
- vi) A **temporary extension endorsement** authorizes the sale of beverage alcohol during a social function in a designated, non-permitted area that is within the establishment.
- vii) A **temporary patio endorsement** authorizes the sale of beverage alcohol during a specific community event in a designated outdoor area that is adjacent to the establishment.
- viii) A **trade show endorsement** authorizes the sale of beverage alcohol at a trade show where beverage alcohol is showcased by manufacturers' representatives to the general public. The demonstrations at the trade show are to be directly related to the consumption of food and beverage alcohol. The special use permit holders that qualify for a trade show endorsement are: theatres or concert halls, premises in university or post-secondary educational institutions, or premises where fairs and exhibitions are held. Other special use permitted establishments are ineligible for this endorsement.
- ix) A **minors endorsement** allows minors to be present as non-drinking patrons or employees in a special use establishment. *For more information about a minors endorsement for a special use establishment, see Section 7 of this Chapter.*

5. Food Service

- a) Except for theatres, concert premises, public conveyances and home delivery, the food service requirements in this paragraph apply to all special use establishments.
 - i) A variety of light meals and non-alcoholic beverages must be available to patrons during all hours that beverage alcohol service is available.
 - ii) Light meals are comparable to items offered in an appetizer menu and may include chicken wings, nachos, etc.

6. Wine Recorking

A permittee who sells wine by the bottle is required, when requested by the customer, to recork a bottle of wine that was purchased at the permitted premises. This will allow customers to legally remove and transport the unfinished bottle of wine from the permitted premises.

- a) The wine must be purchased from the permitted establishment;
- b) Unfinished bottle(s) of wine must be sealed with a cork (natural or synthetic) that is flush with the top of the bottle;
- c) Wine bottles with a twist off cap must be sealed with a cork that is flush with the top of the bottle;
- d) Wine recorking only applies to opened bottles of wine; not to beer or spirits;
- e) The unfinished bottle of wine cannot be taken to another permitted establishment and re-opened;
- f) Transportation of the recorked bottle of wine must comply with *The Alcohol and Gaming Regulation Act, 1997*, where no person shall consume beverage alcohol in a vehicle. Beverage alcohol may be in a vehicle for the purpose of transporting the beverage alcohol from the place at which it was lawfully obtained to a place where it may be lawfully kept or consumed.

7. Minors

a) General Prohibition Against Minors

- i) A minor is a person under the age of 19 years. A special use permit holder or the employees of an establishment must not:
 - sell or give beverage alcohol to a minor;
 - allow a minor to consume beverage alcohol in the special use establishment or its adjacent areas; or
 - allow a minor to be present in the special use establishment or its adjacent areas unless authorized by *The Alcohol and Gaming Regulation Act, 1997*, *The Alcohol Control Regulations, 2002* or a minors endorsement on a permit.

b) Special Use Establishments other than Casinos

- i) Minors may be present as non-drinking patrons or employees in the main area and any adjacent areas (e.g. patio, etc.). However, the following restrictions apply:

- Minors may be employed to provide non-alcohol related services (food service, coat check, maintenance, etc.). They must not act in any way in the sale, handling, or service of beverage alcohol (includes taking or placing beverage alcohol orders).
- ii) Special use permit holders operating a billiard hall establishment who contravene the rules and restrictions governing minors risk having their permits suspended or cancelled as well as other administrative penalties without any initial warnings or reprimands from SLGA. *For more information about sanctions, see Chapter XII – Disciplinary Action.*
- c) Casinos
- i) Minors are prohibited from being in the gaming area or areas of the casino where the gaming area is in view.
- ii) Minors may be allowed in the casino for specific events, such as providing entertainment, or for educational purposes. SLGA will consider approval to allow minors to access a casino on a case by case basis upon receipt of an application, outlining the specific purpose, date and period.
- d) Son, Daughter or Spouse who is a Minor
- i) A minor who is a son, daughter, or spouse of a special use permit holder or of a manager of a special use establishment may be present in the special use establishment or its adjacent areas (patio, etc.) when beverage alcohol service is prohibited. A minors endorsement is not required in this situation.
- e) Checking Identification for Minors
- i) A special use permit holder or the employees of a special use establishment must demand proof of age from a person if it appears that the person is a minor and the person:
- is attempting to enter the special use establishment or any of its adjacent areas where minors are prohibited;
 - is attempting to purchase beverage alcohol;
 - is attempting to accept a delivery of beverage alcohol.
- ii) If a person fails or refuses to produce satisfactory proof of age identification, the special use permit holder or the employees of the special use establishment must ask the person to leave the establishment immediately or deny service of beverage alcohol.
- iii) To establish satisfactory proof of age, SLGA requires a minimum of two (2) forms of identification, with at least one form being a government-issued photo identification that shows the person’s birth date. Other acceptable forms of identification are:

- Photo Driver's Licence
 - Firearms Registration Card
 - Credit/Debit Card
 - Birth Certificate
 - Post Secondary Photo I.D. Card
 - Passport
 - Armed Forces I.D. Card
 - Government Photo I.D.
 - Landed Immigrant Photo I.D.
- iv) SLGA requires that the identification produced by a person be carefully examined to ensure that:
- the photograph is authentic and has not been substituted;
 - the plastic laminate has not been tampered with;
 - the name and date of birth has not been altered;
 - the signature is verified on photo identification to other forms of identification and;
 - the authenticity of the identification is verified by comparing it to a known legitimate piece of identification (e.g. comparing an individual's driver's licence with your own driver's licence).

For more information on identifying a minor, see the Appendix of this Manual.

8. Capacity and Floor Area

- a) The maximum capacity for all special use is set in accordance with the *National Fire Code of Canada* (Maximum Occupant Load Certificate) and must not be exceeded by the total of all individuals on the permitted premises, staff included.
- b) The Maximum Occupant Load Certificate capacity is to be issued by the local municipal government. In the absence of a Maximum Occupant Load Certificate, SLGA will assign a maximum capacity based on the *National Fire Code of Canada*.
- c) The permit holder shall prominently and publicly display the Maximum Occupant Load Certificate or the SLGA Capacity Rating Card
- d) Enforcement of capacity will continue to be a responsibility of SLGA.
- e) The maximum capacity and floor area available for a special use establishment and the adjacent patio area are based on the following:
- i) The maximum capacity available for a billiard hall (sports facility) is 250 persons, with the maximum number of seats restricted to 50% of the billiard hall's capacity.
 - ii) The maximum capacity available for a golf simulator facility (sports facility) is 100 persons or 24 persons per simulated golf machine, whichever is less.

- iii) The maximum floor area of a special use patio that is adjacent to the special use establishment may be equal to or less than 100% of the special use floor area of the permitted premises (1:1 ratio). Billiard halls and golf simulator facilities do not qualify for a patio endorsement.
- f) The capacity of an establishment usually decreases if floor area is used for entertainment or other activities. Before installing a stage or any permanent structure contact the Liquor Licensing Branch. *For a list of contact persons, telephone numbers, and addresses, see the Appendix of this Manual.*

9. Hours and Days of Operation

- a) Maximum Hours and Days of Beverage Alcohol Service
 - i) Unless the days of operation are restricted on a permit, a special use permit holder may open the establishment every day for beverage alcohol service.
 - ii) Unless the hours of operation are restricted on a permit, the maximum hours for the sale of beverage alcohol in a special use establishment are between:
 - 9:30 a.m. and 2:00 a.m. of the following day, Monday to Saturday;
 - 12:00 noon and 2:00 a.m. of the following day, on Sundays, Good Friday, Christmas Day, and Remembrance Day; and
 - 9:30 a.m. (12:00 noon on Sundays) and 2:30 a.m. on the following day on December 31.
 - iii) Special use establishments must display their hours and days of operation in a prominent place which is visible from the exterior of the establishment.
 - iv) In the case of a stadium, theatre, or concert premises, the hours and days of beverage alcohol service are restricted on the permit. Beverage alcohol service may be provided during an organized sporting event or an entertainment performance with the hours of beverage alcohol service coinciding with the duration of the event or performance.
 - v) Tolerance Period or Cut-off
 - After the lawful sale of beverage alcohol ceases, a special use permit holder must keep the establishment open for at least one-half hour, but not longer than one hour, to allow patrons to finish their drinks of beverage alcohol;
 - A special use tour bus permit holder must allow passengers at least one-half hour and no more than one hour to finish their drinks of beverage alcohol after the lawful sale of beverage alcohol ceases on a tour bus or prior to the destination arrival time or the Saskatchewan border;
 - A special use home delivery permit holder must complete all deliveries of beverage alcohol before the end of the maximum one-hour tolerance period.

10. Temporary Endorsements

A temporary endorsement may also be granted which allows a permit holder to sell beverage alcohol under specific circumstances for a specific time frame. A temporary endorsement is issued via a letter from SLGA and must be attached to the permit for the duration that the temporary endorsement is in effect.

- A **temporary extension endorsement** authorizes the sale of beverage alcohol during a social function in a designated, non-permitted area, which is within the special use establishment.
- A **temporary patio endorsement** authorizes the sale of beverage alcohol during a specific community event in a designated outdoor area, which is adjacent to the special use establishment.

a) Description and Eligibility

- i) A temporary patio endorsement authorizes the sale of beverage alcohol during a special community event in a designated outdoor area that is adjacent to the main establishment. Special community events include sports days, local festivals, homecoming celebrations, and other comparable events. Adequate security is required to ensure proper supervisory control.
- ii) A temporary extension endorsement authorizes the sale of beverage alcohol during a social function in a designated non-permitted indoor area that is within the main establishment. An extension is granted where a large social function requires additional area to accommodate increased capacity. The social function must be related to the establishment's permit type (e.g. curling club bonspiel). Adequate security is required to ensure proper supervisory control.
- iii) A temporary patio or extension endorsement may be granted to a special use permit holder; however, SLGA does not grant either endorsement to a billiard hall or a golf simulator facility.

b) Facility Standards

- i) SLGA applies the standards described in this paragraph respecting the location and construction of a temporary patio.
 - A temporary patio is to be defined and segregated by a portable enclosure at least 1.524 metres (5 feet) high (e.g. fence, partitions, wall, etc.). A rope is not acceptable.
 - The location of the temporary patio is to be suitably connected or adjacent to the main permitted area; the entrance to the patio is through the permitted area.
 - Portable washrooms may be required to meet building, health and fire codes.

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- ii) The maximum capacity for a temporary patio is set by SLGA in accordance with the *National Fire Code of Canada* and must not be exceeded by the total of all individuals on the permitted temporary patio, staff included.
- c) Food Service
- i) The general food service requirement applies in a temporary patio or extension area (variety of light meals and non-alcoholic beverages). *For more information about the food service requirement, see Section 5, “Food Service” in this Chapter.*
- d) Operation of a Temporary Patio or Temporary Extension Area
- i) Minors are allowed in a temporary patio or extension area adjoining a special use establishment. However, different rules may apply if the permit holder alters the style of operation in the establishment. *For more information about the requirements and restrictions for minors, see Section 7, “Minors” in this Chapter.*
- ii) Unless restricted on the temporary patio or extension endorsement, the hours and days of beverage alcohol service in the temporary patio or extension area shall correspond to those available in the main establishment. *For more information on this issue, see Section 9, “Hours and Days of Operation” in this Chapter.*
- iii) The temporary patio or extension area is to be controlled and operated by the permit holder of the main establishment which adjoins the temporary patio or extension area.
- iv) A permit holder shall sell only the types of beverage alcohol in the temporary patio or extension area that are authorized for sale in the main establishment.
- e) Application Process
- i) To apply for a temporary patio or extension endorsement, contact the Liquor Licensing Branch **at least fifteen (15) days before the event to allow sufficient time to process your request.** *For a list of contact persons, telephone numbers, and addresses, see the Appendix of this Manual.*
- ii) For a temporary patio endorsement, an applicant must submit:
- a copy of the municipal approval authorizing beverage alcohol service where necessary (e.g. municipal property used as temporary patio);
 - a description of the special community event for which the temporary patio is to be used, and the requested dates for a temporary patio endorsement;
 - a sketch showing location and dimensions of the proposed temporary patio and main establishment; description of material used for the enclosure surrounding the temporary patio; and availability and location of facilities (washrooms, etc.); and
 - security plans for the event.

- iii) For a temporary extension endorsement, an applicant must submit a description of the function for which the extension area is to be used, and the requested dates for a temporary extension endorsement.

11. Private Clubs

- a) To be eligible for a special use permit, a private club must be a non-profit corporation or a service club.
- b) A special use private club permit holder must restrict admission to the area of the establishment offering beverage alcohol service to members, guests accompanied by members, and visitors. A “visitor” is a person who has a member’s privileges based on reciprocal privileges granted to members of affiliated clubs.
- c) SLGA requires a special use permit holder (private club) to maintain in the private club’s establishment:
 - i) **a membership list** which shows the name and address of each member, and the date of admission to the membership;
 - ii) **a guest register** which shows the name and address of a guest, the name of the member sponsoring a guest, and the date and time of a guest’s attendance; and
 - iii) **a visitor’s register** which shows the name and address of a “visitor”, the name and address of a visitor’s affiliated club, and the date and time of a visitor’s attendance.
- d) A special use private club permit holder, who holds a catering endorsement, may sell beverage alcohol for consumption within the non-permitted areas of the premises owned by the private club for which a special occasion permit has been issued.
- e) All private club establishments that are issued special use permits must comply with the general requirements outlined in this Chapter. *The topics include: Facility Standards; Food Service; Minors; Capacity and Floor Area; Hours and Days of Operation; and Compliance with Additional Rules and Requirements.*

12. Sports Facility Establishments

- a) General Criteria
 - i) A special use permit may be issued to an establishment in a sports facility if the owner or operator of the sports facility restricts admission to patrons:
 - who have paid a membership fee or service charge to participate in a sport; or
 - who are spectators of a sport.

- ii) Establishments that may be eligible for a special use permit (sports facility) include golf clubs, curling clubs, billiard halls, golf simulator facilities, bowling alleys, and racquet sport clubs.
- iii) All sports facility establishments that are issued special use permits must comply with the general requirements outlined in this Chapter. *The topics include: Facility Standards; Food Service; Minors; Capacity and Floor Area; Hours and Days of Operation; and Compliance with Additional Rules and Requirements.*
- iv) Golf clubs with on-course endorsements, billiard halls, and golf simulator facilities must comply with specific requirements outlined in the remainder of this section.

b) Golf Clubs with “On Course” Endorsements

A golf club operating a special use permit may apply for an endorsement of the permit to include the entire golf course. Approval may be granted subject to the following conditions:

- i) Signs shall be posted at the entrance to the golf course advising that only alcohol purchased from the club is allowed on the course.
- ii) Signs shall be posted at the exit from the course onto any public crossing, parking lot or public roadway indicating that no alcohol is allowed beyond that point of exit.
- iii) Motorized vending carts and/or kiosks may be considered for approval as part of the extension of the permit subject to the following conditions:
 - Non-alcoholic drinks and snack items such as chips, peanuts must be available for sale;
 - Only one vending cart/kiosk is permitted per 9 holes;
 - The vending cart/kiosk shall be operated by an employee or staff member of the permittee who is 19 years of age or older;
 - Beer, wine, coolers and spirits may be sold on the course;
 - Alcohol service shall be restricted to two beverage alcohol drinks per person at any time and employees must not sell or serve beverage alcohol to a patron who appears to be intoxicated;
 - Alcohol beverages lawfully purchased in the permitted clubhouse premises may be brought onto the course provided it is not carried into or across non-permitted areas such as a parking lot.
- iv) A Course Marshall, or other designated club employee or staff member, who is 19 years of age or older, shall be on duty on the course at all times alcohol is being served to ensure that patrons are complying with the provisions of *The Alcohol and Gaming Regulation Act, 1997*, any regulations pursuant to the Act, and these conditions of approval.

- c) Billiard Halls (refers to both pool halls and billiard halls)
- i) SLGA requires a minimum number of regular-sized pool or billiard tables in a billiard hall, based on the population of the community in which the billiard hall is to be situated. SLGA applies the following standards:

Minimum Number of Billiard/Pool Tables in Billiard Hall

<i>Population of Community</i>	<i>Minimum number of Billiard Tables in Billiard Hall</i>
less than 5,000	8
5,000 or more	15

- ii) SLGA does not allow:
- live entertainment in a billiard hall;
 - a patio to be constructed adjacent to a billiard hall; and
 - a capacity greater than 250 persons with the maximum number of seats restricted to 50% of the billiard hall’s capacity.
- iii) All billiard hall establishments that are issued special use permits must comply with the general requirements outlined in this Chapter. *The topics include: Facility Standards; Food Service; Minors; Capacity and Floor Area; Hours and Days of Operation; and Compliance with Additional Rules and Requirements.*

d) Golf Simulator Facilities

- i) The golf simulator activity area must simulate the skill of the game and provide official size equipment or a substitute that maintains the integrity of the sport.
- ii) SLGA does not allow:
- live entertainment in the golf simulator facility;
 - a patio to be constructed adjacent to a golf simulator facility; and
 - a capacity greater than 100 persons or 24 persons per simulated golf machine, whichever is less.
- iii) Golf simulator establishments that are issued a special use permit must comply with the general requirements outlined in this Chapter. *The topics include: Facility Standards; Food Service; Minors; Capacity and Floor Area; Hours and Days of Operation; and Compliance with Additional Rules and Requirements.*

13. Limousines

“Limousine” shall mean a large luxury, chauffeur driven vehicle which typically has a partition between the driver compartment and the rear passenger compartment with a seating capacity of three (3) or more persons in the rear compartment to a maximum of twenty (20) persons and shall mean a sedan limousine, stretch limousine, and an exotic limousine.

Limousine Classes

- i) **Sedan Limousine** – a full sized four door vehicle being a manufacturer’s upper quality line, with a seating capacity of three (3) passengers in the rear compartment.
 - ii) **Stretch Limousine** – a limousine extended up to six (6) feet beyond the standard length for the model vehicle, with a seating capacity of six (6) to twelve (12) passengers in the rear compartment.
 - iii) **Exotic Limousine** – an “ultimate” limousine or bus style limousine with amenities that make a significant design statement and a seating capacity of more than eight (8) but not exceeding twenty (20) passengers in the rear.
- a) A limousine permit may be issued to limousine owner(s) or operator(s) when travelling within the province. Beverage alcohol may not be served outside of Saskatchewan.
 - b) The primary business of the limousine permit holder must be that of public transportation and not liquor sales.
 - c) Proof of the Saskatchewan Highway Traffic Board Operating Authority Certificate for the business of public transportation is to be provided and restrictions adhered.
 - d) Beverage alcohol consumption is limited to passengers who are not minors.
 - e) The serving and selling of beverage alcohol while the limousine is hired for a pub crawl, going from bar to bar, is prohibited.
 - f) Self service of beverage alcohol is permitted.
 - g) Beverage alcohol must not be provided as part of the transportation package. Charges for beverage alcohol must occur independently of transportation fees.
 - h) Under no circumstances is the driver or server (where applicable) permitted to consume beverage alcohol.
 - i) Beverage alcohol consumption under this permit is limited to the area within the vehicle and is not permitted in any other place.
 - j) Passengers are prohibited from providing their own beverage alcohol products.

- k) Beverage alcohol stock must be removed from the passenger area following service, and stored in a locked area or compartment (stock supplies must not be stored in the passenger area at any time).
- l) Partially consumed beverage alcohol products must be left in the permitted vehicle by the purchaser and shall be destroyed immediately by the permittee.

14. Tour Bus

“Tour Bus” means a motor vehicle for the transportation of people with a minimum capacity of fourteen (14) passengers, for exclusive use for a specific trip or for a specific time.

- a) A special use permit may be issued to bus charter owner(s) or operator(s) when travelling within the province. The primary business of the permit holder must be that of transportation and not liquor sales.
- b) The applicant must be in possession of, and be able to produce, a Saskatchewan Highway Traffic Board Operating Authority Certificate to be eligible for a special use permit.
- c) Vehicles must be licensed for commercial use. Private vehicles are not eligible for licensing.
- d) Minors are allowed on the tour bus but shall not exceed the number of adult passengers.
- e) Beverage alcohol must not be provided as part of the transportation package. Charges for beverage alcohol must be independent of transportation fees.
- f) Passengers are prohibited from providing their own beverage alcohol.
- g) The selling and serving of beverage alcohol while the tour bus is hired for a pub crawl (i.e. going from bar to bar) is prohibited.
- h) Service of beverage alcohol must be provided by an assigned employee other than the bus driver; self service is not allowed.
- i) Service of beverage alcohol is to be from the aisle of the bus using a beverage service cart or from a designated area on the bus.
- j) The purchase and consumption of beverage alcohol by minors is prohibited.
- k) Under no circumstances is the driver or server permitted to consume alcohol.
- l) The consumption of alcohol under this permit will be limited to the area within the vehicle and is not permitted in any other public place.
- m) The permittee shall maintain a supply of non-alcoholic beverages for sale or provision to passengers for consumption on the bus.

- n) All beverage alcohol and non-alcoholic beverages are to be served in non-breakable containers. No glass containers are allowed.
- o) All beverage alcohol stock must be removed from the passenger area on destination arrival, when crossing the Saskatchewan border or when the lawful hour for the sale of beverage alcohol has passed, and stored in a locked area or compartment (stock supplies must not be stored in the passenger area at any time). Partially consumed product must be left in the permitted premises by the purchaser and shall be destroyed immediately by the permittee.
- p) During transportation, the driver must not be accessible to passengers who are consuming beverage alcohol (i.e. driver must be separated from passenger area by some form of permanent barrier behind the driver's seat).
- q) The permit applies to the purchasing, selling and service of beverage alcohol only within Saskatchewan.
- r) Service of beverage alcohol from point of departure shall not commence until outside the city, town or municipality limits.
- s) All service of beverage alcohol must cease one-half hour prior to the estimated destination arrival time or to the Saskatchewan border, whichever is earliest.
- t) If the final destination is outside of Saskatchewan, the permittee shall indicate that beverage alcohol consumption is not permitted beyond the borders of Saskatchewan unless permitted to sell and serve alcohol in the other province, territory or country.
- u) All beverage alcohol stock must be purchased under the consignee number specific to the permit.

15. Vessel

“Vessel” means a ship or boat used in the business of providing public transportation on water.

- a) A special use permit may be issued to a vessel owner(s) or operator(s).
- b) The applicant must be in possession of, and be able to produce, a Transport Canada Certificate of Registration to be eligible for a special use permit.
- c) The primary business of the vessel permit holder must be that of public transportation and not liquor sales.
- d) Service of beverage alcohol must be provided by an assigned employee other than the vessel operator; self service is not allowed.
- e) Beverage alcohol consumption is limited to passengers who are not minors.

- f) Beverage alcohol must not be provided as part of the transportation package. Charges for beverage alcohol must occur independently of transportation fees.
- g) Under no circumstances is the driver or server (where applicable) permitted to consume beverage alcohol.
- h) Passengers are prohibited from providing their own beverage alcohol products.
- i) Beverage alcohol stock must be removed from the passenger area following service, and stored in a locked area or compartment (stock supplies must not be stored in the passenger area at any time).
- j) Partially consumed beverage alcohol products must be left in the permitted vessel by the purchaser and shall be destroyed immediately by the permittee.

16. Sports Stadiums

- a) A stadium is a structure primarily designed for the conduct of spectator sporting events and entertainment performances with patrons seated in tiered seats and other approved areas. The council of the municipality where the stadium is to be situated must approve a permit application for a sports stadium.
- b) A stadium that hosts sanctioned sporting events affiliated with a professional or minors sports league or association may be considered for a special use permit. SLGA will consider the provision of beverage alcohol service on a case-by-case basis.
- c) Beverage alcohol service may be provided during a sanctioned sporting event of a recognized league or association with the hours of beverage alcohol service coinciding with the duration of the event. Patrons usually are allowed to consume beverage alcohol on the concourse level, in tiered seats, and other approved areas.
- d) A special use permit holder for a stadium must ensure that patrons:
 - i) only possess or consume beverage alcohol purchased from the stadium;
 - ii) only possess or consume beverage alcohol in the designated areas of the stadium; and
 - iii) on their departure, leave any unconsumed beverage alcohol in the stadium.
- e) The selling and serving of beverage alcohol in private viewing suites may occur as follows:
 - i) Pre-stocked bars and refrigerators allow patrons in the suite to serve themselves when the suite is monitored by the permittee or staff during the times that the suite is in use to ensure all aspects of the regulations governing the sale and consumption of beverage alcohol are met;

- ii) Designated bar areas allow patrons in the suite to purchase beverage alcohol from the designated bar areas of the stadium and return to the suite to consume the beverage alcohol; or
 - iii) Table service provided by the permittee or staff in the suite where drink orders are taken from patrons and delivered to the suite.
- f) For the safety and security of patrons, a special use permit holder for a stadium must:
- i) provide adequate security throughout the stadium to ensure proper supervisory control;
 - ii) employ an on-site manager or designated employee to be on duty to ensure compliance with *The Alcohol and Gaming Regulation Act, 1997, The Alcohol Control Regulations, 2002*, and the terms and conditions on the permit.
 - iii) supply the name of the on-site manager or designated employee at SLGA's request.
- g) Beverage alcohol must be served in disposable soft sided containers.
- h) Non-alcoholic beverages must be served in disposable soft-sided containers, which are easily distinguished from containers with beverage alcohol. Disposable utensils and dishware must be used when serving food to patrons.
- i) SLGA may impose any or all of the following terms and conditions with respect to beverage alcohol service in a stadium:
- i) Beverage alcohol service must occur from areas designated and approved by SLGA that are physically separate from other concession areas.
 - ii) Beverage alcohol service is restricted to beer, coolers, and premixed cocktail drinks.
 - iii) Patrons may only purchase two containers of beverage alcohol at any time. The two containers must be disposable soft-sided containers that do not contain more than the standard size drink (12 oz/354.88 ml beer, 1 oz/29.54 ml spirits or 12 oz/354.88 ml cooler). The two containers per person restriction shall be reduced to one if the container contains more than the standard size drink.
- j) All sports stadiums that are issued special use permits must comply with the general requirements outlined in this Chapter: *Endorsements on Special Use Permit, Facility Standards, Food Service, Minors, Capacity and Floor Area, Hours and Days of Operation, and Compliance with Additional Rules and Requirements.*

17. Northern Camps

- a) A proposed special use northern camp permit must provide proof of the issuance of an outfitters licence by the Ministry of Environment, Fish and Wildlife Branch. *For a list of contact persons, telephone numbers, and addresses, see the Appendix of this Manual.*
- b) A special use permit may be issued to a camp in the Northern Saskatchewan Administration District that provides dining and overnight accommodation to registered guests.
- c) A special use permit holder for a northern camp may sell and serve beverage alcohol to a registered guest of the camp:
 - i) by the glass (spirits, wine, beer, coolers) in a main lodge or comparable area of the camp;
or
 - ii) in closed containers (wine, beer, coolers, spirits) for consumption in a guest room where authorized by an off-sale endorsement.
- d) A special use permit holder for a northern camp must comply with the general requirements outlined in this Chapter: *Facility Standards; Food Service; Minors; Capacity and Floor Area; Hours and Days of Operation; and Compliance with Additional Rules and Requirements.*

18. Special Care Facilities

- a) A special use permit may be issued respecting a special care facility, which provides staffed accommodations for residents.
- b) A special use permit holder for a special care facility must restrict admission to the permitted area of the establishment to residents and guests accompanied by residents.
- c) The permitted area of a special use care facility is not for use by outside organizations/groups.
- d) The special care facility must have a staffed dining facility on the premises, which provides meals on a daily basis to the residents.
- e) A special use permit holder (special care facility) must ensure that patrons:
 - i) only possess or consume beverage alcohol purchased from the special care facility on the permitted premises;
 - ii) leave any unconsumed beverage alcohol in the designated permitted area(s).
- f) All special care facility establishments that are issued special use permits must comply with the general special use permit requirements outlined in this Chapter.

19. Bingo Halls

A special use permit may be issued respecting premises where the primary purpose is the conduct of bingo and the bingo hall facility is operated by a “Class A” bingo licensee.

- a) The sale and service of beverage alcohol is to be provided in a “minors restricted” area of the bingo facility, such that the permitted area and non-permitted areas are separated by a railing or similar physical barrier that is 4 feet high.
- b) Bingo hall establishments that are issued a special use permit must comply with the general requirements outlined in this Chapter; *Facility Standards; Food Service; Capacity and Floor Area; Hours and Days of Operation; and Compliance with Additional Rules and Requirements.*

20. Home Delivery

A special use permit may be issued respecting home delivery, which provides the authority to deliver beverage alcohol to a private place for a fee.

- a) Eligibility for a home delivery permit
 - i) A permittee with an off-sale endorsement (restaurant permit holders with a wine off-sale endorsement are not eligible for a home delivery permit);
 - ii) A holder of a franchise (includes cottage winery, micro-brewery and micro-distillery); or
 - iii) A person who does not hold any other type of liquor permit (e.g. a gift basket business wishing to include beverage alcohol in gift baskets for home delivery).
- b) Delivery requirements
 - i) A copy of the home delivery special use permit must be carried by the permittee or any employee of the permittee engaged in home delivery of beverage alcohol;
 - ii) The permit holder must have the customer’s purchase order prior to purchasing beverage alcohol. The purchase order must contain:
 - the name and address of the permit holder;
 - the kinds and quantities of the beverage alcohol to be purchased; and
 - the address where the beverage alcohol is to be delivered.
 - iii) Beverage alcohol must be delivered;
 - to the person who ordered it and who is not a minor at a private place where it is lawful to store and consume the beverage alcohol;

- during the maximum regulated hours and days that beverage alcohol may be sold, including the tolerance period. *For more information on Hours and Days of Operation, see Section 9 of this Chapter.*
 - iv) Beverage alcohol must not be delivered and sold to a minor nor to any person who appears to be intoxicated at the time of delivery;
 - v) A permittee or his or her employee may refuse to sell or complete the delivery of beverage alcohol ordered. The permittee may not charge a delivery fee or any other charges when delivery is not completed;
 - vi) Beverage alcohol may only be delivered to a private place, excluding hospitals, institutions or facilities where the nature of the facility is to treat alcohol/substance abuse addictions;
 - vii) The charge for home delivery of beverage alcohol must be the same price paid by retail customers at a liquor store, franchise or off-sale permittee, plus a separate delivery charge. Customers must be informed of both the purchase price and the delivery charge at the time of placing the order; and
 - viii) A permit holder who ceases to deliver beverage alcohol shall immediately surrender the permit to the Director of Liquor Licensing Branch.
- c) Filling Orders/Inventory
- i) Orders must be filled from a liquor store, a franchise or a permitted establishment with an off-sale endorsement;
 - ii) Orders must be filled during the hours and days that beverage alcohol may be lawfully sold; and
 - iii) The home delivery permit holder may not keep an inventory of beverage alcohol unless the permit holder is a franchisee or owner of a permitted establishment with an off-sale endorsement.
- d) Minors
- i) Beverage alcohol may only be delivered to, and accepted by, persons 19 years of age and older;
 - ii) A home delivery permit holder or an employee shall demand proof of age from a person if it appears that the person is a minor. *For more information on the acceptable forms of identification see Section 7 e) of this Chapter and the Appendix of this Manual.*

- e) Record Keeping
- i) The permit holder shall maintain a record of the following information with respect to the sale and delivery of beverage alcohol:
 - address of the purchaser;
 - the date of purchase of the beverage alcohol;
 - the kinds and quantity of beverage alcohol purchased;
 - the price paid for the beverage alcohol purchased;

 - the delivery fee paid;
 - date and time of delivery;
 - the name of the person making the delivery;
 - the name of each person who appeared to be less than 25 years of age and the type of identification produced.
 - ii) Delivery receipts must be signed by the recipient of the beverage alcohol as certification that they have received the beverage alcohol and that they are of legal age to purchase the beverage alcohol;
 - iii) For beverage alcohol that is undeliverable, record the date, kind, quantity, price and the reason the beverage alcohol was not delivered. The beverage alcohol must be returned for a refund;
 - iv) Delivery transaction records shall be returned by employees to the permit holder at the end of each day;
 - v) All records pertaining to the delivery of beverage alcohol, including the purchase orders and the signed delivery receipts, must be kept at the place of business for at least two years and be available for inspection upon request.

21. Compliance with Additional Rules and Requirements

- a) Additional chapters in this Manual describe rules and requirements that apply to the **operation of all classes of establishments** and a special use permit holder must also comply with these obligations. *For more information, see the following Chapters: Chapter II – Application, Renewal and Sale of Establishment; Chapter IX – Operation of Establishment; Chapter X – Advertising and Promotions; Chapter XI – Inspections; Chapter XII – Disciplinary Action.*
- b) A special use permit holder who is authorized to provide beverage alcohol service under an endorsement (e.g. patio, etc.) must also comply with the rules and requirements governing the area or service associated with the endorsement. *For more information about the rules for specific endorsements, see Chapter VIII – Permit Endorsements.*

22. References

The information in this Chapter is a summary of the policies, standard terms and conditions imposed on a permit, and the key provisions of *The Alcohol and Gaming Regulation Act, 1997*, and *The Alcohol Control Regulations, 2002*. For convenience, this section identifies the key provisions of *The Alcohol and Gaming Regulation Act, 1997* and *The Alcohol Control Regulations, 2002* for the corresponding topics in this Chapter.

Primary Business

- *The Alcohol and Gaming Regulation Act, 1997* – Section 47, 92.
- *The Alcohol Control Regulations, 2002* – Section 16.

Establishments that Qualify for a Special Use Permit

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 51.
- *The Alcohol Control Regulations, 2002* – Section 16.

Facility Standards

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 19(1)(b), 44(c), 70.
- *The Alcohol Control Regulations, 2002* – Sections 4, 51.

Endorsements on Special Use Permit

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 38, 39, 92.
- *The Alcohol Control Regulations, 2002* – Sections 4, 16.1, 16.2, 32.

Food Service

- *The Alcohol and Gaming Regulation Act, 1997* – Section 92.
- *The Alcohol Control Regulations, 2002* – Section 36.

Minors

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 67, 110, 111, 113, 114, 115, 129(1)(e).
- *The Alcohol Control Regulations, 2002* – Section 37.

Capacity and Floor Area

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 120, 121.
- *The Alcohol Control Regulations, 2002* – Section 2.

Hours and Days of Operation

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 71, 129(1)(f).
- *The Alcohol Control Regulations, 2002* – Sections 41, 44.

Sports Facility Establishments

- *The Alcohol and Gaming Regulation Act, 1997* – Section 92.
- *The Alcohol Control Regulations, 2002* – Section 16(1)(b).

Private Clubs

- *The Alcohol and Gaming Regulation Act, 1997* – Section 92.
- *The Alcohol Control Regulations, 2002* – Section 16(1)(a).

Sports Stadiums

- *The Alcohol and Gaming Regulation Act, 1997* – Section 92.
- *The Alcohol Control Regulations, 2002* – Section 16(1)(h).

Northern Camps

- *The Alcohol and Gaming Regulation Act, 1997* – Section 92.
- *The Alcohol Control Regulations, 2002* – Section 16(1)(i).

Recorking

- *The Alcohol and Gaming Regulation Act, 1997* – Section 75(6).
- *The Alcohol Control Regulations, 2002* – Sections 16(1)(n), 16(4).

Home Delivery

- *The Alcohol and Gaming Regulation Act, 1997* – Section 92.
- *The Alcohol Control Regulations, 2002* – Section 16.3.

Bingo Halls

- *The Alcohol Control Regulations, 2002* – Section 16(1)(m).

CHAPTER VI- MANUFACTURER PERMIT

1. Primary Business

- a) A manufacturer permit may be issued where the primary purpose of an establishment is the manufacture of beverage alcohol.
- b) Different rules and requirements apply to different types of manufacturers. *For information about each type of manufacturer, see Section 2. – Brew Pub; Section 3. – Cottage Winery; Section 4. Other Manufacturers – Brewery, Distillery, Winery, of this Chapter.*

2. Brew Pub as a Manufacturer

a) General Criteria

- i) A brew pub is a small brewery manufacturing specialty beer on a limited-production basis in the premises where a tavern is located.
- ii) A brew pub requires two permits, a manufacturer permit and a tavern permit, and the same person must be the holder of both permits.
 - The manufacturer permit allows the manufacture of beer in the brew pub. The manufacturer permit only applies to the manufacturing aspect of the brew pub operation. The brew pub operator must comply with the requirements imposed on a manufacturer permit. *For more information about manufacturer requirements, see the remainder of this section.*
 - The tavern permit allows the sale of manufactured beer along with other beverage alcohol to patrons in the brew pub. The brew pub operator must comply with the requirements imposed on a tavern permit. *For more information about tavern requirements, see Chapter IV - Tavern Permit.*
- iii) Before manufacturing any beer an excise licence must be obtained from Canada Revenue Agency, Federal Excise Duty Office. *For more information on contact persons, telephone numbers, and address, see the Appendix of this Manual.*

b) Facility Standards

- i) SLGA allows a manufacturer permit to be issued and to continue to remain in effect only if the brew pub's location, construction, and brewing equipment are suitable for the purpose of manufacturing beer. A brew pub's manufacturing facility must consistently meet the standards set out in *The Alcohol Gaming Regulation Act, 1997*, and the terms and conditions on a permit. If these standards are not met, SLGA may refuse to issue a permit or may impose sanctions against the manufacturer permit holder.

- ii) The permit holder shall follow the facility standards set out in building codes, health and fire regulations, and other relevant federal, provincial, and municipal legislation and regulations.
 - iii) SLGA shall not issue a manufacturer permit for a brew pub unless:
 - the manufacturing facility is located in the same premises as the tavern;
 - the fermentation, maturation, and dispensing tanks have a minimum capacity:
 - in the case of premises located in the City of Saskatoon, Regina, Prince Albert or Moose Jaw, of eight hectolitres; and
 - in the case of premises located elsewhere in the province, two hectolitres;
 - metering devices as approved by Federal Excise shall be installed to accurately monitor and record the total amount of beer manufactured for sale.
- c) Production Standards and Record Keeping
- i) The beer produced by a brew pub manufacturer must:
 - be manufactured at the brew pub specified on the permit;
 - be manufactured by the alcoholic fermentation of an infusion or decoction of barley, malt or hops in drinkable water;
 - be manufactured in accordance with the standards established under the *Food and Drug Act* (Canada), its regulations, and any other federal legislation;
 - meet the quality standards set by SLGA.
 - ii) SLGA and other government authorities may inspect the manufacturing process and the raw materials used to manufacture beer.
 - iii) A brew pub manufacturer must manufacture the following minimum volume of beer for sale:
 - at least 100 hectolitres per annum where the brew pub is located in Saskatoon, Regina, Prince Albert or Moose Jaw; and
 - at least 30 hectolitres per annum where the brew pub is located elsewhere in the province.
 - iv) A brew pub manufacturer must not manufacture more than 2,000 hectolitres of beer for sale per annum.
 - v) A brew pub manufacturer must manufacture a minimum of four types of in-house draught beer which is to be sold for consumption in the brew pub.
 - vi) A brew pub manufacturer must sign an Indemnification Agreement provided by SLGA and maintain adequate comprehensive general liability insurance.

- vii) A brew pub manufacturer must maintain records, satisfactory to SLGA, showing the total amount of beer manufactured for sale in the brew pub and any other particulars required by SLGA. On request, the brew pub manufacturer may be required to submit returns to SLGA, and all records may be reviewed and audited by SLGA.

d) Sale of Manufactured Product and Payment of Charges, Taxes, and Duties

- i) *The Alcohol and Gaming Regulation Act, 1997* designates SLGA as the sole legal supplier of beverage alcohol in Saskatchewan. A manufacturer must sell the manufactured product to SLGA and SLGA then resells the manufactured product to permit holders who provide it to patrons in their establishments.
- ii) In the case of a brew pub, the mandatory sale transaction may be described as follows:
- The brew pub operator, as a manufacturer permit holder, sells the manufactured beer to SLGA.
 - SLGA then applies a mark-up and then resells the same manufactured beer to the brew pub operator as a tavern permit holder. The brew pub operator, as a tavern permit holder, then sells the manufactured beer to patrons in the “pub” (tavern) area.
 - To affect this mandatory sale, physical delivery of the manufactured beer is not necessary.
- iii) SLGA’s price for the manufactured beer is **calculated** on completion of each production batch and its transfer to dispensing tanks. However, payment is **remitted** monthly to SLGA with supporting records (Brewer’s Production Report, copies of corresponding Customs and Excise B60 forms).
- iv) The brew pub manufacturer must pay, as prescribed by the applicable authority, all charges, taxes, and duties. The brew pub’s manufactured beer is subject to the following charges, taxes, and duties which are subject to change:
- Federal Excise Duty – \$0.3122 per litre for regular-strength beer
 - SLGA Mark-up - \$0.1715 per litre
 - Goods and Services Tax (GST) – 5%
 - Liquor Consumption Tax (LCT) – 10%

For more information about the calculation and payment of charges, taxes, and duties, see a list of contact persons, telephone numbers, and addresses in the Appendix of this Manual.

- v) In addition, the brew pub operator may sell its manufactured beer to SLGA for the sale and distribution by SLGA to other establishments (restaurant, special use, etc.) through a special order system. *For more information on contact persons, telephone numbers and address, see the Appendix of this Manual.*

3. Cottage Winery as a Manufacturer

a) General Criteria

- i) A cottage winery is a small winery which manufactures wine from grapes and non-grape products grown in Saskatchewan, Alberta or Manitoba. “Wine” includes, but is not limited to, wine coolers, table wine, still wine, sparkling wine, champagne and cider.
- ii) A cottage winery requires a manufacturer permit to manufacture wine and a contract with SLGA to sell its manufactured product from a cottage winery retail store. The same person shall be the holder of the manufacturer permit and the operator of the cottage winery retail store.
 - The manufacturer permit allows the manufacture of wine in the cottage winery and the permit only applies to the manufacturing aspect of the cottage winery operation. The cottage winery operator shall comply with the Cottage Winery Policy, *The Alcohol and Gaming Regulation Act, 1997*, *The Alcohol Control Regulations, 2002*, and the terms and conditions on the manufacturer permit.
 - The cottage winery contract between the cottage winery operator and SLGA allows the cottage winery operator to sell only its manufactured wine in a cottage winery retail store located on designated cottage winery property. The cottage winery operator shall comply with the Cottage Winery Policy, *The Alcohol and Gaming Regulation Act, 1997*, *The Alcohol Control Regulations, 2002*, and the terms and conditions of the cottage winery contract.
 - For a copy of the Cottage Winery Policy and cottage winery contract, contact the Retail Services Branch of SLGA. *For a list of contact persons, telephone numbers, and addresses, see the Appendix of this Manual.*

b) Facility Standards

- i) The Cottage Winery Policy defines “cottage winery” as follows:
 - The cottage winery shall be located in Saskatchewan and it shall manufacture wine from grapes and non-grape products grown in Saskatchewan, Alberta and Manitoba.
 - Grapes and non-grape products grown in Saskatchewan shall constitute no less than 65% of the final product.
 - Grapes and non-grape products grown on designated winery farmland in Saskatchewan shall constitute no less than 25% of the final product. The designated winery farmland shall be owned or leased by the cottage winery operator. *For more information about designated winery farmland, see Section 3 b) ii) of this Chapter.*
 - Blending wine sourced from Alberta or Manitoba may be added but it shall constitute no more than 35% of the final product.

- Grape concentrate may be added to a maximum of 35% in the “must” with the “must” allowed to ferment into the final product. Grape concentrate may be used to ferment a 100% grape wine for use as a blending wine only in the cottage winery’s facility and the blending wine may be added to a maximum of 35%.
- ii) The cottage winery is to be located in Saskatchewan on designated winery farmland. For the purposes of the Cottage Winery Policy, “farmland” means an agricultural farm enterprise:
- with ownership or lease of a minimum of two acres of land in the production of agricultural commodities; and
 - which produces and sells at least \$20,000 in agricultural product annually, or derives at least 50% of its gross income from its own agricultural production.
- The designated winery farmland requirement is a precondition to obtaining a manufacturer permit for a cottage winery and it shall be maintained during the duration of the cottage winery operation.
- iii) SLGA allows a manufacturer permit to be issued and to continue to remain in effect only if the cottage winery’s location, construction, equipment, operation and management are suitable for the purpose of manufacturing wine. A cottage winery shall consistently meet the standards set out in *The Alcohol and Gaming Regulation Act, 1997*, *The Alcohol Control Regulations, 2002*, the Cottage Winery Policy, and the terms and conditions on a permit. If these standards are not met, SLGA may refuse to issue a permit or may impose sanctions against the manufacturer permit holder.
- iv) SLGA adopts and applies facility standards set out in building codes, health and fire regulations, and other relevant federal, provincial, and municipal legislation and regulations.
- c) Production Standards and Record Keeping
- i) The wine produced by a cottage winery shall:
- be obtained by the fermentation of the natural sugar content of fruits or other agricultural products containing sugar, including honey and milk; and
 - meet the required quality standards, and undergo testing and sampling by SLGA and a duly recognized laboratory.
- ii) SLGA and other government authorities may inspect the manufacturing process and the raw materials used to manufacture wine.
- iii) A cottage winery shall manufacture a minimum volume of 4,500 litres of finished product per annum and demonstrate a technical capacity to consistently produce quality products on a commercial basis.

- iv) A cottage winery which manufactures 45,000 litres or less of finished product per annum entitles the cottage winery operator to a preferential mark-up from SLGA. Where a cottage winery manufactures more than 45,000 litres of finished product per annum, the cottage winery will be classified as a commercial winery and be subject to the regular price charged by SLGA.
- v) A cottage winery shall maintain records satisfactory to SLGA showing the raw material sourcing, production, sales, sample product usage, breakage and defective product. On request, a cottage winery may be required to submit returns to SLGA, and all records may be reviewed and audited by SLGA.
- d) Sale of Manufactured Product and Payment of Charges, Taxes, and Duties
- i) *The Alcohol and Gaming Regulation Act, 1997* designates SLGA as the sole legal supplier of beverage alcohol in Saskatchewan. A manufacturer shall sell the manufactured product to SLGA and SLGA then resells the manufactured product to permit holders who provide it to patrons in their establishments.
- ii) In the case of a cottage winery, the mandatory sale transaction may be described as follows:
- The cottage winery operator, as a manufacturer permit holder, sells the manufactured wine to SLGA.
 - SLGA applies a mark-up and then resells the identical manufactured wine to the cottage winery operator as the operator of a cottage winery retail store. The cottage winery operator then sells the manufactured wine to commercial permit holders, special occasion permit holders, and patrons for consumption away from the premises.
 - To affect this mandatory sale, physical delivery of the manufactured wine is not necessary.
- iii) The operator of cottage winery retail store shall:
- locate the store on designated cottage winery property and provide direct access to it at or above ground level;
 - sell wine that was only manufactured by the cottage winery and that meets SLGA's Listing Policy;
 - establish a display price as defined by SLGA with any proposed price changes subject to SLGA approval; and
 - comply with the requirements specified in *The Alcohol and Gaming Regulation Act, 1997*, *The Alcohol Control Regulations, 2002*, the cottage winery policy, a cottage winery contract, and any federal, provincial or municipal legislation and regulations.
- iv) The cottage winery operator shall pay, as prescribed by the applicable authority, all charges, taxes, and duties. *For more information about the calculation and payment of*

charges, taxes and duties, see a list of contact persons, telephone numbers and addresses in the Appendix of this Manual.

e) Hospitality Suite

- i) A cottage winery operator may operate a hospitality suite on or adjacent to its manufacturing facility where its manufactured wine is only offered, without charge, to guests in the suite.
- ii) A cottage winery that operates a hospitality suite must comply with the following requirements:
 - A maximum of 125 guests must only be allowed in the hospitality suite at any time.
 - Minors must not be present in the hospitality suite at any time.
- iii) The maximum hours of operation for a hospitality suite are between:
 - 9:30 a.m. and 2:00 a.m. of the following day, Monday to Saturday;
 - 12:00 noon and 2:00 a.m. of the following day, on Sundays, Good Friday, Christmas Day, and Remembrance Day;
 - 9:30 a.m. (12:00 noon on Sundays) and 2:30 a.m. on the following day on December 31.
- iv) Tolerance Period or Cut-Off
 - After the lawful sale of beverage alcohol ceases, a manufacturer permit holder operating a hospitality suite must keep the establishment open for at least one-half hour, but not longer than one hour, to allow patrons to finish their drinks of beverage alcohol.
- v) The location and premises used for a hospitality suite requires prior approval from SLGA.

4. Other Manufacturers – Brewery, Distillery, Winery

a) General Criteria

- i) A brewery, distillery or winery may apply for a manufacturer permit.
- ii) An excise tax licence shall be obtained from the Canada Revenue Agency before any alcohol is manufactured.
- iii) Although SLGA issues a manufacturer permit to a brew pub or a cottage winery, different rules and requirements apply to each of them. *For information about a brew pub and cottage winery, see Sections 2 and 3 respectively of this Chapter.*

iv) A holder of a manufacturer permit (brewery, distillery or winery) may do any or all of the following:

- manufacture a beverage alcohol product in a manufacturing facility located in Saskatchewan;
- sell and deliver its manufactured product to SLGA, the sole legal supplier of beverage alcohol in Saskatchewan;
- export its manufactured product as authorized by SLGA;
- in the case of a brewer, sell and deliver its manufactured product through a brewer's association appointee;
- in the case of a brewery, import beer if the brewer manufactured the beer outside of Saskatchewan and complies with the *Importation of Intoxicating Liquors Act (Canada)*.

b) Manufacturing Facility Standards

- i) SLGA allows a manufacturer permit to be issued and to continue to remain in effect only if the manufacturer's location, construction, equipment, operation and management are suitable for the purpose for manufacturing beverage alcohol. A manufacturing facility shall consistently meet the standards set out in *The Alcohol and Gaming Regulation Act, 1997*, *The Alcohol Control Regulations, 2002* and the terms and conditions on a permit. If these standards are not met, SLGA may refuse to issue a permit or may impose sanctions against the manufacturer permit holder.
- ii) SLGA adopts and applies facility standards set out in building codes, health and fire regulations, and other relevant federal, provincial, and municipal legislation and regulations.

c) Production Standards and Record Keeping

- i) SLGA and other government authorities may inspect the manufacturing process and the raw materials used to manufacture beverage alcohol.
- ii) The manufacturer shall keep records, satisfactory to SLGA, showing the kind and quantities of beverage alcohol produced and imported. On request, the manufacturer may be required to submit returns to SLGA, and all records may be reviewed and audited by SLGA.

d) Sale of Manufactured Product and Payment of Taxes, Duties, and Other Charges

- i) *The Alcohol and Gaming Regulation Act, 1997* designates SLGA as the sole legal supplier of beverage alcohol in Saskatchewan. In all cases, a manufacturer shall sell its manufactured product to SLGA and, through its distribution system or a brewer's association, SLGA then resells the manufactured product at a price increase to retailers (e.g. permit holders).

- ii) Before a manufacturer may sell its manufactured product to SLGA, SLGA shall grant listing approval of the manufactured product. On the granting of the listing approval, SLGA allows the sale of the manufactured product at its listed price through its distribution system or a brewer's association.
 - iii) The Listing Policy outlines the criteria used by SLGA to evaluate whether or not a manufactured product should be listed. A copy of the Listing Policy may be obtained by contacting the Retail Services Branch of SLGA. *For a list of contact persons, telephone numbers, and addresses, see the Appendix of this Manual.*
 - iv) The manufacturer permit holder shall pay, as prescribed by the applicable authority, all charges, taxes and duties. *For information about the calculation and payment of charges, taxes, and duties, contact the Retail Services Branch. For a list of contact persons, telephone numbers and addresses, see the Appendix of this Manual.*
- e) Hospitality Suite
- i) A brewery, distillery or winery manufacturer may operate a hospitality suite on or adjacent to its manufacturing facility where its manufactured beverage alcohol is only offered, without charge, to guests in the suite.
 - ii) A manufacturer that operates a hospitality suite must comply with the following requirements:
 - A maximum of 125 guests must only be allowed in the hospitality suite at any time.
 - Minors must not be present in the hospitality suite at any time.
 - iii) The maximum hours of operation for a hospitality suite are between:
 - 9:30 a.m. and 2:00 a.m. of the following day, Monday to Saturday;
 - 12:00 noon and 2:00 a.m. of the following day, on Sundays, Good Friday, Christmas Day, and Remembrance Day;
 - 9:30 a.m. (12:00 noon on Sundays) and 2:30 a.m. on the following day on December 31.
 - iv) Tolerance Period or Cut-Off
 - After the lawful sale of beverage alcohol ceases, a manufacture permit holder with a hospitality suite must keep the establishment open for at least one-half hour but not longer than one hour to allow patrons to finish their drinks of beverage alcohol.
 - v) The location and premises used for a hospitality suite requires prior approval from SLGA.

5. Compliance with Additional Rules and Requirements

- a) Additional chapters in this Manual describe rules and requirements that apply to the **operation of all classes of establishments**. A holder of a manufacturer permit shall also comply with these obligations. *For more information, see the following Chapters: Chapter II – Application Renewal and Sale of Establishments; Chapter X – Advertising and Promotions; Chapter XI – Inspections; Chapter XII – Disciplinary Action.*

6. References

The information in this Chapter is a summary of the policies, standard terms and conditions imposed on a permit, and the key provisions of *The Alcohol and Gaming Regulation Act, 1997*, and *The Alcohol Control Regulations, 2002*. For convenience, this section identifies the key provisions of *The Alcohol and Gaming Regulation Act, 1997*, and *The Alcohol Control Regulations, 2002* for the corresponding topics in this Chapter.

Primary Business

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 47, 92.

Brew Pub as a Manufacturer

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 88, 89, 92, 94, 95, 96, 124.
- *The Alcohol Control Regulations, 2002* – Sections 2, 13, 17, 18, 20.

Cottage Winery as a Manufacturer

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 88, 89, 92, 94, 95, 96, 124.
- *The Alcohol Control Regulations, 2002* – Sections 17, 20.

Other Manufacturers – Brewer, Distillery, Wine Manufacturer

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 88, 89, 91, 92, 94, 95, 96, 124.
- *The Alcohol Control Regulations, 2002* – Sections 17, 19, 20, 55.

CHAPTER VII- U-BREW/U-VIN

1. Primary Business

A U-Brew/U-Vin Operation permit may be issued to a business that provides goods, facilities and services to persons manufacturing beer, wine, cider or coolers, within the facility for personal consumption in a private place or for consumption by others in a private place at no charge.

2. Facility Standards

- a) Suitability of a U-Brew/U-Vin establishment
 - i) SLGA allows a U-Brew/U-Vin Operation permit to be issued and to continue to remain in effect only if the location, construction, equipment, furnishings, and operation of the establishment consistently meet the standards set out in *The Alcohol and Gaming Regulation Act, 1997*, *The Alcohol Control Regulations, 2002*, and terms and conditions on a permit or endorsement, and SLGA's policies. If these standards are not met, SLGA may refuse to issue a permit or may impose sanctions against the U-Brew/U-Vin Operation permit holder.
 - ii) U-Brew/U-Vin operations are not permitted to be located on residential property.
 - iii) A U-Brew/U-Vin establishment shall maintain a minimum 200 square foot (18.58 square metres) retail storefront dedicated to U-Brew/U-Vin products and supplies.
 - iv) The location of the U-Brew/U-Vin establishment must comply with municipal zoning.
 - v) The production area and the retail area shall be separated as follows:
 - The manufacturing (mixing, filtering, racking and bottling) may occur in one production area that is separated from the retail area by a permanent wall at least 7 feet (213.4 centimetres) high.
 - Alternatively, the manufacturing may occur in two production areas, with all the processes except bottling being performed in an area that is separated from the retail area by a permanent wall at least 7 feet (213.4 centimetres) high and the bottling process occurring in a separate production area, secured by a wall at least 4 feet (121.9 centimetres) high.
 - The doorway openings from either production areas shall not be more than 60 inches (152.4 centimetres) wide.
 - A permanent wall is a divider that is securely fastened to the floor and cannot be easily moved. The wall may contain glass that allows viewing from the retail area.

- vi) The permit holder shall follow the standards set out in building codes, health and fire regulations, and other relevant federal, provincial, and municipal legislation and regulations.

b) Furnishings and Equipment

SLGA applies the following standards respecting furnishings and equipment in a U-Brew/U-Vin establishment:

- i) Furnishings and equipment are to be of a quality that ensures proper working order and standard of cleanliness;
- ii) All equipment used in the production process must be food grade manufacturing equipment to ensure that there is no transfer of non-food chemicals into the product;
- iii) Floor coverings in the manufacturing area are to be of a high quality.

c) Structural Changes and Renovations

- i) A U-Brew/U-Vin Operation permit holder who wants to make renovations or structural changes to any area of an establishment is required to contact the Liquor Licensing Branch to obtain information about the approval procedure. *For a list of contact persons, telephone numbers, and addresses, see the Appendix of this Manual.*
- ii) SLGA requires a U-Brew/U-Vin Operation permit holder to obtain approval from SLGA before making any renovations or structural changes. If this procedure is not followed, the U-Brew/U-Vin Operation permit holder risks consequences. SLGA may suspend or cancel a U-Brew/U-Vin Operation permit if the renovations or structural changes fail to meet the standards set out in *The Alcohol and Gaming Regulation Act, 1997, The Alcohol Control Regulations, 2002* and the terms and conditions on a permit or endorsement and SLGA's policies.
- iii) To obtain approval, the U-Brew/U-Vin Operation permit holder shall provide a floor plan drawn to scale showing the proposed renovations or structural changes in relation to the existing establishment. An inspector reviews the floor plan, inspects the establishment, and completes a Floor Plan Report.
- iv) If the Liquor Licensing Branch finds the floor plan to be satisfactory, the U-Brew/U-Vin Operation permit holder shall:
 - obtain stamps of approval on the floor plans from the local fire, building, municipal, and health authorities as applicable;
 - submit two copies of the floor plan with the required stamps of approval to the Liquor Licensing Branch; and
 - on request, provide any other details.

- v) SLGA's inspectors will conduct a final inspection of the renovations or structural changes upon completion.
- vi) The approval respecting the proposed renovations or structural changes will be communicated in writing to the U-Brew/U-Vin Operation permit holder.

3. Roles and Responsibilities

a) Role of the customer

Customers are required to make at least two visits (more if required by the permit holder) to the U-Brew/U-Vin operation.

i) First Visit:

- Pay for all ingredients prior to starting the manufacturing process as this transfers ownership of the product to the customer; and
- Sign a declaration stating that he or she is using the product for personal use or for use at no charge by others, such as friends and family, to be consumed in a private place.

Sample declaration

*I, _____ on this date _____
have purchased the ingredients and started the fermentation in order to
produce this product for my own personal consumption in a private place
or for consumption by others in a private place at no charge.*

*I will not resell this product nor provide it for consumption at a liquor
permitted event, including that held under a special occasion permit.*

- Mix all the ingredients necessary to start the fermentation process.

ii) Second Visit:

- The customer is required to wash and sterilize the bottles and prepare them for bottling;
- If commercial wine bottles are being reused, the label must be removed or scored. The reuse of commercial corks is prohibited;
- Bottle and seal the product (labels may be affixed to the bottle);
- Remove the product from the U-Brew/U-Vin establishment immediately after bottling.

Friends and family of the customer (not including minors) may accompany the customer and aid in the manufacturing process.

Customers may request help from the permit holder during the process and the permit holder may provide physical assistance if the customer is physically incapable of completing the task. The customer shall be present when assistance is provided.

b) Responsibility of the Permit Holder

The permit holder is responsible for:

- i) ensuring that customers complete all necessary paperwork;
- ii) making sure that customers combine and mix their beer wort, wine juice concentrate, other juice concentrate or any other allowed ingredients needed to begin the fermentation process;
- iii) overseeing the fermentation, filtration, racking and aging of the product after the customer's first visit;
- iv) ensuring all manufacturing processes are conducted in the manufacturing area, not in the retail area;
- v) ensuring that customers bottle their own product and remove the bottled product from the U-Brew/U-Vin premises immediately after the bottling process has been completed. A U-Brew/U-Vin Operation permit holder or employee is prohibited from delivering finished product to a customer;
- vi) ensuring that if the customer is reusing commercial wine bottles, the label is removed or scored, and that commercial corks are not reused; and
- vii) asking for identification from individuals who are requesting U-Brew/U-Vin services and appear to be a minor.

4. Record Keeping

a) Record keeping shall include:

- i) Before a customer starts to manufacture U-Brew/U-Vin products, the permit holder shall prepare and provide the customer with a sales invoice for each customer declaration and retain a copy for audit and inspection purposes. The invoice shall include:
 - name, address and telephone number of the customer(s);
 - product type and the quantity (volume);
 - ingredients provided and the price charged for the ingredients;
 - services provided and the price charged for the services;
 - date manufacturing is to start;
 - amount of payment received from the customer;
 - name, address and telephone number of the permit holder; and

- a notice to the customer(s) that product manufactured is for personal consumption in a private place or for consumption by others in a private place at no charge.
 - ii) Before a customer starts the manufacturing of any U-Brew/U-Vin products, the customer shall sign a customer declaration for each batch of beer, wine, cider or cooler to be manufactured on the premises. The declaration shall be attached to the customer invoice and a copy retained for audit purposes.
 - iii) No additional names can be added to a product batch after the manufacture start date.
 - iv) If for any reason product is destroyed the permit holder shall record the following:
 - the customer's name, address and telephone number;
 - product type and quantity (volume) destroyed;
 - the date that the product was destroyed; and
 - the reason for the product being destroyed.
 - v) The permit holder shall for at least two years:
 - retain a copy of each sales invoice;
 - retain a copy of each customer declaration; and
 - retain all records of product destroyed.
 - vi) The permit holder shall submit an annual report to SLGA, as of March 31 setting out the number of customers and the volume of beer, wine, cider and coolers produced on the premises, in a form provided by SLGA. The report is to be submitted to the Liquor Licensing Branch by April 30.
- b) Carboy Tags
- i) The permit holder shall ensure that carboys are tagged or labelled with the, invoice number and the product start date.
 - ii) The permit holder shall ensure individual, group and employee carboys are easily identified by a tag or label.

5. Minors

a) Production Process

- i) A minor is a person under the age of 19 years. A U-Brew/U-Vin Operation permit holder or employee shall ensure that minors are not allowed to manufacture beverage alcohol products in the U-Brew/U-Vin establishment.

- ii) Minors are not permitted in the areas where beverage alcohol is manufactured or stored unless accompanied by a parent or legal guardian, and may not manufacture beverage alcohol or assist a parent or legal guardian in the production process.
- iii) Anyone who appears to be a minor and is attempting to obtain U-Brew/U-Vin services to produce beverage alcohol shall be asked to show two pieces of identification.

b) Employment

- i) Minors may be employed in the retail area of the store but may not be involved in the production of beer, wine, cider or coolers.
- ii) Minors may perform general maintenance in the areas where beverage alcohol is manufactured or stored provided they are supervised by an adult and are not left alone in charge of the establishment.
- iii) Minors must not handle carboys that contain product or sediment. All sediment must be removed or disposed of by the customer.
- iv) Minors must not be involved in the washing of bottles or the bottling process.

c) Checking Identification

- i) A U-Brew/U-Vin Operation permit holder or the employees of the establishment shall demand proof of age from a person that appears to be a minor and the person is attempting to acquire the services of the U-Brew/U-Vin to produce beverage alcohol.
- ii) If a person fails or refuses to produce satisfactory proof of age identification, the U-Brew/U-Vin Operation permit holder or the employee of the establishment shall deny the services of the U-Brew/U-Vin.
- iii) To establish satisfactory proof of age, SLGA requires a minimum of two (2) forms of identification, with at least one form being a government-issued photo identification that shows the person's birth date. Other acceptable forms of identification are:
 - Photo Driver's Licence
 - Firearms Registration Card
 - Credit/Debit Card
 - Birth Certificate
 - Post Secondary Photo I.D. Card
 - Passport
 - Armed Forces I.D. Card
 - Government Photo I.D.
 - Landed Immigrant Photo I.D.
- iv) SLGA requires that the identification produced by a person be carefully examined to ensure that:
 - the photograph is authentic and has not been substituted;
 - the plastic laminate has not been tampered with;
 - the name and date of birth has not been altered;

- the signature is verified on photo identification to other forms of identification; and
- the authenticity of the identification is verified by comparing it to a known legitimate piece of identification. For example, compare an individual's driver's licence with your own driver's licence.

For more information on identifying a minor, see the Appendix of this Manual.

6. Barrel Aging

A U-Brew/U-Vin permit holder may offer barrel aging service within the permitted establishment. Barrel aging is when more than one customer's product is placed in a barrel for aging after fermentation.

- a) The carboy tags of every customer whose product is stored in the barrel must be affixed to the barrel.
- b) Once the barrel aging is complete, the permit holder must pour the product back into the customers' carboy, and the customers must then return to the facility and complete the bottling process.
- c) The permit holder may maintain a customer sign-up sheet for barrel aging. The permit holder may add product (equivalent to one kit) to complete a barrel.

7. Sampling

- a) Customers identified on the sales invoice may share in the consumption of two samples during the production process, each sample not exceeding 100 millilitres (200 ml is the maximum sample per batch) regardless of the number of persons listed on the invoice.
- b) Customers may not drink their finished product during the bottling process.
- c) Sampling parties in the U-Brew/U-Vin establishment are prohibited.
- d) A permit holder is prohibited from sampling or from offering samples of finished U-Brew/U-Vin product to the public or customers. This is due to *Excise Act* requirements which prevent the use of U-Brew/U-Vin products for commercial purposes.

8. Topping Up and Fortification

- a) Topping up wine lost during fermentation and aging process
 - i) A permit holder is prohibited from supplying alcohol product for top up.

- ii) A permit holder may top up with water or non-alcoholic substance only.
 - iii) Customers may top up their product with any commercial or U-Vin wine.
 - iv) Customers are not allowed to leave beverage alcohol at the U-Brew/U-Vin establishment to be used for top up at a later point in the process.
 - v) Topping up with spirits is not allowed.
- b) Fortification of wine to make port or sherry
- i) A permit holder is prohibited from supplying beverage alcohol for use in fortification.
 - ii) Fortification of wine to make port or sherry is permitted just prior to bottling and must be done by the customer.
 - iii) Customer must purchase the beverage alcohol that is used to fortify wine for port or sherry from a liquor store, franchise or off-sale permit holder.
 - iv) Customers are not allowed to leave beverage alcohol at the U-Brew/U-Vin establishment to be used for top up at a later point in the process.

9. Finished Product

- a) The permit holder is not allowed to sell, store, trade or organize trading of finished product. Once bottling has been completed, customers are required to remove the product immediately.
- b) The permit holder is not allowed to manufacture product to sell to customers.
- c) A permit holder's or customer's finished product is not allowed to be stored on the premises. Once bottling has been completed, the product is to be removed immediately.
- d) Trading racks – customers are prohibited from leaving finished product on the premises in exchange for another customer's product.
- e) The permit holder may not post any notices or lists in the establishment that encourage the trading of product among customers.

10. Group and Employee Batches

- a) Group Batches
 - i) A group consists of 2 or more individuals.

- ii) Group batches are allowed. However, each individual of the group must be involved in all of the first visit steps of the production process.
 - iii) All names are to be stated on the invoice and each must sign a declaration.
 - iv) At least one participant is required to be present for the second visit.
 - v) The permit holder and employees are prohibited from participating in customer group batches.
 - vi) The permit holder is not allowed to invite customers to participate in a group batch.
- b) Employee Batches
- i) Employee batches are subject to the same regulatory requirements as any other customer.
 - ii) Employee batches require an invoice and declaration to be completed and kept for two years even if there is no charge.
 - iii) Employee carboy tags must be visually different (a different colour, for example) from those of regular customers.
 - iv) Production must occur during normal business hours and once bottled, the product must be removed immediately from the facility.

11. Customer Returns

- a) It is up to the permit holder if they want to accept returns of unsatisfactory product.
- b) If returns are accepted, the permit holder or employee must destroy the product immediately and record that the product was destroyed in accordance with Section 4 iv) of this chapter.
- c) Product that has been returned cannot be sold or used as top up product.
- d) The permit holder may offer the customer the opportunity to make a new batch of product. Even if there is no charge, the permit holder must prepare an invoice, keep record of the production and get the customer to sign a new declaration.
- e) Returned product cannot be replaced with new finished product that the customer did not produce.

12. Unclaimed Product

- a) If a customer does not return to the facility to bottle the product the permit holder must destroy the product after a reasonable number of attempts have been made by the permit holder to contact the customer.

13. Hours of Operation

- a) The U-Brew/U-Vin is to set and post its hours of operation. However, hours of operation are subject to municipal bylaws that may be in place for business hours of operation.

14. Advertising and Promotion

- a) Allowable advertising and promotions
 - i) name and location of the establishment;
 - ii) days and hours of operation;
 - iii) products and services provided;
 - iv) retail sales discounts on kits or volume discounts on kits purchased; and
 - v) discount program for frequent customers.
- b) Prohibited advertising and promotions
 - i) Provide the price of the finished product, per bottle basis;
 - ii) Imply that the customer has no input in making the product;
 - iii) Promote finished products on the basis of being inexpensive alcohol - for example:
 - Beer at half the liquor store price
 - Wine \$3.00 per bottle
 - iv) Market products and services in a way that would promote the illegal use of finished product. For example, promoting the use and consumption of wine or beer produced at your establishment at an event such as a wedding, a function held in a public place, or inside a commercial permitted establishment.

For Additional information regarding advertising and promotion, see Chapter X – Advertising and Promotions.

15. Provincial Sales Tax (PST) and Goods and Services Tax (GST)

- a) The Provincial Sales Tax (PST) is a tax applied to the purchase, rental, or importation of most goods and certain services in Saskatchewan. If your business sells goods or services to which the PST applies, you shall apply for a Vendor's Licence.

For more information visit the Ministry of Finance website at www.finance.gov.sk.ca or call 1-800-667-6102.

- b) Goods and Services Tax (GST) is a tax applied to the supply of most goods and services in Canada. Although the consumer ultimately pays GST, businesses are responsible for collecting and remitting it to the government.

For more information contact the Canada Revenue Agency, Business Inquiries, at 1-800-959-5525, or visit its website at www.cra.gc.ca.

16. Federal Excise Act

- a) There is a requirement that all persons who possess bulk beer or wine other than excise licensees, licensed manufacturers or individuals who make beer or wine for their personal use at a place or residence, be registered with the Canada Revenue Agency. Since U-Brew/U-Vin operators have in their possession bulk beer belonging to their customers, U-Brew/U-Vin operators are required to be excise registrants and may only possess bulk beer and wine that is owned by an individual and that was produced at the U-Brew/U-Vin operator's premises.

For more information contact the Canada Revenue Agency, Federal Excise Duty, at (403) 231-4124 or visit its website at www.cra.gc.ca.

17. Compliance with Additional Rules and Requirements

- a) To ensure general food safety and hygiene hazards are avoided, use of the *General Principles of Food Hygiene Composition and Labelling* is recommended by the Canadian Food Inspection Agency (CFIA). *See a list of contact persons, telephone numbers, and addresses in the Appendix of this Manual.*
- b) Additional chapters in this Manual describe rules and requirements that apply to the operation of all classes of establishments and a U-Brew/U-Vin Operation permit holder must also comply with these obligations. *For more information, see the following Chapters: Chapter II – Application, Renewal and Sale of Establishment; Chapter IX – Operation of Establishment; Chapter X – Advertising and Promotions; Chapter XI – Inspections; Chapter XII – Disciplinary Action.*

18. References

Primary Business

- *The Alcohol Control Regulations, 2002* – Section 16.4.

Facility Standards

- *The Alcohol and Gaming Regulation Act, 1997* – Section 107.01.

Roles and Responsibilities

- *The Alcohol Control Regulations, 2002* – Section 16.6.

Record Keeping and Reporting

The Alcohol Control Regulations, 2002 – Section 16.7.

General Prohibition Against Minors

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 37, 67, 110, 111, 113, 114, 115, 129(1)(e).
- *The Alcohol Control Regulations, 2002* – Section 37.

Sampling

- *The Alcohol and Gaming Regulation Act, 1997* – Section 131.
- *The Alcohol Control Regulations, 2002* – Sections 16.5, 56(1).

Unclaimed Product

- *The Alcohol Control Regulations, 2002* – Section 16.8.

CHAPTER VIII - PERMIT ENDORSEMENTS

1. Introduction

- a) An endorsement is an addition or addendum to a permit. When combined with a permit, an endorsement allows a permit holder to sell beverage alcohol under specific circumstances. For example, a restaurant permit with a room service endorsement authorizes beverage alcohol service to registered guests in the guest rooms of a hotel or motel.
- b) The following table summarizes the availability of each type of endorsement for each permit class:

Endorsements for Different Permit Classes

<i>TYPE OF ENDORSEMENT</i>	<i>PERMIT CLASS</i>			
	RESTAURANT PERMIT	TAVERN PERMIT	SPECIAL USE PERMIT	MANUFACTURER PERMIT
Banquet Room	yes	no	no	no
Catering	yes	yes	yes - private clubs only	no
Lounge	yes	no	no	no
Nightclub	not available to new establishment, only those restaurants that currently hold the endorsement until a change in ownership	no	no	no
Off-Sale	yes (wine only)	yes – beverage rooms* (*including off-sale delivery to guest rooms) yes – brew pubs no – nightclubs	yes-northern camps only	no
Patio	yes	yes	yes, except for billiard halls and golf simulator facilities	no
Room Service	yes	no	no	no
Self-Service Mini Bar	yes	yes – beverage rooms	no	no
Sidewalk Café	yes	Yes	yes	no

TYPE OF ENDORSEMENT	PERMIT CLASS			
	RESTAURANT PERMIT	TAVERN PERMIT	SPECIAL USE PERMIT	MANUFACTURER PERMIT
Trade Show	no	no	yes, theatre/concert halls, post- secondary and exhibition/fairs	no
Hospitality Suite	no	no	no	yes, except for brew pubs

Note: The U-Brew/U-Vin Operation permit class is not eligible for any endorsements.

- c) This chapter describes the available endorsements and highlights the eligibility requirements and rules for each type of endorsement.
- d) The rules for each type of endorsement are found in *The Alcohol and Gaming Regulation Act, 1997, The Alcohol Control Regulations, 2002*.
- e) Where a permit holder violates an endorsement's rules, SLGA may impose sanctions against the permit holder. *For more information about possible disciplinary action taken by SLGA, see Chapter XII – Disciplinary Action.*
- f) In addition, many restrictions and rules which are in effect in the main establishment (restaurant, tavern, special use establishment) equally apply to the area or service associated with the endorsement.
 - i) For example, a patio endorsement may be granted to a restaurant, tavern, or special use permit holder. Minors may be present as non-drinking patrons in a restaurant establishment and similarly, in its adjoining patio. In contrast, minors are prohibited in a patio adjacent to a lounge as lounges are minor restricted. Minors are prohibited from being present in a tavern establishment and similarly, in its adjoining patio.
 - ii) *For more information about the restrictions and rules for the main establishment and as a consequence, for the area or service associated with the endorsement, see the following:*
 - For a restaurant permit with an endorsement, see Chapter III – Restaurant Permit;
 - For a tavern permit with an endorsement, see Chapter IV – Tavern Permit;
 - For a special use permit with an endorsement, see Chapter V – Special Use Permit; and
 - For all endorsements, see also Chapter IX – Operation of Establishment; Chapter X – Advertising and Promotions; Chapter XI – Inspections; and Chapter XII – Disciplinary Action.

g) An applicant may apply for an endorsement when obtaining a permit or subsequent to the granting of a permit. For some endorsements, the applicant must pay a fee before the granting of an endorsement and subsequently, at the time of its renewal.

i) The table below outlines the applicable endorsement and renewal fees.

Endorsement and Renewal Fees

<i>TYPE OF ENDORSEMENT</i>	<i>CITY</i>	<i>TOWN</i>	<i>VILLAGE</i>	<i>HAMLET</i>	<i>RESORT AREA, RURAL MUNICIPALITY, and SEASONAL FEE</i>
Lounge	\$350	\$250	\$175	\$100	\$250
Catering (except Private Clubs)	\$250	\$100	\$100	\$100	\$100
Nightclub	\$100	\$75	\$50	\$25	\$75
Tavern Off-Sale	\$100	\$75	\$50	\$25	\$75
Restaurant Off-Sale (wine only)	\$50	\$25	\$10	\$10	\$25

h) This chapter does not deal with “minors endorsements”. A minors endorsement allows minors restricted access to an establishment as non-drinking patrons or employees. *For more information about the eligibility requirements and restrictions respecting minors endorsements, see Section “Minors” in the Chapter pertaining to your permit: Chapter III – Restaurant Permit; Chapter IV – Tavern Permit; Chapter V – Special Use Permit.*

2. Additional Options for Operation and Temporary Endorsements

- a) SLGA may authorize an additional option for operation or a temporary endorsement which allows a permit holder to sell beverage alcohol under specific circumstances for a specific time frame. An additional option for operation is listed on the permit while a temporary endorsement is issued via a letter and must be attached to the permit for the duration that the temporary endorsement is in effect.
- b) The following table summarizes the various additional options for operation and temporary endorsements for each permit class.

Additional Options for Operation and Temporary Endorsements for Different Permit Classes

ADDITIONAL OPTIONS AND TEMPORARY ENDORSEMENTS	PERMIT CLASS			
	RESTAURANT PERMIT	TAVERN PERMIT	SPECIAL USE PERMIT	MANUFACTURER PERMIT
Before 5:00 p.m. Dining	no	yes, nightclub only <i>See Chapter IV – Tavern Permit</i>	no	no
Daily and Sunday Family Dining	no	yes – beverage rooms yes – brew pubs yes – nightclub	no	no
On-Course Endorsement	no	no	yes – golf club only. <i>See Chapter V – Special Use Permit</i>	no
Patio or Extension (temporary)	yes	yes	yes, except for billiard halls & golf simulator facilities	no
Early Hours	no	yes – beverage rooms	no	no
Minors in Off-Sale	no	yes – beverage rooms yes – brew pubs yes – nightclub	no	no
After Hours Non- Alcoholic Event	no	yes, <i>see Chapter IV - Tavern Permit</i>	no	no
All-Ages Non- Alcoholic Event	no	yes, <i>see Chapter IV - Tavern Permit</i>	no	no

- c) This chapter does not deal with “Additional Options for Operation” and “Temporary Endorsements”. *For more information about the eligibility requirements and restrictions respecting additional options for operation and temporary endorsements, see sections “Additional Options for Operation” and “Temporary Endorsements” in the Chapter pertaining to your permit: Chapter III – Restaurant Permit; Chapter IV – Tavern Permit; Chapter V – Special Use Permit.*

3. Banquet Room Endorsement – Restaurant Establishment

- a) Description, Eligibility, and Facility Standards
- i) A banquet room endorsement authorizes the sale of beverage alcohol by a restaurant permit holder in a banquet room located in the same facility as the restaurant establishment.

- ii) The banquet room endorsement may be granted only to a restaurant permit holder.
 - iii) The permit holder shall follow the facility standards set out in the building codes, health and fire regulations, and other federal, provincial, and municipal legislation and regulations.
- b) Capacity
- i) Capacity for a banquet room is based on the maximum number of persons allowed to be present at any one time according to *National Fire Code of Canada*. For more information about capacity and floor area, see Section 9, Chapter III – Restaurant Permit.
- c) Food Service
- i) Food must be available to patrons at all times.
 - ii) The food-beverage alcohol sales ratio does not apply at any time in the banquet room. For more information about the food service requirement, see Section 4 in Chapter III – Restaurant Permit.
- d) Operation of a Banquet Room
- i) A banquet room may be rented to a special occasion permit holder. The sale and service of the beverage alcohol during the event may occur as follows:
 - The special occasion permit covers all of the beverage alcohol at the event and the special occasion permit holder is responsible for the sale and service of beverage alcohol during the event; or
 - The special occasion permit covers only the beverage alcohol that is being served under a non-sale permit. The non-sale permit may be in effect during the same time that the restaurant is operating a cash bar. The restaurant permit holder and the special occasion permit holder are both responsible for the service of the beverage alcohol under the non-sale special occasion permit.
 - ii) Under a minors endorsement, minors may be present as non-drinking patrons. However, they are prohibited from being in a banquet room if an event under a special occasion permit is minor-restricted. For more information about the requirements and restrictions for minors, see Section 8 Chapter III – Restaurant Permit.
 - iii) Unless restricted on the banquet room endorsement, the hours and days of beverage alcohol service in a banquet room shall correspond to those available in the restaurant establishment. For more information on this issue, see Section 10 in Chapter III – Restaurant Permit.

- iv) A restaurant permit holder must sell only the types of beverage alcohol in the banquet room that are authorized for sale in the restaurant establishment.

- e) Application Process

- i) To apply for a banquet room endorsement, contact the Liquor Licensing Branch. *For a list of contact persons, telephone numbers, and addresses, see the Appendix of this Manual.*
- ii) Where a restaurant establishment requires renovation for a banquet room, an applicant must follow the procedure for making structural changes and renovations to a restaurant establishment. *For more information on this issue, see “Structural Changes and Renovations” under Section 2. d) Chapter III – Restaurant Permit.*

4. Catering Endorsement – Tavern, Restaurant and Special Use Private Clubs

- a) Description, Eligibility, and Facility Standards

- i) A catering endorsement authorizes beverage alcohol service by a tavern and restaurant permit holder at special occasion events held in locations away from the establishment (e.g. community hall).
- ii) A catering endorsement authorizes beverage alcohol service by a special use private club permit holder at special occasion events (for which a special occasion permit has been issued) held within the non-permitted areas of the premises that are owned and operated by the private club.
- iii) A catering endorsement may be granted only to restaurant, tavern or special use private club permit holders.
- iv) A restaurant, tavern or special use private club permit holder with a catering endorsement (caterer) must ensure that:
 - the individual or organization hosting the special occasion event has a special occasion (sale) permit;
 - a copy of the caterer’s permit is posted in the premises where the special occasion event is held.

- b) Operation at Catered Event

- i) The caterer is responsible at the special occasion event for proper beverage alcohol service and other duties, including:
 - exercising crowd control;
 - monitoring beverage alcohol consumption to avoid over service;

- checking identification for minors, and refusing beverage alcohol service to minors;
- obtaining liability insurance;
- providing adequate staff.

c) Food Service

- i) A caterer is not required to provide food service at the special occasion event unless requested by the special occasion permit holder. However, the general food service requirement applies to all special occasion events.

- A variety of light meals and non-alcoholic beverages must be available to patrons during the special event.
- Light meals means a serving of one dish which is typically a smaller serving and may be referred to as an appetizer (e.g. nachos, dry ribs, chicken fingers, sandwiches, salads, etc.).

d) Application Process

- i) To apply for a catering endorsement, contact the Liquor Licensing Branch. *For a list of contact persons, telephone numbers, and addresses, see the Appendix of this Manual.*

5. Lounge Endorsement – Restaurant Establishment

a) Description, Eligibility, and Facility Standards

- i) A lounge endorsement authorizes the sale of beverage alcohol by a restaurant permit holder in a lounge connected to the restaurant establishment.
- ii) The lounge endorsement may be granted only to a restaurant permit holder.
- iii) The lounge area must be divided by a railing or similar physical barrier that is four (4) feet high to ensure there is a clear and distinct delineation between the lounge area and restaurant area.
- iv) SLGA adopts and applies the standards set out in the building codes, health and fire regulations, and other federal, provincial, and municipal legislation, regulations, and bylaws.

b) Capacity and Floor Area

- i) The maximum capacity for a permitted establishment is set in accordance with the *National Fire Code of Canada* (Maximum Occupant Load Certificate) and must not be exceeded by the total of all individuals on the permitted premises, staff included.

- ii) The maximum capacity and floor area for a restaurant lounge may not exceed 50% of the restaurant permitted premises capacity and floor area.
 - iii) The capacity of an establishment usually decreases if the floor area is used for entertainment or other activities. Before installing a stage or any permanent structure, SLGA recommends that the restaurant permit holder contact the Liquor Licensing Branch. *For a list of contact persons, telephone numbers, and addresses, see the Appendix of this Manual.*
 - iv) *For more information about capacity and floor area, see Section 9 in Chapter III – Restaurant Permit.*
- c) Food Service
- i) The general food service requirement applies in a lounge (variety of light meals and non-alcoholic beverages). However, additional requirements apply if Sunday Brunch is offered in a lounge.
 - ii) The food-beverage alcohol sales ratio does not apply at any time in the lounge, and beverage alcohol may be served in the lounge without requiring the patron to purchase food.
 - iii) *For more information about the food service requirement, see Section 4 of Chapter III – Restaurant Permit.*
- d) Operation of a Lounge
- i) A lounge is minor-restricted; however, a Sunday Brunch endorsement from SLGA allows limited access by minors as non-drinking patrons. *For more information about the requirements and restrictions for minors, see Section 8 in Chapter III – Restaurant Permit.*
 - ii) Unless restricted on the lounge endorsement, the hours and days of beverage alcohol service in a lounge shall correspond to those available in the restaurant establishment. *For more information on this issue, see Section 10 in Chapter III – Restaurant Permit.*
 - iii) A restaurant permit holder shall sell in a lounge only the types of beverage alcohol that are authorized for sale in the restaurant establishment.
- e) Application Process
- i) To apply for a lounge endorsement, contact the Liquor Licensing Branch. *For a list of contact persons, telephone numbers, and addresses, see the Appendix of this Manual.*
 - ii) Where a restaurant establishment requires renovation for a lounge, an applicant must follow the procedure for making structural changes and renovations to a restaurant

establishment. *For more information on this issue, see “Structural Changes and Renovations” under Section 2 d) Chapter III – Restaurant Permit.*

6. Nightclub Endorsement – Restaurant Permit

a) Description, Eligibility, and Facility Standards

SLGA no longer issues nightclub endorsements. **A restaurant permit holder that currently operates under a nightclub endorsement may continue to do so until such time as there is a change in ownership.**

A nightclub endorsement authorizes a restaurant establishment and its adjacent areas (lounge or patio, or both) to operate as a nightclub during evening hours.

A nightclub endorsement may be granted only to a restaurant permit holder who receives approval by a resolution of council of the municipality where the restaurant-nightclub is to be situated.

To obtain more information about the policy, contact the Liquor Licensing Branch. *For a complete list of contact persons, telephone numbers, and addresses, see the Appendix of this Manual.*

b) Capacity and Floor Area

- i) The maximum capacity of persons allowed to be present at any one time in the restaurant-nightclub is determined by the *National Fire Code of Canada*.
- ii) *For more information about capacity and floor area, see Section 9 in Chapter III – Restaurant Permit.*

c) Food Service

- i) The general food service requirement applies when the restaurant establishment operates as a restaurant-nightclub (variety of “light meals” and non-alcoholic beverages).
- ii) The food-beverage alcohol sales ratio and the requirement for food service with beverage alcohol do not apply in the restaurant establishment when it operates as a nightclub.
- iii) *For more information about the food service requirement, see Section 4 in Chapter III – Restaurant Permit.*

d) Operation of Restaurant-Nightclub

- i) A restaurant permit holder with a nightclub endorsement **must**:

- Convert a restaurant establishment into a nightclub operation by 8:00 p.m. on those days that it is open.
- ii) The key feature of a restaurant-nightclub is the provision of live entertainment during evening hours. Entertainment is to be offered every day that the restaurant-nightclub is open. SLGA applies the following criteria respecting live entertainment:
 - Forms of entertainment may include: live music provided by a band, vocalist or singing group; recorded music or karaoke provided by a disc jockey; or live individual performances provided by a comedian. Individuals providing entertainment must be hired specifically to provide the entertainment; staff playing recorded music does not meet the entertainment requirements. If other types of entertainment are to be offered, SLGA recommends prior approval of the proposed entertainment to ensure that it will meet the requirements for entertainment.
 - Entertainment is to commence by 9:00 p.m. and be offered at one-hour intervals with at least 20 minutes of continuous entertainment during each interval.
- iii) Minors are prohibited from being in a restaurant-nightclub after 8:00 p.m. *For more information about the requirements and restrictions for minors, see Section 8 in Chapter III – Restaurant Permit.*
- iv) Any provision in *The Alcohol and Gaming Regulation Act, 1997* or *The Alcohol Control Regulations, 2002* that applies to a tavern-nightclub permit equally applies to the restaurant establishment when operating as a nightclub.
- v) A restaurant permit holder with a wine off-sale endorsement is prohibited from providing wine off-sale when operating as a nightclub.

7. Off-Sale Endorsement for Tavern Establishments

a) Description and Eligibility

- i) An off-sale endorsement typically authorizes the sale of beer, wine, spirits and coolers in closed containers for consumption away from a tavern establishment. Off-sale endorsements may be granted only to brew pubs, beverage rooms in hotels or motels, or unique tavern establishments specified in *The Alcohol Control Regulations, 2002*. Tavern-nightclubs do not qualify for off-sale endorsements.
- ii) The off-sale area must be situated within or adjacent to the tavern establishment. The off-sale area may have a separate customer entrance. Free standing off-sale areas are prohibited.

- iii) An off-sale endorsement is a reviewable endorsement, therefore on instruction from SLGA, the permit holder shall publish a newspaper advertisement to provide public notice of the intent to operate the off-sale of beverage alcohol.
- iv) Brew pubs are eligible for two different types of off-sale endorsements. An off-sale endorsement for a brew pub may authorize:
- the sale of beer, including beer manufactured by the brew pub, wine, spirits and coolers, in closed containers, for consumption away from the brew pub; or
 - the sale of beer, manufactured only in the brew pub, in closed containers, for consumption away from the brew pub.
- v) Tavern permit holders in hotels and motels and other unique tavern establishments specified in *The Alcohol Control Regulations, 2002* are eligible for an off-sale endorsement, which authorizes the sale of beer, wine, spirits, and coolers, in closed containers, for consumption away from the tavern establishment.
- vi) Tavern permit holders with off-sale privileges are not authorized to sell spirits for consumption away from the tavern establishment to golf clubs and curling clubs operating under a special use permit, or to special occasion permit holders. *For more information see subsection d) of this section.*
- vii) Tavern permit holders with an off-sale endorsement are authorized to sell beer, wine, spirits and coolers in closed containers, to home delivery permit holders and its authorized employees.
- viii) *The Alcohol Control Regulations, 2002* restricts the maximum number of off-sale endorsements authorizing the sale of beer, wine, spirits and coolers in closed containers. The restrictions are based on the population of a community; however, the population restrictions do not apply to Regina, Saskatoon, Prince Albert, Moose Jaw and the Northern Administrative District. The following table outlines the maximum number of off-sale endorsements available:

Off-Sale Endorsement Availability

Municipality	Maximum number of Off-Sale Endorsements
1 – 2,500	1
2,501 – 5,000	2
5,001 – 10,000	3
10,001 – 15,000	4
15,001 – 20,000	5
20,001 – 25,000	6
25,001 – 30,000	7

- ix) The number of off-sale endorsements in the Northern Administrative District (NAD) is restricted by each permitted premises being at least 40 kilometres by road from an existing off-sale establishment, store or franchise.
- x) Where population restrictions apply, the maximum number of off-sale endorsements are currently in operation in most of those communities. An off-sale endorsement will only be available on the surrender or cancellation of an existing off-sale endorsement or on the population growth of the community reaching the level specified in *The Alcohol Control Regulations, 2002*.
- b) Facility Standards
- i) SLGA must consider the suitability of the location, operation, and management of the tavern establishment requesting the off-sale endorsement.
- ii) SLGA adopts and applies the standards set out in building codes, health and fire regulations, and other relevant federal, provincial, and municipal legislation and regulations.
- c) Maximum and Mandatory
- i) The maximum regulated hours and days of operation for an off-sale area are between:
- 9:30 a.m. and 2:00 a.m. of the following day (plus tolerance (cut-off) period), Monday to Saturday;
 - 12:00 noon and 2:00 a.m. of the following day (plus tolerance (cut-off) period), on Sundays, Good Friday, Christmas Day, and Remembrance Day; and
 - 9:30 a.m. and 2:30 a.m. on the following day (plus tolerance (cut-off) period) on December 31.
- ii) A permit holder with an off-sale endorsement must open the establishment, including its off-sale area, for a minimum of six hours per day five days a week within the maximum regulated hours. SLGA requires that the hours and days of operation be posted in a prominent place which is visible from the exterior of the establishment.
- iii) The off-sale area may be open independently of the main tavern establishment; however, both the tavern establishment and its off-sale must be open for the mandatory minimum days and hours.
- iv) To allow patrons to finish their drinks of beverage alcohol, the **tolerance period** requires a tavern establishment to remain open for at least one-half hour but not longer than one hour after the lawful sale of beverage alcohol ceases. During the tolerance period, off-sale product may be sold in closed containers from the off-sale area.

d) Operation of Off-Sale Area

- i) A brew pub with an off-sale endorsement authorizing the sale of beer, wine, spirits, and coolers in closed containers must offer for sale at least one type of beer manufactured in the brew pub, in closed containers, for consumption away from the brew pub.
- ii) A beverage room in a hotel or motel with an off-sale endorsement also authorizes the sale and delivery of beer, wine, and coolers, in closed containers, to the guest rooms of the hotel or motel.
- iii) A tavern permit holder with an off-sale endorsement may sell off-sale product to individuals who are not minors. Based on the minimum pricing requirement, the minimum price for beer, wine, spirits and coolers cannot be less than the base price plus container deposit, liquor consumption tax (LCT) and goods and services tax (GST).
- iv) A tavern permit holder with an off-sale endorsement may sell off-sale product, except spirits, to special use permit holders operating curling rinks or golf courses. However, the tavern permit holder must ensure that:
 - the sale price for beer is not less than the base price plus container deposit and GST;
 - the LCT is not collected;
 - the records for each sale are kept showing: the name and LCT number of permit holder purchasing off-sale product, and type and quantity of off-sale product sold. A sample record can be found in the Appendix;
 - the records for each sale are retained for at least six years from the date of sale.
- v) A tavern permit holder with an off-sale endorsement may sell off-sale product, except spirits, to special occasion permit holders (e.g. community fair, sporting event, etc.). However, the tavern permit holder must ensure that:
 - the sale price for beer is not less than the base price plus container deposit, LCT and GST;
 - a resale levy is collected from the special occasion permit holders if the beer, wine, and coolers will be sold at special occasion (sale) functions. The resale levy is based on a percentage of the retail price of the off-sale product which includes the LCT, GST plus container deposit. The resale levy is 14% for wine and coolers, 10% for beer;
 - the special occasion permit holders are allowed to return any saleable product after the date on which the function was scheduled to occur. Suitable terms for returns are to be arranged with the special occasion permit holders.
- vi) A tavern permit holder with an off-sale endorsement may sell off-sale product to a home delivery permit holder and its authorized employees for sale and delivery to a private residence.

- Based on the minimum pricing requirement, the minimum price for kegs of beer, and canned or bottled beer cannot be less than the base price plus container deposit, liquor consumption tax (LCT) and goods and services tax (GST).
 - The home delivery permit holders are allowed to return any saleable product after the delivery time of which the delivery was to occur. Suitable terms for returns are to be arranged with the home delivery permit holders.
- vii) Minors are prohibited from being in an off-sale area unless the permit holder has a “minors off-sale” endorsement. A “minors in off-sale” endorsement authorizes minors’ limited access to the off-sale area when accompanied by a parent or legal guardian that is a patron of the off-sale area. In order to qualify for a “minors off-sale” endorsement, the off-sale area must have a separate entrance. Entrances that require walking through the tavern area are not acceptable. The off-sale area must not allow viewing or access to the tavern area and the play of VLTs. *For more information about the requirements and restrictions for minors, see Section 9 in Chapter IV – Tavern Permit.*
- viii) A representative of a beverage alcohol manufacturer may provide for free or at a charge, samples of the manufacturer’s product, in closed containers, to patrons in the off-sale area for consumption away from an establishment. The following requirements and restrictions apply:
- The sample products may be offered to patrons only in the establishment’s off-sale area.
 - The sample products are restricted to the types of beverage alcohol that are authorized for sale in the off-sale area.
 - The sample product offered by the representative must be purchased from SLGA, SLGA’s stores, a franchise, the tavern establishment in which samples are provided, or in the case of beer, a brewer’s association.
 - The permit holder or the establishment’s employees must supervise the offering of sample products by a manufacturer’s representative in the off-sale area. The permit holder or the establishment’s employees must ensure compliance with the restrictions and requirements which ordinarily apply to the off-sale area (e.g. prohibition against service to minors, intoxicated patrons, etc.).
 - The permit holder must ensure that liquor consumption tax is collected on the samples that are sold.
- e) Application Process
- i) To apply for a tavern off-sale endorsement, an applicant should contact the Liquor Licensing Branch. *For a list of contact persons, telephone numbers and addresses, see the Appendix of this Manual.*

- ii) A letter of intent from an applicant to the Liquor Licensing Branch initiates the off-sale endorsement application process. The letter of intent should provide the following information:
- type of tavern establishment requesting an off-sale endorsement (e.g. beverage room in hotel or motel, brew pub, etc);
 - location of tavern establishment with proposed off-sale;
 - description of proposed off-sale area in or adjacent to the tavern establishment;
 - where the off-sale area has a separate entrance from the tavern, request to allow minors accompanied by a parent or legal guardian; and
 - where the tavern establishment is a brew pub, type of off-sale endorsement requested.
- iii) The Liquor Licensing Branch replies to the letter of intent and if no restrictions or pre-conditions exist (e.g. population-based restrictions), the applicant may be asked to provide additional information.
- iv) On receipt and review of all information, SLGA provides preliminary approval for an off-sale endorsement or refuses to grant an off-sale endorsement.
- v) Where SLGA refuses to grant an off-sale endorsement, the applicant has a right to request a review of the decision to the Liquor and Gaming Licensing Commission (Commission) within 15 days after receiving notice of SLGA's decision. *For more information on the review process, see Section 7 of Chapter XII – Disciplinary Action, Commission Review. Note: Although this information speaks to sanctions, it equally applies to the application for an off-sale endorsement.*
- vi) Where SLGA provides preliminary approval for an off-sale endorsement authorizing the sale of beer, wine, spirits and coolers, in closed containers, the applicant must notify the public about the application for the off-sale endorsement. This public notification requirement does not apply to an off-sale endorsement which authorizes a brew pub to sell only its manufactured beer in closed containers. *For more information about the advertising requirement and objections from the public contact the Liquor Licensing Branch. For a list of contact persons, telephone numbers, and addresses see the Appendix of this Manual.*
- vii) Where a tavern establishment requires renovation for an off-sale area, an applicant must follow the procedure for making structural changes and renovations to a tavern establishment. *For more information on this issue, see “Structural Changes and Renovations” under Section 3 d) in Chapter IV – Tavern Permit.*

8. Off-Sale Endorsement (wine only) for Restaurant Establishment

a) Description and Eligibility

- i) A wine off-sale endorsement authorizes the sale of wine, in closed containers, to a patron who has just consumed a meal in a restaurant establishment for consumption away from the restaurant establishment.
- ii) A wine off-sale endorsement may be granted only to a restaurant permit holder.

b) Operation of Off-Sale

- i) A restaurant permit holder with a wine off-sale endorsement may sell wine, in closed containers, to a patron in the restaurant establishment where:
 - the patron is not a minor; and
 - the patron has just consumed a meal in the restaurant establishment.
- ii) The hours and days of operation for the wine off-sale area correspond to those available for beverage alcohol service in the restaurant establishment. In addition, the off-sale area may operate during the tolerance period. *For more information about the hours and days of operation, see Section 10 in Chapter III – Restaurant Permit.*
- iii) A restaurant permit holder with a wine off-sale endorsement is prohibited from providing wine off-sale when operating as a restaurant-nightclub. *For more information about the nightclub endorsement, see Section 6 of this Chapter.*

c) Application Process

- i) To apply for a wine off-sale endorsement, an applicant should contact the Liquor Licensing Branch. *For a list of contact persons, telephone numbers, and addresses, see the Appendix of this Manual.*
- ii) Where a restaurant establishment requires renovation for a wine off-sale area, an applicant must follow the procedure for making structural changes and renovations to the restaurant establishment. *For more information, see “Structural Changes and Renovations” under Section 2 d) in Chapter III – Restaurant Permit.*

9. Off-Sale Endorsement for Northern Camp

a) Description and Eligibility

- i) An off-sale endorsement authorizes the sale of beverage alcohol in closed containers for consumption in the guest rooms of a camp in northern Saskatchewan that has been issued a special use permit.

b) Operation of Off-Sale Area

- i) An off-sale endorsement at a northern camp authorizes the sale of beer, coolers, spirits, and wine in closed containers for consumption in the guest rooms of a northern camp with a special use permit.
- ii) A special use permit holder with an off-sale endorsement for a northern camp may sell off-sale product to individuals who are not minors and who are guests.
- iii) The hours and days of operation for the off-sale area correspond to those available for beverage alcohol service in the northern camp establishment. In addition, the off-sale area may operate during the tolerance period. *For more information about the hours and days of operation, see Section 9 in Chapter V – Special Use Permit.*

c) Application Process

- i) To apply for an off-sale endorsement, an applicant should contact the Liquor Licensing Branch. *For a list of contact persons, telephone numbers, and addresses, see the Appendix of this Manual.*
- ii) Where a northern camp establishment requires renovation for an off-sale area, an applicant must follow the procedure for making structural changes and renovations to the special use establishment. *For more information, see “Structural Changes and Renovations” under Section 3 d) in Chapter V – Special Use Permit.*

10. Patio Endorsement – Restaurant, Tavern, and Most Special Use Establishments

a) Description and Eligibility

- i) A patio endorsement authorizes the sale of beverage alcohol in a patio adjacent to the main establishment.
- ii) A patio endorsement may be granted to a restaurant, tavern, or special use permit holder; however, SLGA does not grant the endorsement to a billiard hall or a golf simulator facility.

b) Facility Standards

- i) SLGA applies the standards described in this section respecting the location and construction of a patio.
- ii) SLGA adopts and applies the standards set out in building codes, health and fire regulations, and other relevant federal, provincial, and municipal legislation and regulations.

- iii) The patio is to be defined and segregated by a permanent enclosure at least 1.524 metres (5 feet) in height (previously 4 feet before April 1, 2009) and the material used for the enclosure is to be rigid or non-bendable (e.g. a rope is unsuitable).
- iv) Under section 11 of the *Tobacco Control Act*, patrons may not smoke in an enclosed patio. A fully enclosed patio has both a full roof covering and full walls, floor to ceiling. In order for a patio to not be considered enclosed the following must exist:
 - at least two of the exterior walls, except the host building wall(s), must have at least three feet of open space between the roof and the top of the wall; or
 - if all walls extend to roof height, no permanent or temporary roof covering.

For more information regarding the Tobacco Control Act requirements, please contact your local health authority.

- v) Floor covering for the patio is to be of a suitable material such as interlocking bricks, concrete, wood decking, or concrete blocks.

c) Capacity and Floor Area

The capacity for an establishment is set in accordance with the *National Fire Code of Canada* (Maximum Occupant Load Certificate) and must not be exceeded by the total of all individuals on the permitted premises, staff included.

The capacity of a permitted establishment does not increase with the addition of a patio. A patio endorsement authorizes patrons of the establishment to consume beverage alcohol on the patio versus being inside the establishment. The permit holder must ensure that the total number of person in the establishment and on the patio does not exceed the establishment's Maximum Occupant Load Certificate or the posted SLGA rated capacity.

- i) The patio size for a **restaurant establishment** is based on the following:
 - The maximum floor area of a restaurant patio that is adjacent to the restaurant establishment may be equal to the restaurant establishment's floor area or 125 square metres (1346 square feet), whichever is less.
- ii) The patio size for a **tavern establishment** is based on the following:
 - The maximum floor area of a tavern patio that is adjacent to the tavern establishment may be equal to or less than 100% of the tavern floor area of the permitted premises (1:1 ratio).
- iii) The patio size for a **special use establishment** is based on the following:
 - The maximum floor area of a special use patio that is adjacent to the special use establishment may be equal to or less than 100% of the special use floor

area of the permitted premises (1:1 ratio). Billiard halls and golf simulator facilities do not qualify for a patio endorsement.

d) Food Service

- i) The general food service requirement applies to a patio (variety of “light meals” and non-alcoholic beverages). However, additional requirements apply if the style of operation is altered in the tavern establishment with a patio (e.g. “Daily or Sunday Family Dining” in taverns; tavern-nightclubs with before 5 p.m. dining).
- ii) In the case of a restaurant establishment or tavern-nightclub with before 5 p.m. dining, the food-beverage alcohol sales ratio does not apply at any time to the patio, and beverage alcohol may be served on the patio without requiring food service.
- iii) *For more information about the food service requirement, see Section “Food Service” in the Chapter pertaining to your permit: Chapter III - Restaurant Permit; Chapter IV - Tavern Permit; Chapter V - Special Use Permit.*

e) Operation of a Patio

- i) Minors are allowed on a patio adjoining a restaurant or special use establishment, but they are **prohibited from being on a patio adjoining a lounge or a tavern establishment**. However, different rules may apply if the permit holder alters the style of operation in the establishment (e.g. Daily Family Dining in taverns; restaurants with nightclub endorsement). *For more information about the requirements and restrictions for minors, see Section “Minors” in the Chapter pertaining to your permit: Chapter III – Restaurant Permit; Chapter IV – Tavern Permit; Chapter V – Special Use Permit.*
- ii) Unless restricted on the patio endorsement, the hours and days of beverage alcohol service in a patio shall correspond to those available in the main establishment. *For more information on this issue, see Section “Hours and Days of Operation” in the Chapter pertaining to your permit: Chapter III – Restaurant Permit; Chapter IV – Tavern Permit; Chapter V – Special Use Permit.*
- iii) Entertainment is allowed on a patio; however, SLGA requires that a permit holder contact the municipality to obtain any information, restrictions, or bylaws that may apply. Where a patio is located in or near a residential area, SLGA may require evidence that the entertainment will not interfere with residential use and enjoyment of the property.
- iv) The patio is to be controlled and operated by the permit holder of the main establishment which adjoins the patio.

f) Application Process

- i) To apply for a patio endorsement, contact the Liquor Licensing Branch. *For a list of contact persons, telephone numbers, and addresses, see the Appendix of this Manual.*

- ii) Where an establishment requires renovation for a patio, an applicant must follow the procedure for making structural changes and renovations to an establishment. *For more information on this issue, see “Structural Changes and Renovations” under the Section “Facility Standards” in the Chapter pertaining to your permit: Chapter III – Restaurant Permit; Chapter IV – Tavern Permit; Chapter V – Special Use Permit.*
- iii) In evaluating an application for a patio endorsement, SLGA considers several factors, including:
 - location of the patio in relation to the community;
 - impact of the patio on the surrounding residential area, including any additional noise or traffic;
 - aesthetics of the patio area;
 - compliance with municipal bylaws;
 - any other relevant information.

11. Room Service – Restaurant Establishment

a) Room Service Endorsement - Restaurant Permit

- i) Description and Eligibility
 - A room service endorsement authorizes the sale and delivery of beverage alcohol to registered guests in the guest rooms of a hotel or motel.
 - The endorsement may be granted only to a restaurant permit holder whose restaurant establishment is in, or adjacent to, the hotel or motel. If the restaurant permit holder does not operate the hotel or motel, the hotel or motel operator must provide written consent for the room service endorsement.
- ii) Operation of Room Service
 - Beverage alcohol may be sold and delivered to registered guests who are not minors.
 - Room service is to be available only when beverage alcohol service is available in the restaurant establishment.
 - A variety of light meals must be available to guest rooms during the hours of room service. Light meals means a serving of one dish which is typically a smaller serving and may be referred to as an appetizer (e.g. nachos, dry ribs, chicken fingers, sandwiches, salads, etc.).
 - However, room service may be provided to registered guests without requiring food service.
 - Room service must only provide the types of beverage alcohol that are authorized for sale in the restaurant establishment.
 - Wine, beer, spirits, and coolers may be served in their original containers or dispensed into approved containers (glass, pitcher, carafe, etc.).

- A minimum price applies to beer sold in original containers or to any beverage alcohol sold in approved containers. Where spirits are sold in an original container the minimum price cannot be less than the base price plus the container deposit, the Liquor Consumption Tax (LCT) and the Goods and Services Tax (GST).

iii) Application Process

- To apply for a room service endorsement, contact the Liquor Licensing Branch. *For a list of contact persons, telephone numbers, and addresses, see the Appendix of this Manual.*

12. Self-Service Mini Bar Endorsement – Restaurant or Tavern Establishment

- a) A self-service mini bar endorsement authorizes the sale of beverage alcohol from locked compartments located in the guest rooms of a hotel or motel.
- b) The endorsement may only be granted to a restaurant or tavern permit holder whose establishment is in or adjacent to, the hotel or motel which is operated by the restaurant or tavern permit holder.
- c) Keys to a self-service mini bar compartment must only be provided to registered guests of the hotel or motel who are not minors.
- d) The self-service mini bar compartment must contain:
 - i) non-alcoholic beverages and snack food that does not require any preparation (such as peanuts, beef jerky, chips, etc.); and
 - ii) only the types of beverage alcohol that are authorized for sale in the restaurant or tavern establishment.
- e) To apply for a self-service mini bar endorsement, contact the Liquor Licensing Branch. *For a list of contact persons, telephone numbers, and addresses, see the Appendix of this Manual.*

13. Sidewalk Café Endorsement – Establishments Specified by Municipality

- a) Description and Eligibility
 - i) A sidewalk café endorsement authorizes the sale of beverage alcohol in a designated municipal area (sidewalk) which is adjacent to the main establishment.
 - ii) Each municipality specifies the types of establishments that are eligible to operate a sidewalk café. A permit holder should obtain information about the eligibility

requirements by contacting the municipality where the proposed sidewalk café is to be situated.

- iii) A permit holder must obtain municipal approval for a sidewalk café before obtaining a sidewalk café endorsement from SLGA.
- iv) The sidewalk café endorsement is valid only if the municipality's approval for a sidewalk café remains in effect.

b) Facility Standards

- i) SLGA requires that the permit holder contact the municipality and obtain information, regulations, and bylaws which govern the location and operation of a sidewalk café.
- ii) SLGA adopts and applies the standards set out in building codes, health and fire regulations, and other relevant federal, provincial, and municipal legislation and regulations.
- iii) The sidewalk café is to be defined and segregated by a portable enclosure (e.g. rope, railing, etc.).

c) Food Service

- i) The general food service requirement applies in a sidewalk café (variety of light meals and non-alcoholic beverages). However, additional requirements apply if the style of operation is altered in the tavern establishment with a sidewalk café (e.g. Daily or Sunday Family Dining in taverns, tavern-nightclub with before 5 p.m. dining).
- ii) In the case of a restaurant establishment or tavern-nightclub with before 5 p.m. dining, the food-beverage alcohol sales ratio does not apply at any time in the sidewalk café, and beverage alcohol may be served in the sidewalk café without requiring food service.
- iii) The municipal approval for a sidewalk café may impose additional food service requirements on a sidewalk café. To ensure compliance with the food service standards of SLGA and the municipality, SLGA requires that the permit holder comply with the more stringent food service requirements.
- iv) *For more information about the food service requirement, see the Section "Food Service" in the Chapter pertaining to your permit: Chapter III – Restaurant Permit; Chapter IV – Tavern Permit; Chapter V – Special Use Permit.*

d) Operation of a Sidewalk Café

- i) Minors are allowed in a sidewalk café adjoining a restaurant or special use establishment, but they are prohibited from being in a sidewalk café adjoining a lounge or a tavern establishment. However, different rules may apply if the permit holder alters the style of operation in the establishment (e.g. Daily or Sunday Family Dining" in

taverns; restaurants with nightclub endorsement). *For more information about the requirements and restrictions for minors, see Section “Minors” in the Chapter pertaining to your permit: Chapter III – Restaurant Permit; Chapter IV – Tavern Permit; Chapter V – Special Use Permit.*

- ii) Unless restricted on the sidewalk café endorsement or the municipal approval, the hours and days of beverage alcohol service in the sidewalk café shall correspond to those available in the main establishment. *For more information on this issue, see Section “Hours and Days of Operation” in the Chapter pertaining to your permit: Chapter III – Restaurant Permit; Chapter IV – Tavern Permit; Chapter V – Special Use Permit.*
 - iii) The sidewalk café is to be controlled and operated by the permit holder of the main establishment which adjoins the sidewalk café.
 - iv) A permit holder must sell only the types of beverage alcohol in the sidewalk café that are authorized for sale in the main establishment.
- e) Application Process
- i) To apply for a sidewalk café endorsement, contact the Liquor Licensing Branch. *For a list of contact persons, telephone numbers, and addresses, see the Appendix of this Manual.*
 - ii) An applicant shall submit:
 - a copy of the municipal approval to operate the sidewalk café;
 - a sketch showing the location and dimensions of the sidewalk café and the main establishment; and
 - a description of the material used for the enclosure to surround the sidewalk café.
 - iii) When renewing a sidewalk café endorsement, an applicant is not required to submit a sketch of the sidewalk café or a description of the portable enclosure unless the location, dimensions, or enclosure of the sidewalk café have changed from the previous year.

14. Trade Show Endorsement

- a) Description of Eligibility
 - i) A trade show endorsement authorizes the sale of beverage alcohol at a trade show where beverage alcohol is showcased by manufacturer representatives to the general public. The demonstrations at the trade show are directly related to the consumption of food and beverage alcohol.

- ii) A trade show endorsement may be granted to a:
- Special use theatre or concert premises;
 - Special use premises in a university or post-secondary educational institution;
 - Special use premises in which exhibitions or fairs are presented.

b) Operation of Trade Show

- i) The special use permit holder operates the event.
- ii) Agents of beverage alcohol manufacturers or brew pub/micro-brewery, cottage winery shall be in attendance to provide the beverage alcohol samples.
- iii) Beverage alcohol must be purchased from an SLGA store, or approved sources. Beverage alcohol may also be purchased directly from SLGA Retail Services Branch. *For a list of contact persons, telephone numbers, and addresses, see the Appendix of this Manual. For more information on the approved sources to purchase beverage alcohol see Section 7 of Chapter IX – Operation of Establishment.*
- iv) Beverage alcohol samples must be sold through the use of tokens.
- v) Measuring devices shall be used to serve beverage alcohol samples. Free pouring or self-serve is prohibited.
- vi) The beverage alcohol sample must not exceed:
- Spirit – one-half ounce or 14.25 millilitres
 - Wine – two ounces or 57 millilitres
 - Beer or Cooler – four ounces or 114 millilitres
- vii) Patrons can only purchase two samples at one time.
- viii) A variety of “light meals” and non-alcoholic beverages must be available during the trade show.
- ix) Minors are prohibited at trade show events.

c) Application Process

- i) To apply for a trade show endorsement, contact the Liquor Licensing Branch. *For a list of contact persons, telephone numbers, and addresses, see the Appendix of this Manual.*

15. Hospitality Suite

- a) A manufacturer may operate a hospitality suite on or adjacent to its manufacturing facility where its manufactured beverage alcohol is offered, without charge, to guests in the suite. Brew pub manufacturers are not eligible to operate a hospitality suite in accordance to section 20 of *The Alcohol Control Regulations, 2002*.
- b) A manufacturer that operates a hospitality suite must comply with the following requirements:
 - A maximum of 125 guests or the maximum rated capacity of the suite, whichever is the lesser, may only be allowed in the hospitality suite at any time.
 - Minors must not be present in the hospitality suite at any time.
- c) The maximum hours of operation for a hospitality suite are between:
 - 9:30 a.m. and 2:00 a.m. of the following day, Monday to Saturday;
 - 12:00 noon and 2:00 a.m. of the following day, on Sundays, Good Friday, Christmas Day and Remembrance Day;
 - 9:30 a.m. (12 noon on Sundays) and 2:30 a.m. on the following day on December 31.
- d) Tolerance Period or Cut-Off
 - After the lawful sale of beverage alcohol ceases, a tavern permit holder must keep the establishment open for at least one-half hour but not longer than one hour to allow patrons to finish their drinks of beverage alcohol.
- e) The location and premises used for a hospitality suite requires prior approval from SLGA.

16. References

The information in this Chapter is a summary of the policies, standard terms and conditions imposed on a permit, and the key provisions of *The Alcohol and Gaming Regulation Act, 1997*, and *The Alcohol Control Regulations, 2002*. For convenience, this section identifies the key provisions of *The Alcohol and Gaming Regulation Act, 1997*, and *The Alcohol Control Regulations, 2002* for the corresponding topics in this Chapter.

Introduction

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 19(1)(a.1), 19(1)(b), 19(1)(c), 38, 39, 41, 44(a), 44(b), 47.
- *The Alcohol Control Regulations, 2002* – Sections 4, 52, 53.

Self-Service Mini Bar Endorsement – Restaurant or Tavern Establishment

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 67, 71, 92, 110, 111, 113, 114, 115.
- *The Alcohol Control Regulations, 2002* – Sections 7, 14.

Room Service – Restaurant

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 67, 71, 92, 110, 111, 113, 114, 115, 129(1)(e), 129(1)(f).
- *The Alcohol Control Regulations, 2002* – Section 6.

Patio Endorsement – Restaurant, Tavern and Most Special Use Establishments

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 67, 70, 71, 92, 110, 111, 113, 114, 115, 120, 121, 129(1)(e), 129(1)(f).
- *The Alcohol Control Regulations, 2002* – Sections 10, 32, 36, 37, 41, 44.

Sidewalk Café Endorsement

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 67, 71, 92, 110, 111, 113, 114, 115, 120, 121, 129(1)(e), 129(1)(f).
- *The Alcohol Control Regulations, 2002* – Sections 36, 37, 41, 44.

Temporary Patio Endorsement for Special Event – All Establishments

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 67, 71, 92, 110, 111, 113, 114, 115, 120, 121, 129(1)(e), 129(1)(f).
- *The Alcohol Control Regulations, 2002* – Sections 36, 37, 41, 44.

Banquet Room Endorsement

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 67, 70, 71, 92, 110, 111, 113, 114, 115, 120, 121, 129(1)(e), 129(1)(f).
- *The Alcohol Control Regulations, 2002* – Sections 8, 10, 36, 37, 41, 44.

Lounge Endorsement

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 67, 70, 71, 92, 110, 111, 113, 114, 115, 120, 121, 129(1)(e), 129(1)(f).
- *The Alcohol Control Regulations, 2002* – Sections 8, 10, 36, 37, 41, 44.

Caterer's Endorsement – Tavern and Restaurant Permit

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 67, 71, 92, 110, 111, 113, 114, 115, 129(1)(e), 129(1)(f).
- *The Alcohol Control Regulations, 2002* – Sections 9, 15.

Nightclub Endorsement – Restaurant Permit

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 19(2)(c), 67, 70, 71, 92, 110, 111, 113, 114, 115, 120, 121, 129(1)(e), 129(1)(f).
- *The Alcohol Control Regulations, 2002* – Sections 11, 36, 37, 41, 44.

Off-Sale Endorsement for Tavern Permit

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 19(1)(c), 19(2)(a), 67, 70, 71, 92, 110, 111, 113, 114, 115, 129(1)(e), 129(1)(f).
- *The Alcohol Control Regulations, 2002* – Sections 16(2), 33, 35, 37, 41, 44, 70.

Wine Off-Sale Endorsement for Restaurant

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 67, 70, 71, 92, 110, 111, 113, 114, 115, 129(1)(e), 129(1)(f).
- *The Alcohol Control Regulations, 2002* – Sections 33, 37, 41, 44.

Off-Sale Endorsement for Northern Camp

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 19(2)(a), 67, 70, 71, 92, 110, 111, 113, 114, 115, 129(1)(e), 129(1)(f).
- *The Alcohol Control Regulations, 2002* – Sections 33, 37, 41, 44.

CHAPTER IX- OPERATION OF ESTABLISHMENT

1. General Information

- a) SLGA allows a permit to be issued and to remain in effect only if the operation of the establishment consistently meets the standards set out in *The Alcohol and Gaming Regulation Act, 1997*, *The Alcohol Control Regulations, 2002*, and the terms and conditions on a permit or an endorsement. If these standards are not met, SLGA may refuse to issue a permit or may impose sanctions against the permit holder.
- b) This chapter describes rules and requirements that **apply to the operation of all establishments**. However, additional rules and requirements **apply to the operation of each establishment** based on the class of permit, endorsement or authorization issued to that establishment. *For more information about these requirements, see the following Chapters: Chapter III – Restaurant Permit; Chapter IV – Tavern Permit; Chapter V – Special Use Permit; Chapter VI – Manufacturer Permit; Chapter VII – U-Brew/U-Vin Operation Permit; Chapter VIII – Permit Endorsements, Chapter X – Advertising and Promotions; Chapter XI – Inspections; and Chapter XII - Disciplinary Action.*

2. Minors

- a) General Prohibition Against Minors
 - i) A minor is a person under the age of 19 years. A permit holder or the employees of an establishment must not:
 - sell or give beverage alcohol to a minor;
 - allow a minor to consume beverage alcohol in the establishment or its adjacent areas;
 - or
 - allow a minor to be present in the establishment unless authorized by *The Alcohol and Gaming Regulation Act, 1997*, *The Alcohol Control Regulations, 2002*, or a minors endorsement on a permit.

For more information on identifying minors, see the Appendix of this Manual.

- ii) A permit holder must obtain a “minors endorsement” from SLGA before minors may be allowed to be present as non-drinking patrons or employees in an establishment or its adjacent areas. Specific minors endorsements provide minors with limited access to establishments which are typically minor-restricted (e.g. Sunday Brunch in lounges, Daily or Sunday Family Dining in taverns, etc.).

iii) *For more information about the requirements and restrictions for minors, see Section “Minors” in the Chapter pertaining to your permit: Chapter III – Restaurant Permit; Chapter IV – Tavern Permit; Chapter V – Special Use Permit; Chapter VII – U-Brew/U-Vin Operation Permit. To obtain a minors endorsement, contact the Liquor Licensing Branch. For a list of contact persons, telephone numbers, and addresses, see the Appendix of this Manual.*

b) Checking Identification for Minors

- i) A permit holder or the employees of an establishment must demand proof of age from a person if it appears that the person is a minor and the person:
- is attempting to enter an establishment or any of its adjacent areas where minors are prohibited; or
 - is attempting to purchase beverage alcohol.
- ii) If a person fails or refuses to produce satisfactory proof of age identification, the permit holder or the employees of the establishment must ask the person to leave the establishment immediately or deny service of beverage alcohol.
- iii) To establish satisfactory proof of age, SLGA requires a minimum of two (2) forms of identification, with at least one form being a government-issued photo identification that shows the person’s birth date. Other acceptable forms of identification are:
- | | |
|----------------------------------|-------------------------------|
| • Photo Driver’s Licence | • Passport |
| • Firearms Registration Card | • Armed Forces I.D. Card |
| • Credit/Debit Card | • Government Photo I.D. |
| • Birth Certificate | • Landed Immigrant Photo I.D. |
| • Post Secondary Photo I.D. Card | |
- iv) SLGA requires that the identification produced by a person be carefully examined to ensure that:
- the photograph is authentic and has not been substituted;
 - the plastic laminate has not been tampered with;
 - the name and date of birth has not been altered;
 - the signature is verified on photo identification to other forms of identification; and
 - the authenticity of the identification is verified by comparing it to a known legitimate piece of identification. For example, compare an individual’s driver’s licence with your own drivers licence.

For more information on identifying a minor, see the Appendix of this Manual.

3. Over Serving and Intoxicated Patrons

- a) A permit holder and the employees of an establishment must not:
 - i) sell, deliver or serve beverage alcohol to a patron who is or appears to be intoxicated;
 - ii) allow an intoxicated patron to consume beverage alcohol;
 - iii) allow an intoxicated person to remain in the establishment.
- b) Common signs of intoxication include: staggering; general lack of co-ordination; inability to understand simple instructions; overly loud, boisterous behaviour; disorderly appearance; bloodshot eyes; slurred speech; inappropriate speech volume; decreased alertness; noticeably shallow breathing; or strong smell of beverage alcohol on breath.
- c) A permit holder also has a broader legal responsibility with respect to intoxicated patrons.
 - i) Personal injury law requires a permit holder to take measures to prevent intoxicated patrons from injuring themselves or other persons both inside and outside an establishment. If injury occurs to intoxicated patrons or others, the permit holder may be sued for significant monetary damages.
 - ii) *For more information about the possible lawsuits resulting from intoxicated patrons, see an information bulletin in the Appendix of this Manual.* The information bulletin is an overview of some of the legal risks concerning intoxicated patrons. A lawyer should be contacted to obtain advice about particular situations.
- d) To reduce the risk of patron intoxication, a permit holder and the employees of an establishment may consider adopting the following practices:
 - i) Promote the consumption of food, low-alcohol, or non-alcoholic drinks in the establishment.
 - ii) Train the door staff to detect early signs of intoxication and refuse entry to persons who are or appear to be intoxicated.
 - iii) Create, communicate, and enforce house rules about responsible beverage alcohol service.
 - iv) Enroll in a server intervention course called “Serve it Right” which educates a permit holder and employees of an establishment about responsible service and sale of beverage alcohol. The course covers topics such as:
 - methods of responsible beverage alcohol service;
 - the effects of beverage alcohol consumption;
 - possible lawsuits resulting from intoxicated patrons;

- development and enforcement of house rules concerning risk reduction of patron intoxication.
- v) *For more information about the “Serve it Right” course, see a list of contact persons, telephone numbers, and addresses in the Appendix of this Manual.*

4. Unruly Patrons

- a) A permit holder and the employees of an establishment must maintain a high level of control and supervision of patrons in an establishment. Patrons must not be allowed to engage in unruly (i.e. riotous, violent, disorderly, or quarrelsome) behaviour.
- b) To minimize or diffuse unruly behaviour in an establishment, a permit holder and the employees of an establishment may consider adopting the following practices:
 - i) Develop in-house training sessions to educate employees about dealing with unruly patrons.
 - ii) Create, communicate, and enforce house rules about unruly patrons.
 - iii) Require employees to wear clothing that clearly identifies them as on-duty staff.
 - iv) Ensure employees monitor the behaviour and mood of the patrons, and report to management and other employees about potential problems.
- c) Practical suggestions for dealing with an unruly patron include:
 - i) Prominently display signs at entrances to an establishment outlining house rules (e.g. no weapons, unruly patrons refused beverage alcohol service, etc.);
 - ii) Enlist the aid of the patron’s friends to diffuse problems;
 - iii) Firmly but politely talk to the patron to diffuse problems;
 - iv) Support police “walk-through” programs;
 - v) Request the patron to leave the establishment and give him or her an opportunity to do so without using any physical force;
 - vi) Contact police for assistance where warranted;
 - vii) If necessary and appropriate, cautiously restrain aggressive patrons from each other (remove patrons at different times or from different exits);
 - viii) Hire supervisors, security, and door staff who are diplomatic and tactful; and

- ix) Keep a detailed and accurate logbook to record all incidents.
- d) Precautions must be taken when a permit holder or an employee of an establishment uses physical force to deal with or remove patrons from an establishment. Under the *Criminal Code of Canada*, a person can be held criminally responsible for the use of excessive force, and personal injury law also requires the removal of a patron without injury to the patron or others.
 - i) If injury occurs to the patron or others, the permit holder or the employees of the establishment may be subject to criminal prosecution, or be sued for significant monetary damages.
 - ii) The Liquor Licensing Branch may assist a permit holder with any questions about the information provided in this Manual and the permit holder's responsibility under *The Alcohol and Gaming Regulation Act, 1997*. However, a lawyer should be contacted to obtain advice about particular situations.

5. Refusal of Admission and Removal of Persons From Establishment

- a) A permit holder or the employees of an establishment may forbid a person's entry or ask a person to leave an establishment. However, this right of a permit holder does not allow contravention of any laws such as non-compliance with *The Saskatchewan Human Rights Code*.
- b) A person who refuses to leave an establishment or re-enters an establishment on the same business day may be charged by the police for committing an offence.
- c) At the request of SLGA, a permit holder must provide the reasons for forbidding a person's entry or asking a person to leave an establishment.
- d) Precautions must be taken when a permit holder or an employee of an establishment uses physical force to deal with or remove patrons from the establishment. Under the *Criminal Code of Canada*, a person can be held criminally responsible for the use of excessive force, and personal injury law also requires the removal of a patron without injury to the patron or to others.
 - i) If injury occurs to the patron or others, the permit holder or the employee of an establishment may be subject to criminal prosecution, or be sued for significant monetary damages.
 - ii) The Liquor Licensing Branch may assist a permit holder with any questions about the information provided in this Manual and the permit holder's responsibility under *The Alcohol and Gaming Regulation Act, 1997*. However, a lawyer should be contacted for advice about particular situations.

6. Entertainment, Games, Gambling and Sports In An Establishment

a) General Prohibition and General Standards

- i) *The Alcohol and Gaming Regulation Act, 1997* prohibits a permit holder from allowing any entertainment, game, sport, or other activity in an establishment that:
 - is unlawful (e.g. illegal gambling);
 - may be detrimental to the orderly operation of the establishment;
 - has been prohibited by the municipality; or
 - is prohibited by *The Alcohol Control Regulations, 2002* (e.g. strip tease, etc.).
- ii) Precautions must be taken when offering different forms of entertainment or activity in an establishment. The permit holder may be sued for significant monetary damages if a patron is injured while acting as a participant or spectator.
- iii) The Liquor Licensing Branch may assist a permit holder with any questions about the information provided in this Manual and the permit holder's responsibility under *The Alcohol and Gaming Regulation Act, 1997*. However, a lawyer should be contacted for advice about whether or not any particular form of entertainment, game, sport, or other activity contravenes the law.
- iv) A permit holder may sponsor a contest, tournament, or competition in an establishment unless prohibited by some other law. SLGA applies the following standards:
 - An entrance fee may be charged to a participant respecting skill type competitions.
 - Beverage alcohol must not be offered or given as a prize.
- v) A permit holder may charge a cover charge or sell an admission ticket for entry into an establishment. However, SLGA prohibits the cover charge or admission ticket from including the supply of beverage alcohol.
- vi) An establishment may be required to provide specific forms of entertainment, sport or other activity based on the class of permit or endorsement issued to the establishment (e.g. tavern-nightclub; sports facilities, etc.) *For more information on mandatory forms of entertainment, see Section 6 d) of this Chapter.*

b) Strip Tease and Nude Entertainment

- i) *The Alcohol Control Regulations, 2002* prohibits any activity or entertainment that consists of nudity, a strip tease performance, or a wet clothing contest.
- ii) The Saskatchewan Court of Appeal confirmed the validity of this regulation in September 2000.

- c) Gambling and Forms of Gaming (including Texas Hold'em Poker Tournaments, Monte Carlo Events, Pari-Mutuel Betting, VLTs and Breakopen Tickets)
- i) The *Criminal Code of Canada* prohibits gambling and games of chance, subject to specific exceptions. Based on those exceptions the Government of Saskatchewan, SLGA, exhibition associations, and licensed charitable or religious organizations may legally conduct and manage specific forms of gaming.
 - ii) Certain promotions or contests may not fall within the *Criminal Code of Canada* restrictions; however, it will depend on the manner in which the contest is conducted. Machines or devices that offer games may be illegal depending upon their design, construction, and use. A court ruling in Ontario has determined that plush toy cranes/crane diggers are in contravention to the *Criminal Code of Canada*, therefore, are prohibited from being in a permitted establishment.
 - iii) SLGA prohibits beverage alcohol from being offered or given as a prize in any promotion or contest.
 - iv) SLGA licenses the sale of breakopen tickets from particular types of establishments on behalf of the Hospitals Foundation. Breakopen tickets purchased from an authorized distributor may be sold in a lounge adjoining a restaurant, or a beverage room in a hotel or motel. *For more information about eligibility and restrictions concerning the sale of breakopen tickets, see the list of contact persons, telephone numbers, and addresses in the Appendix of this Manual.*
 - v) SLGA licenses qualified charitable groups to hold Texas Hold'em Poker Tournaments. Liquor permitted establishments that do host a Texas Hold'em Poker Tournament are subject to the following conditions:
 - An establishment may only host **one Texas Hold'em poker tournament per week**. A week is defined as Monday to Sunday;
 - An establishment can host a Texas Hold'em poker tournament in the permitted area of the establishment, in a non-permitted area or in a permitted banquet room;
 - The Texas Hold'em poker tournament can last no longer than 10 hours and cannot be held outside the hours for the legal sale of alcohol;
 - A permit holder cannot charge charities a rental fee, directly or indirectly, for hosting a Texas Hold'em poker tournament held in the permitted area. A reasonable rental fee is allowed for the use of a permitted banquet room or non-permitted room;
 - Any rental fee charged for a permitted banquet room or non-permitted room must be a reasonable flat fee that is not connect to the gross or net proceeds of the gaming event;
 - Minors are not allowed (as a participant, spectator or volunteer) at any Texas Hold'em poker tournament;

- A permit holder cannot be involved in the conduct and management of the Texas Hold'em poker tournament;
- The permitted establishment may supply gaming equipment (cards, chips, etc.) for the event. However, only registered gaming suppliers can charge a rental fee for use of gaming equipment;
- Paid workers, dealers and organizers such as management companies are not allowed to conduct such events;
- Charities must obtain the required charitable gaming licence and conduct the gaming events; and
- All funds raised through the Texas Hold'em poker tournaments belong to the charities.

For more information about eligibility and restrictions concerning Texas Hold'em poker tournaments, see the list of contact persons, telephone numbers, and addresses in the Appendix of this Manual.

- vi) SLGA licenses qualified charitable groups to hold Monte Carlo events. Liquor permitted establishments that do host a Monte Carlo event are subject to the following conditions:
- An establishment may only host one Monte Carlo event per week. A week is defined as Monday to Sunday;
 - An establishment can host a Monte Carlo event **only in a permitted banquet room or a non-permitted area;**
 - The Monte Carlo event can last no longer than 10 hours and cannot be held outside the hours for the legal sale of alcohol;
 - A permit holder may charge charities a reasonable rental fee for a Monte Carlo event held in a permitted banquet room or a non-permitted area;
 - Any rental fee charged for a permitted banquet room or non-permitted room must be a reasonable flat fee that is not connect to the gross or net proceeds of the gaming event;
 - Minors are not allowed (as a participant, spectator or volunteer) at any Monte Carlo event;
 - A permit holder cannot be involved in the conduct and management of the Monte Carlo event;
 - The permitted establishment may supply gaming equipment (cards, chips, etc.) for the event. However, only registered gaming suppliers can charge a rental fee for use of gaming equipment;
 - Paid workers, dealers and organizers such as management companies are not allowed to conduct such events;
 - Charities must obtain the required charitable gaming licence and conduct the gaming events; and
 - All funds raised through the Monte Carlo events belong to the charities.

For more information about eligibility and restrictions concerning Monte Carlo events, see the list of contact persons, telephone numbers, and addresses in the Appendix of this Manual.

- vii) Pari-mutuel betting licensed by SLGA's Horse Racing Branch is acceptable entertainment in a permitted establishment. Pari-mutuel betting is used in both live and simulcast horse racing in Canada. All pari-mutuel wagering in Canada is conducted under the supervision of the Canadian Pari-Mutuel Agency. Contact the Horse Racing Branch for more information. *For more information about eligibility and restrictions concerning pari-mutuel betting, see the list of contact persons, telephone numbers, and addresses in the Appendix of this Manual.*
- viii) The *Criminal Code of Canada* and *The Alcohol and Gaming Regulation Act, 1997* allow only SLGA to conduct and manage video lottery terminals (VLTs). Therefore, an establishment may be eligible to have VLTs if SLGA, in its sole discretion, grants approval for VLTs and installs them in the establishment. VLTs are currently restricted to exhibition, tavern establishments, lounges adjoining restaurants, and a limited number of veteran clubs with special use permits. To obtain VLTs, a permit holder must:
- ensure that the establishment is eligible for VLTs;
 - submit a complete application and supporting documents to SLGA; and
 - sign an agreement outlining the rights, duties, and responsibilities associated with the operation of VLTs, if SLGA approves the permit holder's application.

The Video Lottery Program of SLGA regulates VLTs. *For more information about eligibility and restrictions concerning VLTs, see the list of contact persons, telephone numbers, and addresses in the Appendix of this Manual.*

- d) Mandatory Forms of Entertainment, Sport or Activity
- i) An establishment may be required to provide specific forms of entertainment, sport, or other activity based on the class of permit or type of endorsement issued to an establishment.
- ii) A tavern-nightclub or restaurant with nightclub endorsement must provide entertainment nightly. *For more information about the entertainment requirement, see the following:*
- *for a restaurant permit with a nightclub endorsement, see Section 6 in Chapter VIII – Permit Endorsements;*
 - *for a tavern-nightclub permit, see Section 2 c) in Chapter IV – Tavern Permit.*
- iii) A sports facility with a special use permit must provide the sport that allowed it to qualify for the permit. *For more information about the equipment requirement for a billiard hall or simulated golf facility, see Section 12 in Chapter V – Special Use Permit.*

7. Beverage Alcohol Purchases for Establishment

a) Legal Supplier of Beverage Alcohol

- i) *The Alcohol and Gaming Regulation Act, 1997* designates SLGA as the sole legal supplier of beverage alcohol in Saskatchewan. Therefore, an establishment's beverage alcohol inventory, including off-sale inventory, must be purchased from SLGA, its stores, or the following approved sources:
 - a franchise (which includes a cottage winery, micro-brewery and micro-distillery);
 - a brewer's association authorized to warehouse, sell on behalf of SLGA, and deliver beer (e.g. Brewer's Distributors Ltd.);
 - in the case of special use permit holders for curling rinks or golf courses, beer, wine or coolers may be purchased from a tavern permit holder with an off-sale endorsement;
 - in the case of a sale or lease of an establishment, the beverage alcohol inventory of the former owner or tenant may be purchased by the new owner or tenant; and
 - in the case of special use home delivery permit holders, off-sale products may be purchased from a tavern permit holder with an off-sale endorsement or a franchise.
- ii) Through SLGA's special order system, an establishment may purchase beer manufactured by brew pubs and other beverage alcohol product generally unavailable in SLGA's stores.
- iii) When purchasing an establishment's beverage alcohol inventory from SLGA, its stores, or approved sources, a permit holder must use its consignee number for each beverage alcohol order.

b) Illegal Sources of Beverage Alcohol

- i) A permit holder or employees of an establishment must not allow any unauthorized or illegal beverage alcohol to be present or sold in the establishment. Examples of unauthorized or illegal beverage alcohol include:
 - any beverage alcohol not purchased directly from SLGA, its stores, or an approved source;
 - homemade wine, beer, cider, or spirits;
 - any beverage alcohol purchased in other Canadian provinces, United States, and other foreign countries; and
 - any beverage alcohol brought into the establishment by patrons or by a liquor representative.

- ii) Where a special occasion event is held in an establishment, the special occasion permit holder may bring purchased beverage alcohol into the establishment (e.g. wedding hosted by special occasion permit holder in a banquet room). *For information about beverage alcohol purchases for special occasion events, see a list of contact persons, telephone numbers, and addresses in the Appendix of this Manual.*
 - iii) *The Alcohol and Gaming Regulation Act, 1997* prohibits a permit holder (except for exhibitions, sports stadiums, theatre and concert premises) from being bound by an agreement to sell a particular kind or brand of beverage alcohol. For example, a permit holder cannot enter into an agreement with a beverage alcohol manufacturer which requires the manufacturer's product to be sold in the establishment. *For more information about the related topic of inducements and promotional items, see Chapter X – Advertising and Promotions.*
- c) Permit Holder's Payment for Beverage Alcohol Inventory
- i) Where a permit holder purchases its beverage alcohol inventory from SLGA, a store or a franchise, payment may only be made by:
 - cash;
 - money order;
 - bank draft;
 - certified cheque;
 - debit card; or
 - credit card.

Other forms of credit or financial arrangements are prohibited.

- ii) Where a special use permit holder for a curling rink, golf course or home delivery purchases its beverage alcohol inventory from a tavern establishment with an off-sale endorsement, payment may only be made by:
 - cash;
 - money order;
 - bank draft;
 - certified cheque;
 - debit card; or
 - credit card.

Other forms of credit or financial arrangements are prohibited.

8. Dispensing, Selling and Serving Beverage Alcohol

a) General Information

- i) To sell beverage alcohol in an establishment, a permit holder must also hold a valid licence issued under *The Liquor Consumption Tax Act*. A permit holder is prohibited from selling any beverage alcohol where the Ministry of Finance, Government of Saskatchewan suspends or cancels the licence for failure to pay taxes, fees, and other charges.
- ii) A permit holder may sell any type or brand of beverage alcohol purchased from SLGA, its stores, or approved sources, unless restricted on the permit.
- iii) A permit holder must sell beverage alcohol for at least the minimum prices set by SLGA. *For more information about minimum pricing, see Section 9 of this Chapter.*
- iv) SLGA prohibits an establishment's employee or any person acting in connection with the sale of beverage alcohol in an establishment to receive remuneration based upon the sales of beverage alcohol or upon anything related to such sales in the establishment.
- v) Except for off-sale products, a patron who purchases beverage alcohol in an establishment must consume it only in the establishment. Any unconsumed beverage alcohol left in the establishment by a patron must be destroyed by the permit holder.

b) Method of Dispensing and Serving Beverage Alcohol in an Establishment

- i) A permit holder must not adulterate or dilute beverage alcohol except where the beverage alcohol has been mixed:
 - with other beverage alcohol supplied by SLGA, its stores, or approved sources; or
 - with water or a mix.
- ii) At the request of a patron, any one of the following mixes may be added for which no charge is to be made: water, soft drink, fruit or vegetable juice, and milk or any milk product.
- iii) At the request of a patron, a permit holder must provide beverage alcohol, mix, and ice in separate glasses.
- iv) A permit holder must dispense beverage alcohol from the original container in which it was purchased from SLGA, its stores, or approved sources. A dispensing machine may be used under SLGA's approval.
- v) Wine, beer, coolers, and miniatures of spirits may be sold and served in their original containers or dispensed into a container (glass, pitcher, carafe, mug, etc.). A permit

holder or the employees of an establishment must open the original container before serving it to a patron.

- vi) Except for miniatures, spirits must be dispensed into a container (glass, pitcher, mug, etc.) and must not be sold or served to a patron in the original container.
- vii) For each type of drink containing spirits, a permit holder must:
 - ensure each single serving drink contains 28.5 ml. or 1 ounce of spirits; or
 - provide the amount shown on a price list.
- viii) A permit holder must maintain a measuring and dispensing system for spirits to ensure a patron receives the amount of spirits purchased. One of the following measuring systems must be used:
 - a glass clearly marked by a line to show the measurement of 28.5 ml or 1 ounce of spirits; or
 - a mechanical or electronic measuring device.

9. Beverage Alcohol Pricing

a) Minimum Price Requirement

- i) Provided that a permit holder complies with the minimum prices set by SLGA, the permit holder has the discretion to set the price for beverage alcohol in an establishment or any areas or services associated with a permit endorsement (e.g. lounge, banquet room, patio, etc.).
- ii) Tables 1 and 2 below show the minimum price to be charged for beverage alcohol sold in various establishments, including most areas or services associated with a permit endorsement.

Key for Tables 1 & 2

LCT – Liquor Consumption Tax

GST – Goods and Services Tax

Minimum Price – Minimum price for beverage alcohol sold in establishment

Note: Minimum prices are subject to change by SLGA.

Table 1:

Minimum price in tavern, restaurant, and most special use establishments

<i>TYPE OF BEVERAGE ALCOHOL</i>	<i>MINIMUM PRICE CALCULATION</i>			
	LIST PRICE	LCT (10%)	GST (5%)	MINIMUM PRICE
Spirits & Liqueurs (per oz.)	\$1.96	\$0.19	\$0.10	\$2.25
Bottled & Canned Beer (12 oz.)	\$1.96	\$0.19	\$0.10	\$2.25
Draught Beer (per oz.)	\$0.14	\$0.01	\$0.01	\$0.16
Wine (per oz.)	\$0.30	\$0.03	\$0.02	\$0.35

Table 2:

Minimum price in military and paramilitary messes, and veteran canteens *

<i>TYPE OF BEVERAGE ALCOHOL</i>	<i>MINIMUM PRICE CALCULATION</i>			
	LIST PRICE	LCT (10%)	GST (5%)	MINIMUM PRICE
Spirits & Liqueurs (per oz.)	\$0.87	\$0.09	\$0.04	\$1.00
Bottled & Canned Beer (12 oz.)	\$0.87	\$0.09	\$0.04	\$1.00
Draught Beer (per oz.)	\$0.12	\$0.01	\$0.01	\$0.14
Wine (per oz.)	\$0.30	\$0.03	\$0.02	\$0.35

***Note:** Lower minimum prices apply due to the unique character of these establishments.

- iii) A minimum price applies to beer, wine, spirits, and coolers sold in closed containers from a tavern establishment with an off-sale endorsement. The price for kegs of beer, canned and bottled beer, wine, spirits, and coolers cannot be less than the base price plus the container deposit, LCT and GST.
- iv) A minimum price applies to any beverage alcohol sold in approved containers and to beer sold in original containers to registered guests in a hotel or motel from a restaurant establishment with a room service endorsement. The minimum price is set out in Table 1 in Section 9 a) of this Chapter. Where beer, wine, spirits, and coolers are sold in the original container, the price for spirits cannot be less than the base price plus the container deposit, LCT and GST.

b) Additional Pricing Standards and Price Lists

- i) Based on the minimum price requirement, additional restrictions apply, including:
 - “Two for one” or equivalent promotions are not allowed.
 - Beverage alcohol offered as part of an all-inclusive meal is not allowed.
 - Daily price variations and price reduction for “Happy Hour” are allowed provided that minimum prices are charged.

- Coupons may be used as promotions to reduce the price of on-table and off-sale beverage alcohol provided the discount does not lower the price below the minimum pricing guidelines. Multiple coupons cannot be used to lower the price below the minimum price. Coupons cannot be exchanged for cash.
 - Beverage alcohol prices cannot be established by games of chance (e.g. wheels, draws, darts, etc.).
- ii) A permit holder must provide a price list for patrons which shows:
- the type or brands of beverage alcohol offered for sale;
 - the amount and type of beverage alcohol in each type of drink; and
 - the price to be charged for each drink.

10. Reporting Changes to Permit Holder's Organizational Structure (Officers, Directors, Shareholders, etc.)

- a) If a permit holder is a private corporation or other form of organization (e.g. partnership, non-profit organization, etc.), any proposed changes to its executive management (officers, directors, etc.) or ownership/membership (partners, shareholders, etc.) must be reported immediately to the Liquor Licensing Branch. The proposed changes require an evaluation of an individual's character for the purpose of *The Alcohol and Gaming Regulation Act, 1997*.
- b) If a permit holder fails to follow this procedure, the permit holder risks delays in having their permit renewed. At the time of permit renewal, SLGA may refuse renewal until it completes an evaluation of the individual's character. *To contact the Liquor Licensing Branch about this issue, see a list of contact persons, telephone numbers, and addresses in the Appendix of this Manual.*

11. References

The information in this Chapter is a summary of the policies, standard terms and conditions imposed on a permit, and the key provisions of *The Alcohol and Gaming Regulation Act, 1997*, and *The Alcohol Control Regulations, 2002*. For convenience, this section identifies the key provisions of *The Alcohol and Gaming Regulation Act, 1997* and *The Alcohol Control Regulations, 2002* for the corresponding topics in this Chapter.

General Information

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 38, 39, 92.

Minors

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 67, 110, 111, 113, 114, 129(1)(e).
- *The Alcohol Control Regulations, 2002* – Section 37.

Over serving and Intoxicated Patrons

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 125, 126.

Unruly Patrons

- *The Alcohol and Gaming Regulation Act, 1997* – Section 127.

Refusal of Admission and Removal of Persons from Establishment

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 122, 123.

Entertainment, Games, Gambling and Sports in an Establishment

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 127, 128.
- *The Alcohol Control Regulations, 2002* – Section 63.

Beverage Alcohol Purchases for Establishment

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 14(a), 67, 124, 129.
- *The Alcohol Control Regulations, 2002* – Sections 13, 16(2).

Dispensing, Selling and Serving Beverage Alcohol

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 74, 75, 129.
- *The Alcohol Control Regulations, 2002* – Sections 4, 58.

Beverage Alcohol Minimum Pricing in Permitted Establishments

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 19(2)(a), 55.

CHAPTER X– ADVERTISING AND PROMOTIONS

1. Purpose

Section 134 of *The Alcohol and Gaming Regulation Act, 1997* (the Act) provides in part that no person shall make any representation to the public for the purpose of promoting the sale or consumption of beverage alcohol that is inconsistent with the advertising standards established by the Saskatchewan Liquor and Gaming Authority (SLGA).

2. Persons Affected

The beverage alcohol advertising and promotion standards apply to all persons making any representation to the public for the purpose of promoting the sale or consumption of beverage alcohol in Saskatchewan.

3. General Advertising Standards

- a) Advertising must be in compliance with these advertising standards, including any advertising conducted by a third party (e.g. promotion company or media).
- b) Determination of whether an advertisement complies with these advertising standards is within the sole judgment of SLGA.
- c) Advertising that promotes the sale or consumption of beverage alcohol may be conducted except as specifically prohibited or limited by these standards.
- d) Advertising may refer to price unless otherwise stated in these standards.
- e) Advertising is permitted in any medium.
- f) SLGA may notify any person that an advertisement is not in compliance with these standards and, in such case, the person shall cease publishing, broadcasting or otherwise distributing the advertisement.
- g) A person must comply with the requirements of any municipal, provincial, or federal body respecting an advertisement.
- h) No person shall produce any advertisement that:
 - i) contravenes the Canadian Radio-television and Telecommunications Commission’s (CRTC) “Code for Broadcast Advertising of Alcoholic Beverages” as amended from time to time and which, for the purposes of these standards, is deemed to apply to any medium used for advertising;

- ii) encourages excessive use of beverage alcohol;
 - iii) references prices for on-premises consumption of beverage alcohol that are below the minimum pricing requirements established by SLGA as amended from time to time.
For more information about minimum pricing requirements, see Section 9 in Chapter IX – Operation of Establishment;
 - iv) contains family scenes or scenes involving minors;
 - v) claims that beverage alcohol causes any healthful effects or benefits;
 - vi) creates the impression that beverage alcohol may be used or consumed in a way or manner prohibited by law; or
 - vii) offends, or has the potential to offend, community standards.
- i) No person shall advertise beverage alcohol unless the beverage alcohol is legally available for sale in Saskatchewan.
 - j) No person shall advertise beverage alcohol on outdoor billboards, electronic or illuminated signs, posters and transit shelters if the advertisement is placed within 200 meters of elementary or secondary schools or places of worship.
 - k) No person shall publish beverage alcohol advertisements in newspapers, magazines and periodicals, as inserts to those publications, or on the Internet, if the newspaper, magazine, periodical, Internet site or e-mail messaging is directed primarily to a reader or viewer audience of age 18 or under.
 - l) No person shall advertise beverage alcohol on television or radio if the advertisement is broadcast at a time when the audience is likely to be composed primarily of minors.
 - m) Failure to comply with these standards may result in charges under the Act.
 - n) Nothing in these standards shall be construed as requiring any person to accept any advertisement for publication.

4. CRTC Code for Broadcast Advertising (as of May 1, 2009)

Commercial messages for alcoholic beverages shall not:

- a) attempt to influence non-drinkers of any age to drink or to purchase alcoholic beverages;
- b) be directed at persons under the legal drinking age, associate any such product with youth or youth symbols, or portray persons under the legal drinking age or persons who could reasonably be mistaken for such persons in a context where any such product is being shown or promoted;
- c) portray the product in the context of, or in relation to, an activity attractive primarily to people under the legal drinking age;
- d) contain an endorsement of the product, personally or by implication, either directly or indirectly, by any person, character or group who is or is likely to be a role model for

minors because of a past or present position of public trust, special achievement in any field of endeavour, association with charities and/or advocacy activities benefiting children, reputation or exposure in the mass media;

- e) attempt to establish the product as a status symbol, a necessity for the enjoyment of life or an escape from life's problems, or attempt to establish that consumption of the product should take precedence over other activities;
- f) imply directly or indirectly that social acceptance, social status, personal success, or business or athletic achievement may be acquired, enhanced or reinforced through consumption of the product;
- g) imply directly or indirectly that the presence or consumption of alcohol is, in any way, essential to the enjoyment of an activity or an event;
- h) portray any such product, or its consumption, in an immoderate way;
- i) exaggerate the importance or effect of any aspect of the product or its packaging;
- j) show or use language that suggests, in any way, product misuse or product dependency, compulsive behaviour, urgency of need or urgency of use;
- k) use imperative language to urge people to purchase or consume the product;
- l) introduce the product in such a way or at such a time that it may be associated with the operation of any vehicle or conveyance requiring skill;
- m) introduce the product in such a way or at such a time as may associate the product with any activity requiring a significant degree of skill, care or mental alertness or involving an obvious element of danger;
- n) contain inducements to prefer an alcoholic beverage because of its higher alcohol content;
- o) refer to the feeling and effect caused by alcohol consumption or show or convey the impression, by behaviour or comportment, that the people depicted in the message are under the influence of alcohol;
- p) portray persons with any such product in situations in which the consumption of alcohol is prohibited; or
- q) contain scenes in which any such product is consumed, or that give the impression, visually or in sound, that it is being or has been consumed.

5. U-Brew or U-Vin Operation Advertising

A U-Vin or U-Brew Operation permit holder shall not advertise externally the price per bottle of the beverage alcohol product which may be manufactured in their premises or promote their products on the basis of being inexpensive alcohol.

6. Inducements Prohibited from Manufacturer

a) Definition

- i) *The Alcohol and Gaming Regulation Act, 1997* prohibits a permit holder, with the exception of special use sports stadium, theatre or concert permit holder, or an applicant for a permit from accepting financial or material inducements from a manufacturer, or any of its directors, officers, shareholders, employees, or agents.
- ii) The purpose of this provision is:
 - to prevent a permit holder from promoting and selling particular products based on the inducements offered by a manufacturer;
 - to ensure that the permit holder's decision to promote and sell particular products is based upon factors such as quality, price, and consumer demand as opposed to inducements offered by a manufacturer; and
 - to allow a permit holder to accept legitimate promotional items or services to promote a manufacturer or its product. *For more information about legitimate promotional items or services, see Section 7 of this Chapter.*

b) Categories of Inducements

- i) *The Alcohol and Gaming Regulation Act, 1997* defines broad categories of possible inducements. SLGA prohibits a permit holder from allowing a manufacturer to:
 - have any direct or indirect interest in the ownership or management of the establishment;
 - have any direct or indirect interest in the building in which an establishment is located, or in the establishment's equipment, furniture or other property; or
 - financially assist the permit holder in any way.
- ii) SLGA has developed policy to assist in the interpretation of *The Alcohol and Gaming Regulation Act, 1997*. SLGA prohibits a permit holder from accepting any items or services that are essential to the operation of an establishment, or that provide personal benefits to the permit holder or the permit holder's staff and family. Examples of these prohibited items or services include:
 - payment, rebates, or credits of any monetary value to a permit holder;
 - deposits into a permit holder's accounts in any direct or indirect manner;
 - any beverage alcohol product other than nominal product samples permitted under the Treating or Trade Sampling Programs (*See Sections 8 and 9 of this Chapter*);
 - interior decorating (e.g. painting, draperies, carpeting) and renovations, or maintenance to the establishment, or other property owned, rented, or leased by a permit holder, or anyone directly or indirectly involved with the permit holder in a business relationship;

- furniture and equipment;
 - beverage alcohol dispensing equipment;
 - full menu printing;
 - vacations;
 - season tickets to sporting or other events;
 - comparable items or services, or other items or services that SLGA considers to be inducements.
- iii) Where the appropriateness of any items or services offered by a manufacturer is in question, the permit holder should contact the Liquor Licensing Branch for its opinion. *For a list of contact persons, telephone numbers, and addresses, see the Appendix of this Manual.*

7. Manufacturers – Promotional Items or Services for Permittees

- a) Subject to the limitations in this section, a permittee or an applicant for a permit may purchase or accept free of charge promotional items or services from a manufacturer, or any of its directors, officers, shareholders, employees or agents.
- b) The promotional items or services must be:
- i) Non-essential to the operation of the permitted premises;
 - ii) of minimal value; and
 - iii) for promotional use in the permitted premises, or in exceptional cases, for the general benefit of the business of the permitted premises.
- c) The name, emblem or insignia of a manufacturer or its product may be identified on promotional items.
- d) A manufacturer may pay the costs for a permittee's business trip pertaining to the beverage alcohol industry (e.g. conference or seminar).
- e) A permittee must obtain prior approval from SLGA where the manufacturer wishes to provide non-essential items or services that exceed a minimal value.

8. Treating

- a) Subject to this section, a permittee, manager of a permitted premises, or manufacturer's representative may purchase drinks containing beverage alcohol for patrons in an establishment for the purpose of promoting products. This practice is commonly known as "treating".
- b) A permittee, manager of a permitted premises, or manufacturer's representative may purchase occasional drinks containing beverage alcohol for patrons for promotional purposes; however, the permittee, manager or manufacturer's representative is prohibited from purchasing drinks containing beverage alcohol for all or most of the patrons in the establishment.

- c) Where a permittee, manager of a permitted premises, or manufacturer's representative wishes to treat patrons in an establishment, the following requirements and restrictions apply:
- i) The permittee, manager or manufacturer's representative must be seated at the same table as the patrons for whom the drinks containing beverage alcohol are purchased.
 - ii) In the case of a manufacturer's representative, the patrons' drinks containing beverage alcohol must be purchased from and served by the permittee or the employees of the permitted premises.
 - iii) The permittee or the employees of the permitted premises who serve patrons drinks containing beverage alcohol must comply with the restrictions and requirements which ordinarily apply to the establishment (e.g. prohibition against service to minors, intoxicated patrons, etc.).
 - iv) A manufacturer's representative may also purchase drinks containing beverage alcohol for a permittee in the establishment for the purpose of promoting products. The permittee must be seated at the same table as the representative.

9. Sampling

- a) To promote products, a manufacturer's representative may provide sample products, in closed containers, for consumption away from the permitted premises or franchise:
- i) to patrons in an off-sale area of a permitted premises;
 - ii) to customers in a franchise;
 - iii) to a permittee and employees of the permitted premises; or
 - iv) to a franchisee and employees of the franchise.
- b) To promote products, a manufacturer's representative may provide sample products, in closed containers, for consumption away from an SLGA store to customers of the store, if the samples are affixed to a beverage alcohol product purchased by the customer.
- c) To promote products, a manufacturer's representative may, with the consent of the SLGA store manager, franchisee, special use permittee, tavern permittee, or special occasion permittee, as the case may be, provide sample products for consumption in:
- i) an SLGA store;
 - ii) a franchise;
 - iii) a special use-permitted premises with a trade show endorsement;
 - iv) an off-sale area of a tavern-permitted premises; or
 - v) a premises subject to a sale trade show special occasion permit.
- d) The sample sizes of beverage alcohol for on-premises consumption must not exceed the following amounts as set out in the Regulations:
- i) spirit – ½ ounce or 14.25 millilitres;
 - ii) wine – 2 ounces or 57 millilitres; and
 - iii) beer or cooler – 4 ounces or 114 millilitres.

- e) Where a manufacturer's representative provides sample products in an off-sale area for on-premises consumption, the following additional requirements and restrictions apply:
 - i) The sample products are restricted to the types of beverage alcohol authorized for sale in the off-sale area.
 - ii) The sample products must be purchased from SLGA, its stores, franchises, or an establishment's off-sale inventory.
 - iii) The permittee or the employees of the permitted premises must supervise the offering of sample products by a manufacturer's representative in the off-sale area. The permit holder or the employees of the permitted premises must ensure compliance with the restrictions and requirements, which ordinarily apply to the off-sale area (e.g. prohibition against service to minors, intoxicated patrons, etc.).
- f) The sampling of products at a special use-permitted premises or premises subject to a special occasion permit must be conducted in accordance with the terms and conditions of the applicable trade show endorsement or trade show special occasion permit issued by SLGA.
- g) A permit holder and an establishment's employees may receive sample products from a manufacturer's representative in accordance with SLGA's Trade Sampling Program. *For more information about this topic, see a list of contact persons, phone numbers, and addresses in the Appendix of this Manual.*

10. Online Sale of Beverage Alcohol

Persons authorized by SLGA to sell beverage alcohol may do so via a website in accordance with the policy described below:

a) Specialty Wine Store Franchises

A specialty wine store franchise (SWSF) may advertise and sell beverage alcohol sold in the SWSF product online. If the SWSF has a home delivery special use permit, it can self-deliver beverage alcohol to individuals at private places. A SWSF may also deliver to commercial permittees, in accordance with the franchise agreement.

Under no circumstances shall an SWSF ship beverage alcohol through Canada Post, a courier or any other common carrier. All online sales must be delivered in accordance with a valid home delivery special use permit, if applicable, or be picked up by the customer making the purchase.

b) Franchises

A franchise may advertise and sell beverage alcohol sold in the franchise product online. If the franchise has a home delivery special use permit, it can self-deliver beverage alcohol to individuals at private places. A franchise may also deliver beverage alcohol sold online to commercial permittees, in accordance with the franchise agreement.

Under no circumstances shall a franchise ship beverage alcohol through Canada Post, a courier or any other common carrier. All online sales must be delivered in accordance with a valid home delivery special use permit, if applicable, or be picked up by the customer making the purchase.

c) Cottage Winery Franchises

A cottage winery with a limited franchise to sell its self-manufactured wine in a retail store attached to the cottage winery may advertise and sell online.

A cottage winery franchise may sell wine produced by the cottage winery franchise online for shipping within Saskatchewan, using Canada Post or another common carrier that requires proof of age as a condition of delivery.

A cottage winery franchise may also be eligible for a home delivery special use permit which would allow the cottage winery franchise to self-deliver wine to individuals in private places.

d) Microbrewery Franchises

A microbrewery with a limited franchise to sell its self-manufactured beer in a retail store attached to the microbrewery may advertise and sell online beer produced by the microbrewery.

A microbrewery franchise may sell beer produced by the microbrewery franchise online for shipping within Saskatchewan, using Canada Post or another common carrier that requires proof of age as a condition of delivery.

A microbrewery franchise may also be eligible for a home delivery special use permit which would allow the microbrewery franchise to self-deliver self-manufactured beer to individuals in private places.

e) Off-sale Outlets

Off-sale outlets may advertise and sell beverage alcohol sold in the off-sale outlet online. If the off-sale outlet has a home delivery special use permit, it can self-deliver beverage alcohol to an individual in a private place.

Under no circumstances shall an off-sale outlet ship beverage alcohol through Canada Post, a courier or any other common carrier. All online sales must be delivered in accordance with a valid home delivery special use permit, if applicable, or be picked up by the customer making the purchase.

f) Home Delivery Companies

A home delivery special use permittee may advertise its service online and post specific products and prices or provide links to alcohol retailers' websites (such as Saskliquor.com), and take orders and payment for delivery.

g) Compliance

Nothing in these Advertising Standards precludes a franchisee or permittee from complying with the terms and conditions of the Act, Regulations, franchise arrangement or permit under which the franchisee or permit operates. All provisions respecting the sale and service of beverage alcohol continue to apply.

11. Manufacturer Representatives

- a) A manufacturer's representative must be registered with SLGA. When a manufacturer's representative contacts a permit holder, the representative should:
 - i) identify himself or herself as an official representative of the manufacturer registered with SLGA; and
 - ii) present the identification card issued by SLGA.
- b) A manufacturer's representative is authorized to consider requests from a permit holder to replace product or consider product complaints.

12. References

The information in this Chapter is a summary of the policies, standard terms and conditions imposed on a permit, and the key provisions of *The Alcohol and Gaming Regulation Act, 1997*, and *The Alcohol Control Regulations*. For convenience, this section identifies the key provisions of *The Alcohol and Gaming Regulation Act, 1997* and *The Alcohol Control Regulations, 2002* for the corresponding topics in this Chapter.

Advertising

- *The Alcohol and Gaming Regulation Act, 1997* – Section 134.

Inducements Prohibited from Manufacturer

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 58(1)(g), 61.

Promotional Items or Services from Manufacturer

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 58(1)(g), 61.

Treating

- *The Alcohol and Gaming Regulation Act, 1997* – Section 131.

Sampling

- *The Alcohol and Gaming Regulation Act, 1997* – Section 131.

Manufacturer Representatives

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 135.

CHAPTER XI- INSPECTIONS

1. Overview of SLGA Compliance Program

- a) The broad objectives of SLGA's compliance program are:
 - i) to minimize public health and safety risks associated with the service and consumption of beverage alcohol;
 - ii) to provide an orderly environment for establishments to conduct the sale and service of beverage alcohol; and
 - iii) to maintain the integrity of the beverage alcohol industry.
- b) There are presently three compliance branches within SLGA: Compliance Branch, Audit Services Branch, and Community Liaison Branch. Each branch fulfills a specific role to ensure that the establishments are complying with *The Alcohol and Gaming Regulation Act, 1997*, *The Alcohol Control Regulations, 2002*, the terms and conditions on a permit or an endorsement, and SLGA's policies.

2. Compliance

- a) The Compliance Branch conducts inspections and investigations concerning the operation of existing or proposed establishments. An inspector visits an establishment for the following purposes:
 - i) to ensure compliance with the regulatory scheme applicable to the establishment's operation;
 - ii) to investigate complaints of non-compliance from the public or other regulatory agencies (e.g. police, fire, health, etc.);
 - iii) to review operation standards with management and staff;
 - iv) to examine a facility's construction or renovations in order to evaluate the facility's suitability for a liquor permit;
 - v) to assist permit holders by offering guidance to ensure proper operation of an establishment.

- b) Where a permit holder commits an alleged violation of *The Alcohol and Gaming Regulation Act, 1997, The Alcohol Control Regulations, 2002*, or any terms and conditions imposed on a permit or an endorsement, the inspector investigates the violation and reports the findings. Based on the investigation's findings, SLGA may impose sanctions against a permit holder. However, SLGA considers voluntary compliance as a preferred solution and therefore, an inspector may resolve minor violations by requiring a permit holder to take immediate corrective action.
- c) *To contact the Compliance Branch, see a list of contact persons, telephone numbers, and addressees in the Appendix of the Manual.*

3. Education and Training Services

- a) The Community Liaison Branch offers a proactive approach to compliance by educating permit holders about the regulatory requirements for the purpose of preventing violations. Educating and training on various aspects of the regulatory scheme are offered through this branch. The branch provides the opportunity for one-on-one and group consultations, and training and workshops.
- b) Training sessions or individual consultations may be organized for:
 - (i) new permit holders;
 - (ii) permit holders with a history of operational problems reported by SLGA or other regulatory agencies;
 - (iii) other permit holders who express interest in a training seminar.
- c) The topics for training seminars vary and may include issues concerning minors, identification programs, over service, or door person security.
- d) The Community Liaison Branch will co-ordinate with a permit holder on arrangements to deliver a training session. *To contact the Community Liaison Branch, see a list of contact persons, telephone numbers, and addresses in the Appendix of the Manual.*

4. Audit Services

- a) The Audit Services Branch ensures the financial activities of establishments are monitored in accordance with the regulatory requirements. Audits may be conducted in various areas including concerns about permit holders accepting inducements from manufacturers and compliance with food-alcohol ratio sales.
- b) *To contact the Audit Services Branch, see a list of contact persons, telephone numbers, and addresses in the Appendix of the Manual.*

5. References

The information in this Chapter is a summary of the policies, standard terms and conditions imposed on a permit, and the key provisions of *The Alcohol and Gaming Regulation Act, 1997*, and *The Alcohol Control Regulations, 2002*. For convenience, this section identifies the key provisions of *The Alcohol and Gaming Regulation Act, 1997* and *The Alcohol Control Regulations, 2002* for the corresponding topics in this Chapter.

Role of Inspectors

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 95, 96.

CHAPTER XII- DISCIPLINARY ACTION

1. General Principles

- a) The enforcement of *The Alcohol and Gaming Regulation Act, 1997*, *The Alcohol Control Regulations, 2002*, and terms and conditions on a permit or an endorsement ensure the responsible sale and consumption of beverage alcohol in an establishment. Where a permit holder violates any requirements and restrictions, SLGA imposes sanctions to protect the public and ensure future compliance. Disciplinary action taken by SLGA forms part of the permit holder's compliance record at SLGA.
- b) Where a permit holder or the employees of an establishment commit a violation, SLGA has the discretion to impose any of the following actions against the permit holder:
 - i) issue a warning;
 - ii) attach new or amended terms or conditions to the permit or endorsement;
 - iii) assess an administrative penalty (fine) to a maximum of \$10,000;
 - iv) suspend a permit or endorsement; or
 - v) cancel a permit or endorsement.
- c) SLGA's decision to propose a particular sanction against a permit holder is based on its evaluation of several factors, including:
 - i) the compliance history of the permit holder;
 - ii) the nature of the violation and the particular facts surrounding the violation;
 - iii) the effect of any sanction on the permit holder, employees of the establishment, and the public; and
 - iv) the sanctions imposed on other permit holders who committed similar violations.
- d) SLGA uses a progressive system of disciplinary action when it proposes a sanction against a permit holder. Where a permit holder commits consecutive violations, SLGA typically proposes stronger sanctions for each corresponding violation. However, in cases of serious misconduct, SLGA may find the progressive system of discipline to be an unacceptable approach. In those cases, SLGA evaluates the nature of the violation, the surrounding facts and other relevant factors, and where warranted, a more severe sanction will be imposed.

Example: A general principle of SLGA's regulatory framework is the protection of minors from the negative impact of beverage alcohol use. A permit holder's **first violation** of selling beverage alcohol to **several minors** will likely result in a harsher sanction (administrative penalty or permit suspension) than the one typically granted under a progressive system of discipline (warning letter).

- e) In investigating and making its decision concerning a complaint of an alleged violation, SLGA applies the following procedure:
- i) The Liquor Licensing Branch or Compliance Branch initially receives the complaint which may originate from the local police force, government agencies (health, fire, etc.), a competitor, or a member of the public.
 - ii) The Compliance Branch investigates the complaint and submits its findings to the Liquor Licensing Branch.
 - iii) If the Director of Liquor Licensing is satisfied that a violation has occurred, the Director reviews and evaluates all information and determines the disciplinary action which may include the recommendation of sanction to SLGA's Vice-President of the Regulatory Compliance Division.
 - iv) If the Vice President is satisfied that a violation has occurred, the Vice President reviews the recommendation and makes a decision about the proposed sanction against the permit holder.
 - v) If SLGA's Vice President of the Regulatory Compliance Division proposes a sanction, the decision is communicated in writing to the permit holder, and the permit holder has the right to request a review of the decision to the Commission within 15 days after receiving notice of SLGA's decision. *For information about the role of the Commission and the review process, see Section 7 of this Chapter.*

2. Warning

- a) SLGA considers voluntary compliance as the preferred solution in its enforcement program and therefore, less serious violations may be informally resolved between a permit holder and an inspector.
- b) An inspector may issue a notification of non-compliance advising the permit holder of a violation to be corrected.
- c) Where an inspector formally reports a violation a warning letter may be issued, if appropriate.
- d) A warning letter describes the violation and relevant facts, and warns the permit holder to take immediate corrective action. The establishment is monitored to ensure future compliance.

3. New or Amended Terms or Conditions on Permit or Endorsement

- a) In appropriate circumstances, a violation may be resolved by imposing a specific course of conduct on the permit holder by attaching terms and conditions on the permit or endorsement.
- b) SLGA may impose new terms and conditions, or amend existing terms and conditions.
- c) Where the permit holder finds the terms and conditions on a permit or endorsement to be unsatisfactory, the permit holder has the right to request a review of SLGA's decision to the Commission. A request for a review must be filed with the Commission within 15 days after receiving notice of SLGA's decision. *For information about the review process, see Section 7 of this Chapter.*

4. Administrative Penalties (Fines)

- a) SLGA is authorized to use administrative penalties (fines) as an additional enforcement tool. SLGA may assess an administrative penalty against a permit holder to a maximum of \$10,000.
- b) Based on a progressive system of discipline, SLGA may propose an administrative penalty against a permit holder. In cases of serious misconduct or violations such as over service or minors, SLGA may move to a stronger sanction immediately, such as an immediate administrative penalty, suspension or permit cancellation.
- c) *The Alcohol Control Regulations, 2002* establish monetary ranges for administrative penalties by defining specific ranges to correspond to specific violations.
 - i) **A table in the regulations highlights common violations with corresponding monetary ranges** for administrative penalties. If a permit holder commits a violation listed in the table, an administrative penalty may only be assessed in accordance with the monetary ranges set out in the table. *For a copy of the table, see Section 10 of this Chapter.*
 - ii) **Where a violation with a corresponding monetary range is not found in the table,** an administrative penalty may be assessed in any amount within the range of \$500 - \$10,000.
- d) Where SLGA proposes to assess an administrative penalty, SLGA must provide a written notice to a permit holder outlining several particulars, including:
 - i) the facts and circumstances surrounding the violation;
 - ii) the amount of the proposed administrative penalty;
 - iii) the due date for full payment of the proposed administrative penalty;

- iv) in default of payment of the proposed administrative penalty, a proposed suspension period (including dates) of the permit; and
 - v) the right to request a review of SLGA's decision.
- e) The permit holder has the right to request a review of SLGA's decision to propose an administrative penalty. A request for review must be filed with the Commission within 15 days after receiving written notice of SLGA's decision. *For information about the review process, see Section 7 of this Chapter.*
- f) Where no request for a review is filed, SLGA assesses an administrative penalty against the permit holder in accordance with the written notice. Where the permit holder fails to make the payment by the due date, the permit is suspended for the period specified in the written notice.
- g) The administrative penalty scheme is completely separate and independent of any fines levied by the courts. *For more information about fines levied by the courts, see Section 8 of this Chapter.*

5. Permit or Endorsement Suspension

- a) SLGA may propose a permit or endorsement suspension where considered appropriate. A case of serious misconduct, repeated violations, or failure of other sanctions to act as a sufficient deterrent may prompt a suspension.
- b) Although the length of a proposed suspension period varies with the circumstances of each case, SLGA primarily takes into account the following factors:
 - i) the nature of the violation;
 - ii) the particular facts surrounding the violation; and
 - iii) the compliance record of the permit holder.
- c) Except in rare cases, SLGA must provide a written notice to a permit holder of its decision to propose a suspension of a permit or an endorsement. The written notice outlines several particulars, including:
 - i) the facts and circumstances surrounding the violation;
 - ii) the length of the proposed suspension period;
 - iii) the dates for the proposed suspension period; and
 - iv) the right to request a review of SLGA's decision.

- d) The permit holder has the right to request a review of SLGA's decision to propose a suspension. A request for review must be filed with the Commission within 15 days after receiving written notice of SLGA's decision. *For information about the review process, see Section 7 of this Chapter.*
- e) In exceptional cases, SLGA is authorized to impose an immediate suspension of a permit or an endorsement. SLGA may immediately suspend the permit or endorsement where it is considered necessary in the public interest. The maximum period for an immediate suspension is seven days and the following rights and restrictions apply:
 - i) The suspension takes immediate effect.
 - ii) The Commission must conduct an oral hearing within the suspension period to determine whether or not the suspension should be revoked or extended, or whether the permit or endorsement should be cancelled. *For information about the review process, see Section 7 of this Chapter.*

6. Permit or Endorsement Cancellation

- a) In extreme cases, SLGA may propose a permit or endorsement cancellation. Serious violations or a complete disregard for the regulatory scheme are circumstances that prompt a cancellation.
- b) SLGA must provide a written notice to a permit holder of its decision to propose cancellation of a permit or an endorsement. The written notice outlines the facts and circumstances which justify SLGA's proposed cancellation and the permit holder's right to request a review of SLGA's decision.
- c) The permit holder has the right to request a review of SLGA's decision to propose a cancellation. A request for review must be filed with the Commission within 15 days after receiving written notice of SLGA's decision. *For information about the review process, see Section 7 of this Chapter.*
- d) Where a permit is cancelled, all beverage alcohol in the possession of the permit holder must be delivered to SLGA at the permit holder's expense. SLGA evaluates the condition of the beverage alcohol and may repurchase it or make an order for its disposal.
- e) When a permit has been cancelled:
 - i) No permit shall be issued to the person named as the permit holder for at least one year;
 - if another permit is issued to that person and is cancelled, no permit shall be issued to the person after that time.
 - ii) No permit shall be issued with respect to the premises described in the permit for at least one month.

7. Liquor and Gaming Licensing Commission Review

- a) The Commission is a body created by law which functions independently from SLGA. A permit holder may file a request for review with the Commission where SLGA proposes any of the following sanctions against a permit holder:
 - i) attaching new or amended terms or conditions on a permit or endorsement;
 - ii) assessing an administrative penalty (fine) to a maximum of \$10,000; or
 - iii) suspending or cancelling a permit or an endorsement.
- b) A request for review must be filed with the Commission within 15 days after receiving written notice of SLGA's proposed sanction.
- c) Except in unusual situations, the Commission stays SLGA's decision pending its determination of the review. This means that any proposed sanction by SLGA is put on hold until the Commission makes its ruling on the review.
- d) The Commission must hold an oral hearing when the review relates to a proposed suspension or cancellation, or an assessment of an administrative penalty. When the review relates to the addition of new or amended terms and conditions, the Commission only holds an oral hearing if requested by the permit holder when filing the request for review.
- e) If an oral hearing is held, SLGA, the permit holder, the lawyers for the parties, and the public may be present and generally, the hearing resembles a court proceeding.
- f) Based on the evidence at the hearing and any written submissions, the Commission makes its ruling and communicates it to all parties. The Commission may make any ruling available to it under *The Alcohol and Gaming Regulation Act, 1997*. The Commission may confirm, vary or revoke the sanction proposed by SLGA.

8. Offences and Court Sanctions

- a) A permit holder who violates any provision of *The Alcohol and Gaming Regulation Act, 1997* or *The Alcohol Control Regulations, 2002* is guilty of a summary conviction offence and may be liable to severe punishment. A summary offence proceeding engages the court system through charging, prosecuting and punishing a permit holder.
- b) In many cases, the courts determine the appropriate punishment for an offence. However, for some offences the police may issue a ticket to a permit holder with an option to enter an "out of court" guilty plea by payment of a fine. If the permit holder disputes the facts and wishes to enter a not guilty plea, a trial is held before a judge.

- c) In some cases, *The Alcohol and Gaming Regulation Act, 1997* defines specific forms of punishment to correspond to specific offences. For example, where a permit holder sells or gives beverage alcohol to a minor, the permit holder is guilty of an offence and liable on summary conviction to:
 - i) a fine of not more than \$10,000;
 - ii) imprisonment for a maximum term of two months; or
 - iii) both the fine and imprisonment described above.
- d) Where no specific form of punishment corresponds to a specific offence, the “general penalty” provision applies, which makes the permit holder liable on summary conviction to:
 - i) a fine to a maximum of \$10,000 for an individual;
 - ii) ii) a fine to a maximum of \$50,000 for a corporation;
 - iii) iii) imprisonment for a maximum term of six months; or
 - iv) both the fine and imprisonment described above.
- e) If a permit holder is charged with an offence and has questions or concerns about the matter, the permit holder should consult a lawyer.

9. Posting of Warnings and Sanctions

The names of the permit holders that have received a liquor warning or sanction will be published on SLGA’s external website at www.slga.gov.sk.ca.

10. Monetary Ranges for Administrative Penalties

Key for Table

- The provisions set out in Column 3 are the provisions of *The Alcohol and Gaming Regulation Act, 1997* or *The Alcohol Control Regulations, 2002* that impose the requirements described in Column 2 on the permit holder. Violations of the provisions set out in Column 2 may cause SLGA or on a request for review, the Commission to assess an administrative penalty (fine).
- The range of an administrative penalty (fine) for a specific violation is set out in Column 4. The administrative penalty may be assessed by SLGA or on a request for review, by the Commission.

<i>Col. 1</i> Item Number	<i>Col. 2</i> Violation	<i>Col. 3</i> Section describing violation	<i>Col. 4</i> Ranges of Penalty Sum in Dollars
Minors (under 19 years of age)			
1	Selling or giving beverage alcohol to a minor	110(1) – Act	\$1,000 – 10,000
2	Selling or providing beverage alcohol to a person who is apparently a minor	129(1)(e) – Act	1,000 – 10,000
3	Failing to demand proof of age of a person in the premises where a minor: (a) is not entitled to be; or (b) may be entitled to be but the person is attempting to purchase beverage alcohol	111(1) – Act	500 – 10,000
Minors (under 19 years of age)			
4	Allowing minors in premises where the presence of minors is not authorized by the Act, regulations, or terms and conditions of the permit	111(6) – Act	500 – 10,000
5	Allowing a minor to act in any way in the sale, handling or serving of beverage alcohol in the premises	113(1)(b) – Act	500 – 10,000
6	Allowing a minor to consume beverage alcohol in premises where minors are allowed	113(1)(c) – Act	1,000 – 10,000
Over serving			
7	Selling or supplying beverage alcohol to a person who appears intoxicated	125 – Act	1,000 – 10,000
Over crowding			
8	Allowing the entry of persons into a premises to exceed the maximum number of persons allowed to be present in the premises	120 – Act	500 – 10,000

<i>Col. 1</i> Item Number	<i>Col. 2</i> Violation	<i>Col. 3</i> Section describing violation	<i>Col. 4</i> Ranges of Penalty Sum in Dollars
Sale or consumption during prescribed hours or days			
9	Selling beverage alcohol or allowing its consumption on premises except during hours and days on which it may be served and consumed	71(1) – Act	\$500 – 10,000
10	Selling or supplying beverage alcohol during prohibited hours or days	129(1)(F) – Act	500 – 10,000
11	Failing to ensure that the premises remain open for a least one half-hour but not longer than one hour after the lawful sale of beverage alcohol has ceased	44 Regulations	500 – 10,000
12	Failing to open the premises for the sale of beverage alcohol during prescribed hours or for the minimum prescribed hours or days	43 Regulations	500 – 10,000
13	Allowing persons to enter or remain in the premises when the sale or consumption of beverage alcohol is prohibited	116 – Act	500 – 10,000
Illegal purchase, possession or sale beverage alcohol			
14	Purchasing beverage alcohol from sources other than SLGA, franchise, or in the case of prescribed permittees, from permittees prescribed in the regulations	129(1)(a) – Act	500 – 10,000
15	Selling beverage alcohol not supplied by SLGA	129(1)(c) – Act	500 – 10,000
16	Having on the premises beverage alcohol not supplied by SLGA	129(1)(b) – Act	500 – 10,000
17	Selling beverage alcohol without holding a licence required pursuant to <i>The Liquor Consumption Tax Act</i>	4(4) – Regulations	500 – 10,000
Entertainment			
18	Permitting or allowing any entertainment, game sports or other activity on the premises that is unlawful, detrimental to the orderly operation of the premises, prohibited by the municipality in which the premises are located, or prescribed in the regulations	128(1)(a), (b), (c) and (d) – Act	500 – 10,000

<i>Col. 1</i> Number	<i>Col. 2</i> Violation	<i>Col. 3</i> Section describing violation	<i>Col. 4</i> Ranges of Penalty Sum in Dollars
Customer Service			
19	Serving beverage alcohol to a customer by a restaurant permit holder other than as part of a meal	10(1) – Regulations	\$500 – 10,000
20	Failing to ensure that the food to beverage alcohol sales value ratio in the premises is one dollar of food for each dollar of beverage alcohol sales	10(2) – Regulations	500 – 10,000
21	Failure to maintain a supply of non-alcoholic beverages and food for customers in the permitted premises and in any lounge, patio or banquet room of the permitted premises or at the location of the special occasion	36 – Regulations	500 – 10,000
22	Adulterating or diluting beverage alcohol or offering the same for sale	129(1)(d) – Act	500 – 10,000
23	Failing to ensure that each single serving drink containing spirits sold or served contains one ounce of 28.5 ml of spirits in the same form purchased from the authority	58(1)(a) – Regulations	500 – 10,000
24	Failing to ensure that each sample of beverage alcohol contains the prescribed amount	56 (1)–Regulations	500 – 10,000
25	Failing to adhere to the provisions of section 16.5 respecting maximum number of samples or maximum sample sizes	16.5 - Regulations	500 – 10,000
26	Allowing patrons to take and consume alcohol off premises	75(4) – Act	500 – 10,000
Obstruction			
27	Refusing to allow an officer access to the permittee's premises, books, records or other documents for the purpose of making an inspection	45(1) – Act	500 – 10,000

References

The information in this Chapter is a summary of the policies, standard terms and conditions imposed on a permit, and the key provisions of *The Alcohol and Gaming Regulation Act, 1997*, and *The Alcohol Control Regulations*. For convenience, this section identifies the key provisions of *The Alcohol and Gaming Regulation Act, 1997* and *The Alcohol Control Regulations, 2002* for the corresponding topics in this Chapter.

General Principles

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 38, 39, 44(b), 92.

New or Amended Terms or Conditions on Permit

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 19(1)(a.1), 26, 27, 28, 29, 30, 31, 32, 47.

Administrative Penalties (Fines)

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 19(e) & (f), 39.1.
- *The Alcohol Control Regulations, 2002* – Section 71.

Permit Suspension

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 19(g), 30, 31, 32, 33, 34, 37, 44(b).

Permit Cancellation

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 19(g), 30, 31, 32, 33, 34, 44(b), 64, 65.

Commission Review

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 21, 26, 27, 28, 29, 30, 31, 32, 35, 36, 37, 39.1.

Offences and Court Sanctions

- *The Alcohol and Gaming Regulation Act, 1997* – Sections 110, 111, 113, 115, 138, 139.

APPENDIX

List of Documents

1. Saskatchewan Liquor and Gaming Authority Contacts
2. External Contacts
3. Permittee Liability for Actions of Patrons
4. Tavern Permittees with Off-sale Endorsement – Record of Sales to Sporting Facilities Form
5. Off-Sale Outlets – Re-sale Levy Summary Sheet
6. Identifying a Minor

SASKATCHEWAN LIQUOR AND GAMING AUTHORITY CONTACTS

Audit Services		(306) 787-8615
	<i>Fax:</i>	(306) 787-8612
Breakopen Vending Machines (BVMs)		(306) 787-9493
	<i>Fax:</i>	(306) 798-2252
Casino Gaming		(306) 787-9835
Charitable Gaming Licensing		
Texas Hold'em	Toll Free	1-800-667-7565
Monte Carlo	Regina	(306) 787-5563
Breakopen Tickets	<i>Fax:</i>	(306) 787-8637
Community Liaison		(306) 787-8637
	<i>Fax:</i>	(306) 798-5998
Compliance		
Inspections, Investigations, and Complaints	Regina	(306) 787-1896
	<i>Fax:</i>	(306) 798-0052
	Saskatoon	(306) 933-7530
	<i>Fax:</i>	(306) 933-7532
Horse Racing		(306) 933-5997
Liquor Permit Inquiries (incl. SOPs)		
Licensing	Toll Free	1-800-667-7565
	Regina	(306) 787-5563
	<i>Fax:</i>	(306) 787-8981
Liquor Licensing		
Director		(306) 787-5225
Licensing Supervisor		(306) 787-9257
Retail Services		
Advertising		(306) 787-4212
Cottage Winery Charges and Payments		(306) 787-4215
Cottage Winery Policy		(306) 787-4212
Cottage Winery Retail Store Contract		(306) 787-4212
Franchises		(306) 787-3865
Product Pricing, Brewery Changes and Payments		(306) 787-4212
Special Order Desk		(306) 787-6558
Stores		(306) 787-4212
Trade Sampling Program		(306) 787-4212
VLT/Breakopen Vending Program		
VLT Program Manager		(306) 787-9234
VLT/BVM Coordinator		(306) 787-9493
	<i>Fax:</i>	(306) 798-2252

**Liquor and Gaming Licensing Commission
(Request for Review of SLGA Decisions)**

(306) 787-1746
Fax: (306) 798-0653

SLGA Website Address

www.slga.gov.sk.ca

Mailing Address - Regina

Saskatchewan Liquor and Gaming Authority
Liquor Licensing Branch
P.O. Box 5054
Regina, SK S4P 3M3

Street Address – Regina

Saskatchewan Liquor and Gaming Authority
Liquor Licensing Branch
12th Floor, North Canadian Oils Building
2500 Victoria Avenue
Regina, SK S4P 3X3

Saskatoon Office

201 CN Towers
Midtown Plaza
201 1st Avenue South
Saskatoon SK S7K 2H6

EXTERNAL CONTACTS**Canadian Food Inspection Agency (CFIA)**

301-1800 11th Ave.
Regina SK S4P 0H8

(306) 780-7478

Fax: (306) 780-5177

Federal Excise Duty (Manufacturing)

Canada Revenue Agency
Excise Duty Manager
Room 720 220-4th Avenue S.E.
Calgary AB T2G 0L1

(403) 231-4124

Fax: (403) 691-6412

www.cra.gc.ca

Federal Excise Tax (GST)

Canada Revenue Agency
PO Box 557
1758 Hamilton St.
Regina SK S4P 2B6

Toll Free 1-800-959-5525

www.cra.gc.ca

Liquor Consumption Tax (LCT)

Ministry of Finance
2350 Albert St.
Regina SK S4P 4A6

Toll Free 1-800-667-6102

(306) 787-6645

Fax: (306) 787-9644

**Ministry of Environment, Fish and Wildlife Branch
(Outfitters Licence)**

Regina (306) 787-4652

Prince Albert (306) 953-2518

Provincial Building Standards Branch

Regina

(306) 787-4113

Provincial Sales Tax (PST)

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“Serve It Right” Server Intervention Course

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PERMITTEE LIABILITY FOR ACTIONS OF PATRONS

This is intended as an overview of potential liability issues. For advice on specific situations, contact legal counsel.

There are three typical scenarios in which permitted premises may attract liability:

1. Where a patron injures himself either while inside the premises or in an auto accident after imbibing in the premises;
2. A patron injures a third party following an auto accident after imbibing in the premises with the third party either being a passenger in the same vehicle or passenger or driver of a third party vehicle; or
3. Circumstances where the permittee injures a patron intentionally, such as where a bouncer injures a patron while removing him from the premises.

The following will address each of these three circumstances.

1. Patron Injures Himself

The leading case in this area is the Supreme Court of Canada decision of *Jorden House v. Menow* (1973), 38 D.L.R. (3d) 105. In this case a drunk patron left the bar and was injured while walking home along the highway. The patron was a “regular” and his drinking habits and behaviour were familiar to the staff.

The court concluded that the hotel had a higher duty of care to those patrons that were known to them. The court determined that the hotel might be required to take positive steps to protect such a patron against injury to himself.

In considering whether a duty of care was owed to an intoxicated patron, the court found that the existence of the invitor/invitee relationship and knowledge of the patron’s intoxicated condition made it a duty. The court was also of the opinion that the risk of harm to the patron was foreseeable.

Once a duty of care was established, the courts dealt with the requisite standard of care. It decided that the occupier was required to take some positive action because of the existence of a “special relationship” between the parties. This special relationship arose as a result of two factors:

- a) an awareness of the patron’s level of intoxication;
- b) the commercial nature of the enterprise (i.e. selling liquor for profit).

2. Patron Injures Third Party

The Supreme Court decision in *Stewart v. Petite* (1995), I.S.C.R. 131 dealt with a situation in which an intoxicated patron caused injury to a third party. This decision follows several lower court decisions in which permittees were held liable for injuries caused to third parties by intoxicated persons.

This decision does not place any greater liability on permittees than the previous decisions, but it was the first time the Supreme Court of Canada dealt with this situation.

The significance of this case is that the decision provides a clear description of the duty that an occupier owes to the public. The court placed a positive duty in permittees to actually prevent an intoxicated person from causing harm to a third party. The occupier is, however, still able to rely upon the foreseeability of the risk as a defence. If the risk of harm is too remote, it is unlikely that the occupier will be held liable.

The court stated that a permittee's liability does not flow from observing by itself, but also, that the injury to the third party must be foreseeable.

In this case, the permittee was aware that the patron consumed between 10 and 14 ounces of alcohol (a running tab had been kept). The patron did not show any signs of intoxication, but nevertheless, a positive duty was found to exist and the patron was obliged to eliminate the risk of harm to third parties. In this case, the permittee would have been liable if he had not taken positive steps to prevent the patron from driving.

It was irrelevant whether or not the patron exhibited signs of intoxication. The key is whether the permittee ought to have known of the patron's intoxication.

The court also stated that a permittee could not absolve itself from responsibility by virtue of the way in which the establishment operated. For example, if the permittee was operating a stand up bar where it was more difficult to keep track of the consumption, this could not be used as an excuse. In this case, the permittee was relieved of liability due to the fact that the defendant driver left the establishment with two sober persons (one of whom became the victim) and it was reasonable for him to assume that the intoxicated defendant was now in the care of other sober persons.

Thus if a permittee has a situation where the patron has become impaired, the permittee should take positive steps to ensure that the individual does not drive, such as arranging for a taxi or having the person placed in someone else's car who is sober.

3. Occupier Injures Patron

In the Saskatchewan Queen's Bench decision of *Waselick v. Bronze Motor Inn Ltd.* (1987), 55 Sask.R.225, the court dealt with a situation wherein an intoxicated patron was injured by the hotel's bouncers. The court found that:

- a) The hotel owner must use reasonable care to prevent damage from unusual danger which he knows or ought to know exists;
- b) Co-existent with this duty to the intoxicated patron, the occupier owes a duty to other patrons;
- c) Occupiers have a right to protect their property;
- d) No liability will attach to the occupier as long as no more force than is necessary in the circumstances is used to restrain or remove the intoxicated patron.

This is intended as an overview of host liability issues. Permittees should contact their own legal advisor for information tailored to their individual situations.



Saskatchewan
Liquor and Gaming
Authority

TAVERN PERMITTEES WITH OFF-SALE ENDORSEMENTS

RECORD OF SALES TO SPORTING FACILITIES (GOLF & CURLING CLUBS)

- Sales of beer, wine and coolers by off-sale permittees to other commercial permittees (golf and curling clubs only) to demonstrate that the LCT was not collected on these sales;
- All other sales are tracked in some other way by the permittee and the appropriate taxes are collected and remitted to the Ministry of Finance.

Section 35 of the *Alcohol Control Regulations, 2002* indicates that Taverns with off-sales may only sell beer, wine and coolers to a golf course or curling rink and that the permittee shall keep a record of each sale.

DATE	NAME OF PURCHASING PERMITTEE (GOLF OR CURLING CLUB)	LIQUOR CONSUMPTION TAX (LCT) NUMBER	TYPE OF BEVERAGE ALCOHOL SOLD (BEER/WINE/COOLERS)	TOTAL AMOUNT SOLD (\$)

January 2009



Saskatchewan
Liquor and Gaming
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**OFF-SALE OUTLETS
RE-SALE LEVY SUMMARY SHEET**

FOR THE MONTH OF _____

A re-sale levy is to be collected on the Retail Price (base price plus LCT, GST and deposit) when selling beer, wine or coolers to holders of special occasion permits. The levy is to be remitted to the Ministry of Finance, Revenue Division, along with your Liquor Consumption Tax return. The re-sale levy is to be calculated as follows:

DATE	SALE SPECIAL OCCASION PERMIT #	PRODUCT	RETAIL PRICE (base price plus LCT, GST and deposit)	RE-SALE LEVY RATE *	LEVY \$	TOTAL LEVY
<i>Example: Jan. 5 /09</i>	<i>12345</i>	<i>Beer</i>	<i>\$ 246.00</i>	<i>10%</i>	<i>\$ 24.60</i>	
<i>Jan. 5/09</i>	<i>12345</i>	<i>Wine/Coolers</i>	<i>\$ 89.90</i>	<i>14%</i>	<i>\$ 12.59</i>	<i>\$ 37.19</i>

		Beer		10%		
		Wine/Coolers		14%		

		Beer		10%		
		Wine/Coolers		14%		

		Beer		10%		
		Wine/Coolers		14%		

		Beer		10%		
		Wine/Coolers		14%		

		Beer		10%		
		Wine/Coolers		14%		

		Beer		10%		
		Wine/Coolers		14%		

		Beer		10%		
		Wine/Coolers		14%		

****ACCUMULATED MONTHLY TOTAL \$ _____**

Note: For the purposes of this form, beer includes bottles, kegs and canned product.
Returned amounts should be indicated as negative amounts.

* The re-sale levy rates have been reduced for off-sale outlets to facilitate the calculation on the Retail Price versus the Base Price.

** Enter this amount on Line 3 of your Liquor Consumption Tax Return.

Please retain this form for your records and in the event of an audit.

Page _____

IDENTIFYING A MINOR

In Saskatchewan, anyone under the age of 19 is a minor. Minors are not permitted to be in possession of, purchase, sell or consume beverage alcohol. A permit holder is responsible to ensure that beverage alcohol is not sold or served to a minor. The following information may assist a permit holder or employees in identifying a minor.

Physical characteristics:

- Slight physical build
 - Complexion
 - Skin surface or texture
 - Complexions can be very smooth or have a lot of acne
 - Fine facial hair on males
- Thin “unweathered” hands
- Hair & clothing styles
 - Hats worn backward or unusual head gear
 - Clothing seems inappropriate for weather conditions
- Footwear
 - Footwear seems inappropriate for someone over age 25
 - Shoes may be worn unlaced
- Fashion or fad accessories
- Jewellery
 - Pay particular attention to jewellery and accessories on both females and males that would not typically be worn by someone 25 years or age or older.
- Nervousness
 - Frequent throat-clearing
 - Unusual facial expressions
 - Lack of eye contact and/or “shifty” eye movements
- High pitched or cracking voice

Behaviour Patterns

- Enters during peak hours
- Makes excuses for being unable to produce proper identification
- Provides counterfeit, altered, expired or stolen ID
- Uses ID borrowed from older friend or relative
- Appears nervous and avoids eye contact
- Uses slang language
- Tries to rush
- Attempts to look older and act classy or sophisticated
- Is overly-friendly with staff
- Seems over-confident and becomes over-assertive
- Typically chooses alcohol “gateway” beverages
 - Young females: sweet-flavoured or fruity malt drinks
 - Young males: beer

How to check ID

- Always ask the person to remove the ID card from their wallet or pocketbook and from protective plastic holders
- Take the ID from the person and take your time examining it
- Description and photo resemblance should match person presenting ID
- Pay particular attention to distinguishing facial features such as eye colour, large/small nose, broad face, etc.
- Look at date of birth to determine if the person appears old enough to be the person on the ID.
- Calculate that the date of birth on the ID does in fact confirm that they are 19 or older

Check to see that the ID provided proves both identity and age.

- The ID should be verifiable
- Check for tampering by handling and feeling the ID
- If irregularities are found, ask for another piece of ID

EXAMPLES OF VALID GOVERNMENT PHOTO IDENTIFICATIONS

Photo Driver's Licence



Non-Driver's Photo ID



Certificate of Canadian Citizenship



Canadian Forces Identification Card



Certificate of Indian Status



FRONT



BACK

Government of Canada Permanent Resident Card



If, in your judgment, there are any doubts about the validity of the primary ID, ask for a second piece of ID.

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- Capacity – c.III p.11-12; c.IV p.16-17; c.V p.8-9
- Endorsement – c.II p.1; c.III p.4,5; c.IV p.5; c.V p.5; c.VIII p.1-2,9,17-20
- Facility standards – c.VIII p.1,17-20
- Food service – c.III p.5; c.IV p.6; c.V p.5
- Temporary – c.III p.7-8; c.IV p.11-13; c.V p.10-11

Permit

- Brew Pub (*see* Brew Pub)
- Cottage winery (*see* Cottage Winery)
- Endorsements on (*see* Endorsements)
- Golf course/club (*see* Golf Course/Club)
- Home Delivery (*see* Home Delivery)
- Manufacturer (*see* Manufacturer Permit)
- Nightclub (*see* Tavern Permit)
- Restaurant (*see* Restaurant Permit)
- Renewals – c.II p.4-5; c.VIII p.3; c.IX p.15
- Tavern (*see* Tavern Permit)
- Transfer – c.II p.2-3,6
- Special Use (*see* Special Use Permit)
- Sports facility (*see* Sports Facility)
- Stadium (*see* Stadium)

Permittee (*see* also permit, holder of a)

- Son or daughter of a – c.III p.10; c.IV p.5; c.V p.7
- Liability – c.VI p.2; c.VIII p.7

Permit, holder of a

- Compliance of – c.II p.1,4; c.III p.13; c.IV p.8,19; c.V p.12-14,19-21,23; c.VI p.10; c.VII p.11; c.VIII p.14,20,22; c.IX p.5-6; c.XI p.1-2; c.XII p.1-2,4
- Rights – c.I p.1,3; c.II p.3; c.IX p.5,9; c.XII p.5
(*see* also management of establishment)

Pool (*see* Billiards)

Price

- Minimum Sale Price for Beverage Alcohol – c.VIII p.13-14,21; c.IX p.12-15

Prize (*see* Beverage Alcohol)

Private club

- Special use permit – c.I p.2; c.V p.1,5,12; c.VIII p.1,3,6
- Minimum hours and days of operation – c.V p.9

Promotions by Manufacturer (*see* Advertising)Proof of age (*see* Identification)Public Views (*see* Objections)

R

- Railway car – c.V p.1
- Racquet sports - c.V p.13
- Remembrance Day – c.III p.12; c.IV p.9,17-18; c.V p.9; c.VI p.7,9; c.VIII p.12,25
- Renewals (*see* Permit Renewals)
- Renovations – c.II p.4; c.III p.2-3; c.IV p.4,5; c.V p.3; c.VII p.2-3; c.VIII p.6,8,15-17,20; c.XI p.1
- Restaurant Permit
 - Definition – c.III p.1
 - Endorsements on (*see* Endorsements, Restaurants)
 - Facility standards – c.III p.1-3
 - Food service (*see* Food Service, Restaurants)
 - Maximum capacity – c.III p.11-12
 - Permits required – c.III p.3
 - Wine Recorking – c.III p.6
- Retail
 - Price – c.VIII p.13
 - Store (at a cottage winery) – c.VI p.4-6
- Returns – c.VI p.6,8; c.VII p.9; c.VIII p.14
- Register, guest – c.V p.12
- Registered guests – c.V p.20; c.VIII p.1,20-21; c.IX p.14
- Review (*see* Commission)
- Room service endorsement – c. III p.4,13; c.VIII p.1,20-21; c. IX p.14

S

- Sale of establishment – c.II p.2
- Sampling (*see* advertising)
- Saskatchewan Liquor and Gaming Authority (SLGA)
 - Contacts – c.I p.1
 - Definition – c.I p.2-4
- Security – c.V p.9; c.IX p.4; c.XI p.2
- Self-service Mini Bar Endorsement (*see* Mini Bar Endorsement)
- Server intervention course (*see* Beverage Alcohol)
- Simulated golf – c.V p.8,14
- Special use permit
 - Definition – c.I p.2; c.V p.1
 - Endorsements on (*see* endorsements)
 - Facility standards – c.V p.1-4
 - Food service (*see* Food Service)
 - Maximum capacity – c.V p.8,9
- Special care facility – c.V p.20
- Spirits – c.VIII p.10-11,13,15,17,20-21; c.IX p.10,12-14
- Sports facility – c.V p.1,12-13; c.IX p.9

S (cont'd)

Stadium

- Definition – c.V p.1,18-19
- Special use permit – c.I p.2; c.V p.1,9,18-19
- Hours/days of operation – c.V p.9
- Requirements – c.V p.18-19

T

Trade Show Endorsement – c.VIII p.2,23

Tavern Establishment

- After hours authorization – c.IV p.7,8-9,14-15,17-18
- All ages – c.IV p.7,8,15
- Brew pub (*see* Brew Pub)
- Beverage Room – c.I p.2; c.IV p.1,2,5,6,9,15,18; c.VIII p.1,4,10,13,15; c.IX p.7
- Early Hours opening (meal service) – c.IV p.7,9,15,18-19; c.VIII p.4
- Endorsements on (*see* Endorsements)
- Entertainment – c.IV p.2,14,17; c.XI p.6-9
- Facility standards – c.IV p.2,5
- Food service (*see* Food Service)
- Hours/days of operation – c.IV p.7-11,17-18
- Maximum capacity – c.IV p.12,16-17
- Nightclub (*see* Nightclub)
- Primary Business – c.IV p.1
- VLTs (*see* VLTs)

Theatre – c.I p.2; c.V p.1,5,9; c.VIII p.2,24; c.IX p.11

Tournament – c.I p.3; c.VIII p.7

Transfer (*see* Permit Transfer)

Treating (*see* Advertising)

U

U-Brew/U-Vin Operation

- Definition – c.VII p.1
- Facility Standards – c.VII p.1-3
- Customer Role – c.VII p.3
- Permit Holder Role – c.VII p.3
- Minors – c.VII p.5-7
- Sampling – c.VII p.7
- Group Batches – c.VII p.8-9
- Employee Batches – c.VII p.8-9
- Record Keeping – c.VII p.4-5
- Barrel Aging – c.VII p.7

U (cont'd)

Returns – c.VII p.9
Advertising – c.VII.p.10; c.X p.3

V

Vessel – c.V p.1,17-18
VLTs – c.III p.6-10; c.IV p.8.10-11,14-15; c.VIII p.14; c.IX p.7,9

W

Washroom
National Building Code – c.III p.1; c.IV p.3; c.V p.2
Requirements – c.III p.1,2; c.IV p.3; c.V p.2
Wine Recorking – c.III p.6; c.IV p.6; c.V p.6