A Handbook About Responsible Sales of Alcohol for Pennsylvania Licensees

The basics of responsible sales every Pennsylvania beverage licensed operator, owner, and manager needs to know...
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NOTE:

Laws and interpretations are subject to change. As a result, information contained in this handbook may change. Licensees are advised to contact trade associations in which they are members or the Pennsylvania Liquor Control Board for the current status of the law. Also, you may visit our website at www.lcb.state.pa.us for up to date information.
Every day we hear licensees ask questions like these.
“How can I stop underage drinking in my establishment?”
“How do I call to help me with my tax clearance problem?”
“I need good responsible employees; how can I get good help?”

We have outlined some strategies we hope will guarantee successful business operations. You decide how they might best suit your needs.

Six chapters cover areas from prevention techniques to a quick reference list for help. Of special interest to many licensees is Chapter 6, “Frequently Asked Questions and Answers.” We are always interested in your comments and invite you to write or call us with your questions.

We hope this Licensee Handbook is useful to you in operating a successful business. We wish you the best of luck in your business venture.
Being an owner, operator, or manager of a business with a Pennsylvania liquor license is a demanding business. Operating a licensed establishment has changed significantly over the last decade because of the public’s changing attitude regarding the use of alcohol. Licensees are very concerned about their partnership with the communities where they operate.

This handbook offers licensees in the hospitality industry guidance in controlling exposure to liquor law liability claims. Our goal is to provide you with information aimed at achieving a responsibly managed licensed establishment.
Prevention . . .
Responsible Alcohol Management
Methods Work

- Choose a Responsible Manager
- Hire Employees Carefully
- Show Your Commitment
Prevention . . .
Responsible Alcohol Management Methods Work

A well managed licensed establishment can benefit the surrounding community, provide a positive neighborhood gathering place, and be profitable at the same time. On the other hand, tolerating problem customers and their negative behavior can be damaging.

The consumption of alcohol affects a person’s judgment and behavior. Often, problem behavior starts out in small ways:

- alcohol containers littering sidewalks
- vandalism
- graffiti
- arguments in the streets

When small problems are ignored, your customers realize that unacceptable behaviors are tolerated and larger problems soon may follow, such as intimidation, assault, prostitution, and drug dealing. These activities can quickly destroy the neighborhood’s stability and cause suffering for both the business and the community.

Using prevention techniques can help reduce the problems.
Choose A Responsible Manager

"I’m here every night. My customers know me and we respect each other. This is home to them. If there is a problem, they tell me.”

A Northeastern PA Tavern Owner

Be committed to controlling your establishment. If your business is located in an environment suffering from problem behavior, such as prostitution and drug activity, the skill and commitment level of a manager’s involvement is crucial to the survival of the business. Don’t allow your business to become financially dependent on the people who create problems. When you do, you could face action by the Commonwealth resulting in:

- Nonrenewal of your license under the “nuisance bar” program
- Loss of your license through padlocking
- Enormous costs in time and money to defend your position as a result of a fine, suspension, revocation, or non-renewal
A manager needs to know the customers. Take a personal interest in your establishment and create a good example for employees to follow. Generate a “hands on” style and always select and train new managers who have the maturity, confidence, and commitment to act effectively. Don’t allow one manager to act and behave differently than another.

“If I could say only one thing to business owners, it would be that they have to set the tone for their establishment.”

A PLCB Regional Manager

Effective managers set the tone for the establishment, never allowing patrons to set it for them. Patrons will learn and understand quickly the limits of unacceptable behavior. Creative designs and layouts, good lighting of the premises, and constant communication among management, employees, and customers are essential components to succeed in eliminating problem patrons.

Every retail and wholesale licensee must designate a manager.

You must notify the Board within 15 days of any manager change. Forms can be requested by calling 717-783-8250 or they may be downloaded via the internet at www.lcb.state.pa.us.
“We had one bar that was fine in the afternoon, while the owner was around, but in the evening it was completely different. The manager he hired was selling drugs.”

A Vice Officer

Careful screening of employees during the hiring process prevents problems. For example, drug dealers or gang members may seek employment at your business to expand their activities. Avoid hiring risks by using these basics:

1. **Take a complete written application.** Having details of the applicant’s background will minimize hiring on gut feeling. **Applications should include:** full name • date of birth • social security number • current address • phone number • work experience • employer references • educational background. It is also important to include questions on criminal background, residential history (landlord references), and personal references.

2. **Consider using a face-to-face interview for completing the application.** This requires more work, but it may help prevent the hiring of dishonest applicants. Ask the questions and fill out the application forms yourself.
3. **Ask for and check the applicant’s photo ID.** Make sure the picture matches the person and the name and address match the information on the application.

4. **Make reference calls.** There is no value in collecting information if it is not verified. Contact previous employers, verify addresses, and check the personal references.

5. **Title 40, Pennsylvania Code (Board regulations), Section 5.21 prohibits employment of persons of ill repute.** During the Board’s processing of applications for a new license, a transfer of license, a change of officers, and an appointment of manager, a criminal record check is conducted. The procedure for submitting a PLCB-2018, Request For Criminal Record Check, is enclosed with these applications.
Train your staff to recognize problem behavior. Some problem behaviors are obvious, such as shouting matches and fist fights; others are more subtle. Employees may notice unusual customer behavior but not recognize a real problem. The PLCB provides extensive training on recognizing signs of intoxication and problem customers in its Responsible Alcohol Management Program (RAMP) covered later in Chapter 2.

In some cases, problems go beyond the use of alcohol and relate to the use of illegal drugs. Under the Liquor Control Board’s “Nuisance Bar” Program, you could lose your license if a single drug transaction is completed by you, your manager, or employee, or if you permit others to use your premises to conduct drug transactions. Watch for signs of illegal drug activity that include:

- **Frequent use of rest rooms by the same patron.**
  This can be a sign the facility is used for other purposes, such as drug use or drug dealing.

- **Repeated trips in and out of the premises.**
  This may indicate illegal activity, such as drug use or drug dealing.

- **Hand shaking between people who don’t seem to know each other well.**
  This may signify a drug deal in progress, exchanging cash for drugs.
Customers “hanging around” the parking lot for long periods of time before or after visiting the premises. A customer could be waiting for a taxi or a friend. However, if the behavior is unusual and persistent, there may be more to it, such as waiting to engage in some form of illegal activity.

Customers becoming “possessive” of a pay phone. If a customer regularly waits by the phone for incoming calls, you may have someone who is using the phone to make drug deals.

How Employees Can Be of Help

Instruct employees to inform management immediately when a problem occurs.

Require employees to refer neighborhood complaints to the manager in charge. Address problems quickly. Don’t make the mistake of waiting out a problem, hoping the situation will take care of itself. Typically, neighbors don’t call local authorities after a single incident, but they will call when the problem reoccurs.
Show Your Commitment

Make it clear that you will not tolerate problem customers or illegal activity on the premises. Assure your employees that you will support their efforts to enforce the house policies:

- Employees will follow your lead when you demonstrate your serious commitment to preventing problems.
- Make “off duty” visits to the premises. This shows employees that you care about the business. Also, this motivates employees to maintain the same standards whether or not you are officially on duty. Such action is particularly important if you don’t work the evening shift or if you are breaking in a new shift manager. Because problem activity most often occurs at night, evening managers should be especially dedicated to controlling problem behavior.
- Accept help from others. Don’t try to solve problems on your own. Customers, neighbors, the state and local police, and the PLCB can provide help. Call on these resources for help right away. Refer to Chapter 5 for a listing of phone numbers.

With the principles of responsible alcohol management in mind, continue on to Chapter 2 and put these principles into action.
Responsible Alcohol Management Program

Enroll in RAMP

The RAMP Training Process

Making RAMP Work
RAMP Can Help

Working a Responsible Alcohol Management Program into your establishment will help:

- reduce the risk of customers becoming intoxicated
- prevent alcohol impaired driving
- prevent sales to minors
- detect fraudulent identification
- improve staff morale and job performance
- increase profitability
- develop good community relations
- protect your business by reducing the risk of alcohol related lawsuits
- reduce the risk of citations against your license
Tourism is one of the largest industries in Pennsylvania. The hospitality found in your licensed establishment plays a key role in the success of this economic enterprise. Employing a staff that is educated on responsible alcohol management practices can contribute to the prosperity of your business and the community. RAMP Certification is designed to assist license holders in educating new hires, current employees, and themselves in legal and responsible alcohol service.

What is RAMP Certification?
Legislation enacted on June 18th of 2001 established a voluntary Responsible Alcohol Management Program (“RAMP”) Certification that provides incentives for licensees who participate. Act 26 of 2006 mandates RAMP for any licensee found guilty of sales to minors or visibly intoxicated persons. Effective February 20, 2012 with the implementation of Act 113 of 2011, unless successfully completed prior to appointment, a manager appointed by a restaurant, eating place retail dispenser, hotel, club, limited distillery, or distributor licensee must complete the Board’s Responsible Alcohol Management Proigram’s (“RAMP”) manager/owner training within on hundred eighty (180) days of the Board’s approval of the appointment. RAMP is the umbrella term used to describe this collection of training and resources available to licensees and their employees. Completion of the program provides certification for two years. In order to comply, you must complete all five parts of the program, which include: Owner/Manager Training, Server/Seller Training, New Employee Orientation, Signage, and Certification Compliance Appointment and Visit.

Owner/Manager Training –
The first component consists of training but focuses on those most responsible for determining daily operations and policies – the owner and manager. In order to comply, an owner and/or manager must attend a free training session offered by the Pennsylvania Liquor Control Board. The trainings are offered at various centrally located sites. In the past, training was generally geared towards the servers, therefore, this increased participation will create a pool of licensees and their employees who will possess the knowledge and abilities to bring responsible alcohol service to their communities.
Server/Seller Training –
The second component consists of training for a Licensee’s alcohol service staff (this includes anyone who serves alcohol and/or checks ID’s). This is conducted by independent trainers who have been approved and teach from the standardized curriculum provided by the PLCB. In order to comply, at least 50% of the licensee’s alcohol service staff must be trained in responsible alcohol server/seller practices by an approved PLCB trainer. This percentage must be maintained at all times. Upon completion of the program, employees are required to complete a course examination and must receive an 80% or better in order to become certified in this course.

New Employee Orientation –
The third component consists of orientation for all new hires. Licensees shall conduct new employee orientation within 30 days of the employee’s hire. This orientation is to be conducted by the licensee or manager. The PLCB will provide the licensee with a checklist and appropriate learning methods to be used. Licensees must maintain these records for all employees for the duration of their employment.

Signage –
The fourth component consists of displaying posters or signs regarding responsible alcohol service. Appropriate signage is available from the PLCB. The licensee may use other signage, if it is equivalent in size, number and content to the materials provided by the PLCB. Signage must be prominently displayed so that it can be observed readily by patrons. Licensees shall be responsible for posting and maintaining the signage at all times. Free and appropriate signage can be obtained through the PLCB’s website at www.lcb.state.pa.us.

Signage shall minimally include the following information:
   a. Acceptable forms of ID
   b. Refusal of alcohol service to minors and visibly intoxicated patrons
Certification Compliance Appointment and Visit –
The fifth and final component may include a compliance visit from your Regional RAMP Representative. After successful completion of the 4 previously listed requirements necessary to receive official PLCB–RAMP Certification, you must contact your Regional RAMP Representative and arrange a time and date for a visit to your establishment to review and complete the necessary documentation.

Maintaining Compliance
Once you’ve completed the five-step process and have become certified, RAMP certification is good for two years.

- If an owner or manager who participated in the Owner/Manager Training changes, the new (or another) owner/manager has 60 days to complete training in order to maintain compliance.
- If server/seller trained employees fall below 50%, new employees have 60 days from date of hire to be trained in order to maintain compliance.

Benefits to the Licensee Include:
- Possible reduction in the fines and penalties issued by the Administrative Law Judge to the licensee for serving a minor or a visibly intoxicated patron, so long as the licensee was in compliance at the time of the violation and had no similar citations in the previous four years
- Knowledgeable, well-trained alcohol service staff and management
- Recognition as a responsible licensee in your community
- Possible liquor liability insurance discount
How Do I Become Certified?

The first step in becoming RAMP certified is obtaining training for your alcohol service staff, owner(s) and manager(s). Visit our website or contact your Regional PLCB RAMP office to obtain a list of Approved Server/Seller trainers and to inquire about Owner/Manager training date.

Western Pennsylvania
(412) 723-0109

Central Pennsylvania
1-866-275-8237

Eastern Pennsylvania
(610) 940-1217

For more information, check out:
www.lcb.state.pa.us
1-866-275-8237
Contact your regional RAMP office to begin the certification process.

Through RAMP, the PLCB offers a way for licensees to reduce the risks associated with the service of alcohol. By working together, the PLCB and licensees can make a difference in improving the safety of our highways and communities across the commonwealth.

Pennsylvania Liquor Control Board
RAMP
990 Briarsdale Rd.
Unit A
Harrisburg, PA 17109-5909

Phone 1-866-275-8237
FAX 717-558-2718
TTY 717-772-3725
Email: ra-lbramp@state.pa.us
Website: www.lcb.state.pa.us
Making RAMP Work Requires Action By You

Provide Training to Employees

- Make responsible beverage service training mandatory for all employees, including hosts, hostesses, waiters, waitresses, bartenders, busboys, and kitchen staff.

- Retrain employees on a periodic basis to maintain awareness of program procedures, house policies, and laws.

Develop Written Policies

Establish a firm, written set of policies regarding responsible beverage service practices. Ensure that employees read and understand the policies by having them sign off on each one. Items to include are:

1. A policy of not serving intoxicated customers. Heighten customer awareness of your policy by posting it on signs, table tents, and menus.

2. A policy regarding safe transportation home for intoxicated customers. Familiarize all employees with policy procedures, including intervention/prevention skills and documentation.

If you’ve been hitting the bottle, don’t hit the road, Jack.

Don’t Drink & Drive. It’s Not Your Call, It’s The Law.

(PLCB-2199, Reorder Item #2199)
3. A policy regarding refusal of service to minors. Familiarize employees with the policy and the consequences of following/not following policy procedures.

4. A policy prohibiting employees from drinking beverage alcohol while working in your establishment. Discipline employees who violate this or other house policies and procedures.

Remember, it is also a violation of the Pennsylvania Liquor Code for a licensee or its employees to drink beverage alcohol while serving beverage alcohol.

ATTENTION VIP’S!
If you appear to be a Visibly Intoxicated Patron we cannot serve you any alcohol.
IT’S THE LAW!

For more information, call 1 (800) 453-PLCB or TTY (717) 772-3725.
Website: www.lcb.state.pa.us

(PLCB-2139, Reorder Item #4139)
Offer Managerial Support

- Have an adequate number of employees to handle the volume of business. An employee who is rushed may not be able to take the time necessary to effectively monitor a customer’s alcohol consumption.

- Assist your servers in monitoring customer alcohol consumption by selling drinks in measured amounts.

- Make it a point to circulate among customers, especially on busy nights, to watch for signs of intoxication.

- Advise your employees that you will spot check their compliance with the policies and provide them with a regular performance review.

- Back up your servers who have cut off a drinking customer. It is important to have managerial support in enforcing house policy.

- Hold regular staff meetings to discuss house rules, recent problem situations, and ways to prevent them from happening again.

- Be present a closing time on busy nights.
Know Pennsylvania Law And Reduce The Threat Of Citations And Lawsuits

- What can happen to a licensee under the “Dram Shop” Act.
- Why licensees and alcohol servers need to understand and recognize visible intoxication.
- Handling minors in your establishment.
- How to use Declaration of Age Cards.
“Dram Shop” refers to laws that establish liability on people who serve alcohol. In Pennsylvania, it is unlawful to serve alcohol to:

- a person who is visibly intoxicated
- a person who is under 21 years of age

As a licensee, you are responsible for your employees’ actions and conduct while they are employed in your establishment. You can be held responsible for administrative, criminal, and civil sanctions if your employees violate the liquor law on your licensed premises. Sanctions include imprisonment, fines, and suspension or revocation of your license. It is up to you to see that your employees do not break the law. You should make your employees aware of their responsibilities as they also can be held liable for their actions.
What Can Happen To A Licensee Under The “Dram Shop” Act?

The law holds bartenders, servers, and licensees liable if they sell beverage alcohol to a minor or visibly intoxicated person who then causes injury to others or damage to property.

Court cases involving intoxicated drivers who injure themselves or another party have resulted in verdicts awarding injured persons substantial amounts of money. In most cases, damages are paid by hospitality operations or their insurance companies. Sometimes, individual servers are held liable.

Liquor liability lawsuits often involve three parties: the server/licensee, the intoxicated patron, and the victim.

It is also not uncommon for a minor or intoxicated person to file suit against an establishment for injury or damages they have incurred. This is known as “second party” liability.

In Pennsylvania, licensees or their employees can be held liable for damages to a person who has been injured or killed as a result of the licensee or its employee selling or furnishing beverage alcohol to a minor or visibly intoxicated person. Even though you, the licensee, may not have served the customer, you are responsible for your employees’ actions and can be held liable, whether you knew about the service or not.
Under the Pennsylvania Liquor Code, it is illegal to serve alcohol to a visibly intoxicated person.

**Do you know what visible intoxication is?**

While servers of alcohol are not expected to know a customer’s Blood Alcohol Content (BAC), they are required to recognize the behavioral warning signs of visible intoxication. Servers must use their skills and experience to decide whether a person is visibly intoxicated. For example, a quiet person who becomes loud while drinking might be visibly intoxicated. On the other hand, loudness would not be a sole indication for a person who is normally loud and outgoing.

Visible intoxication can occur at a high or low BAC level, depending on a person’s reaction to alcohol. A person with a high tolerance to alcohol can exceed the legal BAC driving limit (.08% in Pennsylvania) before showing behavioral signs of visible intoxication, such as:

- **LOUD SPEECH**
- **DRINKING ALONE**
- **CRUDE BEHAVIOR**

- **BOASTING**
- **ORDERING DOUBLES**
- **DRINKING TOO FAST**

- **BUYING ROUNDS**
- **SLURRED SPEECH**
- **STUMBLING**
These are just a few of the many signs a person may show when becoming intoxicated. These signs, appearing independently, can often indicate the beginning stages of intoxication, while a combination of signs is generally a fair indication of visible intoxication. If you can tell, based upon your observation of behavioral signs, that a person has over-consumed alcohol, that person is visibly intoxicated.

Criteria for judging visible intoxication is loosely defined in the law. In most liability cases, the question of whether an individual was visibly intoxicated is based on the particular facts of the case and must be determined by a jury, Administrative Law Judge or fact finder.

Remember, establishments that do not permit service of alcohol to visibly intoxicated persons or minors not only avoid criminal action or administrative action (citation) by the Pennsylvania State Police, Bureau of Liquor Control Enforcement (BLCE), but also protect themselves from second and third party lawsuits.
Minors In Your Establishment

What does the law say about serving minors?

Pennsylvania law severely punishes minors who attempt to purchase or consume beverage alcohol. The punishment is just as severe for a person who provides alcohol to a minor or assists a minor in obtaining alcohol.

As a licensee or beverage alcohol server, it is important to know and understand the law as it relates to minors. Use of this chart will increase your understanding of the legal penalties involved when a conviction for serving alcohol to minors occurs.

<table>
<thead>
<tr>
<th>It is illegal for anyone under the age of 21 to consume any beverage alcohol in PA. It is a crime to sell or give alcohol to anyone under the age of 21.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OFFENSE</strong></td>
</tr>
<tr>
<td>Minors who lie about their age Carry false ID</td>
</tr>
<tr>
<td>Minors who purchase possess consume transport alcohol</td>
</tr>
<tr>
<td>Licensees, servers, * agents, employees who serve alcohol to minors</td>
</tr>
</tbody>
</table>

* NOTE: Repeat offenders are subject to non-renewal of the license under the PLCB “Nuisance Bar” Program.

Possible reduction in the fines and penalties issued by the Administrative Law Judge to the licensee for serving a minor, so long as the licensee was in compliance of Act 141 at the time of the violation and had no similar citations in the previous four years.
Identifying the Underage Drinker

It isn’t always easy to identify an underage drinker. A person’s physical characteristics, mannerisms, clothing, and facial appearance can be very misleading and can give the impression of a much older, more mature individual. For these reasons, it is often recommended that everyone who appears to be under the age of 30 be considered a potential underage drinker. They should be asked to provide proper identification and should sign a Declaration of Age card (PLCB-931, Reorder Item #4931). Post a copy of the placard below which states the policy in writing for patrons. This will help your staff enforce your house rules.

Acceptable forms of ID are:

- A valid photo driver’s license issued by the Pennsylvania Department of Transportation or any other state.
- A valid non-driver’s photo ID issued by the Pennsylvania Department of Transportation or any other state.
- A valid armed forces identification card.
- A valid passport, passport card, or travel visa containing the holder’s photograph.

NOTICE

YOU MUST BE AT LEAST 21 YEARS OF AGE TO PURCHASE OR CONSUME ALCOHOLIC BEVERAGES.

Our policy is to request ID from any customer who appears to be under 30 years of age. We have the right to, and will, refuse service to any customer who cannot produce adequate ID.

Acceptable IDs

- A valid photo driver’s license issued from PA Dept. of Transportation or any other state.
- A valid photo identification card from PA Dept. of Transportation or any other state.
- A valid Armed Forces Identification card.
- A valid passport, passport card, or travel visa containing the holder’s photograph.

(PLCB-2043, Reorder Item #4043)
False Identification

False or altered identification cards continue to be a major problem. Recently, Pennsylvania has put into effect a new driver’s license and ID card to reduce the use of fraudulent cards by underage persons. A holographic overlay on the front of each card helps protect against tampering. Persons under age 21 will receive licenses with red text indicating the date of their twenty-first birthday and their driver’s license number.

To Help Spot Altered and Fake ID’s.

Altered ID’s – An altered ID begins with a legitimate license or ID. The person then alters some part of the document to indicate that the person is of legal drinking age. Alteration generally involves the birthdate and the “Under 21 Until ...” line at the top of the Pennsylvania driver’s license. The photograph or signature may also be altered.

Borrowed or Stolen ID’s – Minors sometimes borrow or steal another person’s ID. These documents are completely authentic. Servers should check photographs closely to see if the person presenting the card is its actual owner. Look at the physical description – does it match the person presenting the card?

Counterfeit ID’s – Some minors create ID cards or obtain unofficial documents through mail order or other sources. These ID’s are designed to look “official,” but, in fact, are not.
If you suspect an ID to be altered, borrowed, or counterfeit, you have the right and the responsibility to refuse service. Protect yourself by having the ID holder complete a Declaration of Age Card or make a visual record of the ID.

If you are satisfied that the proof of age is valid, you may permit the carded individual to enter the licensed premises and be served. However, if you are still not convinced of adequate proof of age, do not serve the individual. If the individual is not accompanied by a parent or legal guardian, ask him/her to leave the premises. The section that follows discusses the use of Declaration of Age Cards as a legal defense, should you in good faith serve a minor who successfully used a fake ID to enter your establishment.

If you establish a reputation for being tough on proof of age, the word will get around and minors will stay away from your establishment.

Post this placard:
(PLCB-2169 poster,
Reorder Item #2169)
How To Use Declaration Of Age Cards

If your establishment is at high risk for minors attempting to enter and be served because of your location (close proximity to a college or university) or other factors (type of entertainment), you may wish to adopt a policy of requiring youthful appearing individuals to complete a Declaration of Age card as the first step of the age identification process. This practice has proven to be an effective deterrent to minors attempting to obtain beverage alcohol at PA Wine & Spirits Stores.

Post this placard which explains your house rules on ID at the entrance to your establishment.

THE LAW REQUIRES THAT
YOU MUST BE 21 YEARS OLD
BEFORE YOU CAN
PURCHASE, POSSESS, OR CONSUME
ALCOHOLIC BEVERAGES.

If, in our opinion, you appear younger than 21, it is required by law that a Declaration of Age Card be prepared to determine proof of age.

PLEASE COMPLETE THE HIGHLIGHTED AREAS.

For more information, call 1 (800) 453-PLCB or TTY (717) 772-3725 or visit www.icb.state.pa.us/edu

(PLCB-2119, Reorder Item #4119)
 Completing The “931” Card

Ask to see proper identification. Look closely at the photograph and the person’s face. Check the birthdate. Insure the card has not been altered.

Ask the individual to:
1. Sign the PLCB-931 card
2. Enter home address
3. Enter birthdate
4. Enter place of birth (City and State)

The server/licensee then should fill in the:
5. Serial number of the ID card presented by the customer
6. Current date
7. Patron’s name (printed)
8. Licensee/server’s signature and home address as witness
9. Type of ID shown
10. Signature compared - check (✓) Yes or No
11. If sale is refused, enter a physical description of the customer, to include race, sex, complexion, hair color, approximate weight, height, and distinguishing features
12. Reason refused

If needed, the reverse side of the PLCB-931 card requests the same information in Spanish.

Remember, keep the ID in your possession until the patron has completed the “931” card.
To obtain a supply of 931 cards for your use, please go to www.lcb.state.pa.us/edu and under Order Materials, complete Alcohol Education Materials Online Order Form requesting Item #4931. If you do not have access to the internet, please call 1-800-453-PLCB.

Completed Declaration of Age cards should be retained on the licensed premises for a minimum of two (2) years. The following items are also acceptable forms of identification: a valid photo driver’s license or identification card issued by the Department of Transportation or by any other state; a valid armed forces identification card; or a valid passport, passport card, or a travel visa that contains the holder’s photograph. Photographs, photocopies, visual representations or the video presentation of any of the approved forms of identification as well as a Completed Declaration of Age card, obtained in good faith, are acceptable legal defenses for a citation involving minors. The use of a transaction scan device, to scan an acceptable form of identification, in good faith, is also a valid defense.

**Remember** – When there is doubt about age and you are uncertain the customer is at least 21 years of age, use and complete the 931 card challenge. It’s a challenge you won’t regret.
Renewing your license

- Important Requirements
- Compliance Inspection Program
- How the “Nuisance Bar” Program Affects a Licensee
This chapter identifies requirements to renew a liquor licensed business in Pennsylvania. This chapter is not an all-inclusive list of every requirement, but focuses on how to maintain your license.

Renewing/Validating Your License

Licenses and permits issued by the Pennsylvania Liquor Control Board must be renewed biennially (wholesale licenses must be renewed every four years). Your license expires on the same date every year. The following will explain the general renewal process and what you must do to file your application:

- Renewal application forms are distributed by the Wine & Spirits Store designated on your Wholesale Purchase Permit Card. Forms are available for pick-up approximately four months prior to the expiration of your current license. **NOTE: Retail Dispenser licensees, Wholesale licensees, and licensees whose licenses are being held in safekeeping will receive their renewal packets via mail.** Your completed renewal form must be mailed to the Bureau of Licensing no later than sixty (60) days before your current license expires. The postmark date will be utilized to substantiate whether the renewal was timely filed.

- The Bureau of Licensing encourages the licensee to file early. You will be notified by letter of any deficiency that will delay the renewal of your license. If you have misplaced your renewal application, immediately contact the Bureau of Licensing at (717)787-3885.
Renewal and validation applications may be filed electronically. Your renewal or validation packet will contain your LID and password along with written instructions for filing.

If you file your application and all accompanying documents later than sixty (60) days prior to the expiration of the current license, a mandatory late filing fee of one hundred dollars ($100.00) will be assessed.

If you file your application and all accompanying documents after your current license has expired, a mandatory late filing fee of two hundred and fifty dollars ($250.00) will be assessed.

In the year opposite your renewal year you must validate the license by filing the validation application. Wholesale licensees file a validation application for three years after renewing the license. The validation packet will be mailed to your Wine and Spirits Store in the same manner as your renewal was as described on the preceding page. Filing deadlines are the same as in your renewal year and the same penalties as described above apply to late filed validation applications.

License districts are shown on the map which indicates the counties in each of the districts and below it are listed the respective expiration dates.
Other Important Requirements

Tax Clearance

Tax clearance is a requirement of the license renewal process and the validation process.

License renewal will be filed once every two years except wholesalers who file once every four years. Included in the filing are the renewal application, filing fee, license fee, permit fees, and tax clearances. Fees are for a 12-month period. At mid-term, you will remit the validation application, license and filing fees and any other permit fees (Sunday sales, amusement permits, etc.) and tax clearances for the second year. Wholesalers will remit a validation packet for three sequential years.

The Bureau of Licensing has implemented a pre-audit review of tax records. The Departments of Revenue and Labor and Industry will notify the PLCB of any objections to the tax clearance. You will be notified at renewal or validation time on the application of any tax clearance problem and must remedy the problem with the appropriate taxing agency (Revenue and/or Labor & Industry). The PLCB can not issue approval of the license until the tax clearance has been resolved.

Having the tax clearance in place prior to filing your license renewal and validation will result in a speedier approval.

NOTE: When your renewal or validation application indicates a “NOT CLEAR” tax status from either the Department of Revenue or Labor & Industry, you must inquire about the details directly with the Departments of Revenue or Labor & Industry. You must have a “clear” tax status when filing your renewal and validation to eliminate penalties.
All licensees must keep “complete and truthful” records covering the operation of the business for a period of at least two years.

Licensees must make the records available for inspection to authorized employees of the PLCB or PSP/BLCE, if requested.

Records shall include the date and actual price of all liquor and malt or brewed beverage purchases, the name of the vendor of malt or brewed beverages, and all Wine & Spirits Stores receipts.

Records covering the purchase and sale of food must be maintained separately from those of beverage alcohol.

Club licensees are required by the PLCB regulations to maintain membership records, income accounts, expenditures, control accounts, minute book, and documents/instruments. Clubs should refer to the Information Booklet for Retail Club Licensees for details on record keeping.

Club and Wholesale licensees are required to keep records in hard copy or electronic media consistent with generally accepted accounting procedures.
Under the U.S. Bankruptcy Code, Chapter 7 may be used by businesses or individuals. A portion of the debtor’s assets are liquidated and distributed among creditors by a trustee to satisfy debts. In some cases, action can be brought against a debtor by creditors.

Chapter 11 provides businesses or large investors with protection from creditors while they continue operating and develop a repayment plan. Both creditors and owners must agree on a reorganization plan, which ultimately must be approved by a federal bankruptcy judge.

Chapter 13 provides protection from creditors to individuals, including those who are sole proprietors of a business, while they repay their debts from current assets and income, usually over three to five years.

The licensee shall immediately notify the PLCB of any bankruptcy filing. This notification should indicate the category of bankruptcy, date of filing, docket number, and name and address of trustee. Also, keep in mind that any licensee that ceases operation must submit its license for safekeeping within fifteen (15) days from the date it ceases to operate.
Safekeeping

A licensee whose licensed establishment is not in operation for a period of fifteen consecutive days must:

1. Return the license and wholesale liquor purchase permit cards to the PLCB no later than the 15th day.

2. Submit a letter from the licensee stating:
   a. the reason the license should be placed in safekeeping,

   and

   b. furnish the name, address and telephone number of the person to whom correspondence is to be directed while the premises are closed.

The PLCB will hold a license in safekeeping up to three (3) years. The PLCB shall extend the period for an additional year, if at the end of the three (3)-year period the licensed premises is unavailable due to fire, flood or similar natural disaster or an application and fee are submitted to extend the safekeeping period for an additional year. Each additional year of safekeeping must be applied for separately. If the license is not reactivated, transferred or approved for an extension of safekeeping period for an additional year, at the end of the three year safekeeping period the license will be administratively revoked.

Safekeeping – Clubs

By law, a club license may be held in safekeeping up to two (2) years. Each year of safekeeping must be applied for separately. At the expiration of the two (2)-year period the club license shall be administratively revoked.
Compliance Inspection Program

Retail and Wholesale licensees must maintain their licensed premises in compliance with code and regulatory requirements. The Bureau of Licensing routinely inspects licensed premises to determine whether or not licensed establishments are in compliance. These inspections occur during the license renewal period. Establishments not in compliance will not have their licenses renewed for the upcoming term until the deficiencies are corrected. Furthermore, a non-compliance status could result in enforcement action being taken by the Pennsylvania State Police, Bureau of Liquor Control Enforcement.

Compliance requirements listed below routinely fall under the program’s review:

- Maintain seating requirements for thirty (30) patrons at tables and/or bar stools. (Restaurant, Hotel and Eating Place licenses)

- Maintain a sufficient supply of food to accommodate thirty (30) patrons. (Restaurant, Hotel, and Eating Place licenses)

- Maintain the licensed premises as originally approved by the PLCB. Any additions, deletions, or changes to the licensed premises must be approved by the PLCB.

- Maintain a PLCB-approved manager who is able to devote full time to the licensed business.

- Refrain from operating or allowing the operation of another business on the licensed premises or directly connected to the licensed premises without PLCB approval.

- Possess a valid health license.
Maintain the required number of hotel rooms (hotel licenses only).

Maintain a separate kitchen (hotel licenses only).

Maintain a guest register (hotel licenses only).

**Clubs**

- Operate for the mutual benefit of all the membership.
- Operate in accordance with the club’s by-laws and charter.
- Maintain the required records necessary to conduct the club business.

**Beer Distributors/Importing Distributors**

- Maintain the required records necessary to conduct the licensed business.
- Maintain the necessary square footage to qualify for a distributor license or an importing distributor license.
- Maintain a separate office.
- Maintain restroom facilities.
- Maintain all territorial rights agreements on the licensed premises.
- Maintain a PLCB-approved manager who devotes full time and attention to the licensed business. (refers to partnerships, limited liability companies and corporations only)
What Is The “Nuisance Bar” Program And How Does It Affect A Licensee?

Most of Pennsylvania’s 18,000 licensees conduct their businesses in a responsible manner. The “nuisance bar” program was developed as a result of a few licensees who ignore their responsibilities. The goal of the program is to improve the quality of every neighborhood affected by an irresponsible licensee.

**What determines an establishment to be a nuisance?**

A nuisance establishment is one where violations of any laws of the Commonwealth, the Liquor Code, or the PLCB’s regulations take place. Some of the most common violations include:

- Selling, furnishing, and/or giving beverage alcohol to minors
- Allowing minors to frequent premises without proper supervision
- Sales to visibly intoxicated persons
- Loud and noisy and/or disorderly operations
- Selling, furnishing, and/or giving beverage alcohol after hours
- Drug-related activity
- Prostitution
- Public, common, or drug nuisance
- Any other activity which would adversely affect the health, welfare, peace, and morals of the citizens
A citation brought against a licensee by the Pennsylvania State Police is ruled on by an Administrative Law Judge who sets penalties consisting of fines and/or suspensions of the licensee’s operating privileges for a period of time or a revocation of the license.

The PLCB cannot revoke a license (except the administrative revocation of certain licenses in safekeeping), but it can refuse to renew the license of a licensee who is operating in an irresponsible manner.

The PLCB’s decision not to renew a license is based on the licensee’s citation and operational history which includes input from law enforcement agencies. An administrative hearing would be held prior to the PLCB taking final action.* In some instances, the PLCB will refuse renewal of the amusement permit for a licensee. The program follows pre-determined criteria to insure that every licensee is treated fairly and receives due process of law.

A 611 Action to Enjoin a licensee from operating the premises in a manner which constitutes a nuisance can be brought by the Pennsylvania State Police, Bureau of Liquor Control Enforcement, the municipality in which the premises is located, the office of the Attorney General, neighbors and businesses within five hundred (500) feet of the premises, or the District Attorney. Actions to Enjoin usually result in the premises being padlocked for one year.

Being a responsible owner/manager and using prevention methods can help you reduce your risk of being refused a renewal of your license by the PLCB.

* Licensees may appeal the decision of the PLCB to their County’s Court of Common Pleas.
Others Who Can Help And Where To Call

You have learned how your employees are partners in prevention techniques. These are others who can be of help too!!!

Pennsylvania Liquor Control Board 717-783-7637

Bureau of Licensing

Central Office Information Center 717-783-8250
Central Region Licensing Investigations 717-561-3741
Eastern Region Licensing Investigations 610-940-1200
Western Region Licensing Investigations 412-723-0100

Web Site www.lcb.state.pa.us

Bureau of Alcohol Education

1-800-453-PLCB (7522)

Responsible Alcohol Management Program

Western Pennsylvania
412-723-0109

Central Pennsylvania
1-866-275-8237

Eastern Pennsylvania
610-940-1217
The office of Chief Counsel answers questions on any subject matter related to the Liquor Code or the Board’s Regulations. The Offices of Chief Counsel is authorized under the Liquor Code to issue opinions to Board licensees that are binding on the Pennsylvania State Police, Bureau of Liquor Control Enforcement. Advisory opinions issued to licensees are posted on-line via the Board’s website at www.lcb.state.pa.us. A request for an advisory opinion can be sent to Office of Chief Counsel at the following email address: RA-lblegal@state.pa.us.
Frequently Asked Questions and Answers
Commonly Asked Questions By Licensees And Employees

Below is a list of commonly asked questions by licensees and employees. They are grouped into four categories: Operating Hours, Sales and Promotions, Minors, and Clubs.

Operating Hours

1) **Q.** During what hours may retail licensees serve beverage alcohol? When must all patrons leave my establishment?

   **A.** Generally, beverage alcohol may be served from 7:00 a.m. to 2:00 a.m., Monday through Saturday (3:00 a.m. for clubs), and from 11:00 a.m. to 2:00 a.m. on Sunday (3:00 a.m. for clubs), if the licensee has a Sunday sales permit. The holder of a hotel, restaurant, municipal golf course restaurant, privately-owned public golf course restaurant, eating place retail dispenser, or municipal golf course retail dispenser license, which also holds a Sunday sales permit, may sell alcohol on Sunday between 9:00 a.m. and 11:00 a.m., provided that the licensees holding a Sunday sales permit may not begin selling alcohol until 11:00 a.m. on Sunday. A “meal” is defined as “food prepared on the premises, sufficient to constitute breakfast, lunch or dinner; it shall not mean a snack, such as pretzels, popcorn, chips or similar food. Clubs do not need Sunday Sales permits. All patrons must exit the licensed premises by 2:30 a.m. (3:30 a.m. for Clubs). A licensee may allow patrons on the premises after 2:30 a.m. if the licensee possesses an Extended Hours Food License.

2) **Q.** May a retail licensee remain open for service of food after the hour of 2:30 a.m.?

   **A.** Yes, as long as the licensee possesses an Extended Hours Food License from the PLCB. Licensees must make sure that patrons are not in possession of any previously served liquor or malt or brewed beverages after 2:30 a.m. Licensees who do not have an Extended Hours Food License are required to have all patrons leave the premises by 2:30 a.m. (3:30 a.m. for Clubs).
3) **Q.** May licensees who do not have Sunday Sales permits be open on Sundays to provide food and non-alcoholic beverages?

**A.** Yes. Section 499 of the Liquor Code makes it clear that all restaurant, hotel, and eating place retail dispensers can be open on Sundays from 7:00 a.m. until 2:00 a.m. on Mondays to sell food and non-alcoholic beverages, whether or not they have a Sunday Sales permit. If the licensee has a Sunday Sales permit, it may of course, also sell alcoholic beverages on Sundays from 11:00 a.m. until 2:00 a.m. on Mondays. Holders of Public Service licenses, Public Venue licenses and Performing Arts licenses are not subject to the normal hours of operation restrictions.

### Sales and Promotions

1) **Q.** If a retail licensee sells a six-pack for off-premises consumption, does it have to be bagged?

**A.** No. There is no requirement in the Liquor Code or Regulations to bag six-packs for off-premises consumption.

2) **Q.** Are “Ladies Nights” legal?

**A.** “Ladies Nights” are legal only if no special discount or item of value is offered to women that is not offered to men. Such special consideration based upon race, color, familial status, religious creed, ancestry, age, sex, national origin, handicap or disability, use of guide or support animals, or being the handler or trainer of support or guide animals is illegal discrimination and in violation of the Pennsylvania Human Relations Act and the Liquor Code.

3) **Q.** Are there standards related to the amount of liquor or wine which must be contained in a drink?

**A.** No. There is no minimum or maximum amount of liquor which must be in a “shot,” and there is no standard amount of wine or beer required to be contained in a “glass” of wine or draft beer. For purposes of tasting events only, a standard size alcoholic beverage is 12 fluid ounces of a malt or brewed beverage, 4 fluid ounces of wine or 1½ ounces of liquor.
4) **Q.** May I offer free food to my patrons?

**A.** Yes. A licensee may offer free food.

5) **Q.** May I hold an event, contest, or tournament on my licensed premises?

**A.** Yes, hotels, restaurants, clubs, privately-owned public golf courses, privately-owned private golf courses, municipal golf courses, brew pubs, and malt beverage eating place retail dispensers may conduct **self-sponsored** (paid for and carried out by the licensee) events, tournaments, and contests with a **prize value limitation of $500** for any event, tournament or contest. The total value of all prizes awarded in a **seven-day period may not exceed $5,000**, except that holders of a Local Option Small Games of Chance permit may award up to $25,000 in a seven-day period. There may be no event that involves the consumption of alcoholic beverages or the awarding of alcoholic beverages as a prize.

6) **Q.** May I permit other organizations, and distributors or manufacturers to hold events, contests or tournaments on my retail licensed premises?

**A.** **Bona fide charitable organizations**, groups constituting a **league**, governing bodies of certain sports (golf, skiing, tennis, bowling, and pocket billiards), and the **State Athletic Commission** may conduct events, contests or tournaments on retail licensed premises. Moreover, the governing bodies of the aforementioned sports as well as the State Athletic Commission are **exempt from the prize value restrictions** imposed on self-sponsored events, tournaments or contests. Bona fide charitable organizations that hold bingo and/or small games of chance licenses are governed by the prize value limitations set forth by the Bingo Law and/or Small Games of Chance Act.

Other classes of licenses, such as **distributors and manufacturers**, are **not permitted to sponsor or conduct events, tournaments or contests on retail licensed premises**. Retail licensees may permit their premises to be used as pick-up points for entry forms for manufacturers’ sweepstakes but not for conducting...
drawings or awarding sweepstakes prizes. Nothing precludes distributors and importing distributors from conducting events, contests and tournaments on their own licensed premises.

7) **Q. May I charge admission to an event, tournament or contest?**

   **A.** Yes, a cover charge is permitted. However, be cautioned that illegal gambling is not permitted. The three elements of gambling are: consideration, chance and reward. Therefore, admission to an event (consideration) involving chance and reward may constitute illegal gambling. Furthermore, a ticket purchased in order to gain admission may not be used in a drawing for door prizes. In addition, the price of a ticket or evidence of admission may not include a charge for alcoholic beverages or entitle the holder to receive an alcoholic beverage. You should contact your local police, DA, or PSP for an opinion regarding whether a specific event would constitute illegal gambling.

8) **Q. Are any additional record keeping requirements associated with the conduct of events, tournaments or contests?**

   **A.** Yes, licensees must maintain an itemized list of all prizes awarded, their value, and the name and address of the recipient for a period of two years from the date of the event.

**Minors**

1) **Q. When and under what circumstances are minors allowed on a licensed premises?**

   **A.** In general, minors are not allowed on retail licensed premises unless accompanied by a parent or legal (court appointed) guardian or if they are under proper supervision. Minors are under proper supervision when there is one person, 25 years of age or older, for every 20 (unless in Philadelphia, then the ratio is 1:5) or fewer minors in attendance, who is directly responsible for the care and conduct of the minor or minors while on the licensed
premises. Licensees or their employees are allowed to act as proper supervisors as long as they are not performing any other employment-related duties at the same time.

There is a specialized exception that applies only to restaurant, hotel and eating-place licensed establishments. The so-called “Pizza Hut exception” applies when a licensee’s sales of food and non-alcohol beverages are equal to 50% or more of the combined gross sales of both food and beverage alcohol.

Minors may frequent the premises of a licensee even if they are not under proper supervision as defined above or not with a parent or guardian. The minor may not sit at the bar of the premises, nor may any alcoholic beverages be served at the table or booth at which the minor is seated unless said minor is with a parent, legal guardian or under proper supervision.

Minors may also be present on retail licensed premises if they are attending a “social gathering.” A social gathering means “events marketed to or catering to minors in whole or in part for which proper notice has been provided to the PA State Police, Bureau of Liquor Control Enforcement, and at which time no alcohol is served and all alcohol is removed or secured by lock and key at the licensed premises. Written notice must be given to the Bureau at least 48 hours in advance of such gathering.

2) Q. May I serve non-alcohol beer to a minor?
A. No, the Crimes Code makes it unlawful to sell non-alcoholic beer to those under 21 years of age.

3) Q. Under what circumstances may I employ minors on my licensed premises?
A. Generally, retail licensees may employ minors who are 16 years of age and over to serve food, clear tables, and perform other similar duties, but not to dispense or serve beverage
alcohol. Minors who are 18 years of age and over may serve and dispense alcohol or anyone 17 years of age if he/she is a high school graduate (need certified copy of diploma) or has attained his/her academic potential (need official signed letter from chief administrator of school district). Distributors and importing distributors may only employ minors who are 18 years of age and over to handle beer. Moreover, minors may not remain on the premises after their work shift ends unless they are on the premises under the conditions set forth in answer #1 (Minors).

4) **Q.** Assuming a minor on the licensed premises is properly accompanied or supervised, may he/she/they sit at the bar? If so, until what time?

   **A.** Yes. There is no time limitation, other than the required closing time for the licensed premises. See Answer #1 (Operating Hours).

5) **Q.** Can minors enter a licensed establishment to pick up food orders or non-alcohol beverages “to go” and does this apply to beer distributors and “Stop and Go’s”?

   **A.** Minors are only permitted on the licensed premises as defined in the answer to question #1 under “Minors.” Distributor and Importing Distributors’ premises are not subject to the prohibition on minors frequenting.

6) **Q.** Is there a limit as to what time a minor must leave the licensed establishment?

   **A.** No, there are no specific time limits for minors assuming they are legally on the premises.

7) **Q.** Are minors permitted to play pool, darts, or other games in a licensed establishment?

   **A.** Yes, as long as they are legally on the premises as defined in the answer to question #1 under “Minors.”

8) **Q.** May a husband and wife, one of whom is 21 and one
of whom is under 21, be in a licensed establishment?

A. A spouse is not a parent or legal guardian, and unless they are at least twenty-five (25), would not constitute proper supervision. Thus the minor spouse could only be on the licensed premises if they otherwise are admitted to do so under the exceptions listed in answer to Question no. 1.

9) Q. If we card a minor and have him/her fill out a PLCB-931, Declaration of Age card, does that protect us from all administrative, criminal, and civil liability?

A. Generally speaking, it is a legal defense against a sales to minors citation (administrative citation) if, in good faith, a licensee fills out a PLCB-931, Declaration of Age card,* in conjunction with presentation of a valid ID. Licensees should, however, consult their attorneys on other potential liability.

10) Q. We run a night spot which caters to young adults. Unfortunately, underage people occasionally try to get in and drink. How can I protect myself?

A. When in doubt, always request ID. Acceptable ID under the provisions of the Liquor Code are a valid photo driver’s license issued by Pennsylvania or another state, or a non-driver’s photo ID issued by Pennsylvania or another state. You may also accept a valid armed forces ID or a valid passport or visa which contains the holder’s photograph. In addition, you should maintain a minor ID file in your establishment. If a customer has provided acceptable ID and appears to be under the age of 30, it is suggested that you have the customer complete and sign a PLCB-931 Declaration of Age card affirming his or her age to be over 21 years. Add the card to your minor ID file. Photographs, photocopies, visual representations or the video presentation of any of the approved forms of identification are also acceptable defenses for a citation involving
minors. Use of a transaction scan device to scan an acceptable form of identification, in good faith, is also a valid defense.

* 931 cards are available by calling 1-800-453-PLCB (7522).

11) **Q.** What if I am not in the tavern and my waitress or bartender sells to a minor?

   **A.** As a PLCB licensee, you are responsible to see that your employees do not break the law. Even if you are out of town, you are liable for the actions of your employees in your licensed establishment.

12) **Q.** May minors come into my tavern just to dance and drink soft drinks?

   **A.** Minors are only permitted on the licensed premises as defined in the answer to question #1 under “Minors.”

13) **Q.** Am I allowed to confiscate fake ID’s?

   **A.** You may not confiscate the ID but you may wish to make a copy of the ID and then alert local police who may then confiscate the fake ID.

14) **Q.** If I sell a case of beer from my distributorship to an adult and that adult furnishes it to a minor without my knowledge, am I responsible?

   **A.** Generally, you would not be held administratively responsible if a minor were furnished beer once outside the premises unless the facts demonstrate that you knew or should have known that the adult would furnish the beer to the minor.

**Clubs**

1) **Q.** May I sell to guests of members at my licensed club?

   **A.** No. You may sell only to club members unless you
fall under the exception noted in the answers #2 or #3 under clubs. Club members must be admitted by written application, investigation, and ballot. You may not instantly admit a new member to the club and permit him/her to purchase drinks. However, a member may purchase beverage alcohol for a non-member guest.

2) **Q.** May an active member of a nationally-chartered club be served at any post, chapter, or lodge of that club within the Commonwealth?

   **A.** Yes. Active members of another club chartered by the same state or national organization have the same rights and privileges as members of a particular club.

3) **Q.** If I have a catering club license, when may I serve drinks along with food to non-members?

   **A.** With a catering club license, you may sell/furnish liquor or malt or brewed beverages with food to accommodate groups of non-members using the club’s facilities by prior arrangement (at least twenty-four (24) hours in advance of the event).

4) **Q.** Our volunteer fire company has a club liquor license. Can junior fire fighters or volunteer fire fighters who are under 21, but members of the company, be in the bar?

   **A.** Yes, but only as set forth in the answer to question #1 under “Minors.”

5) **Q.** May minors be present at private events like wedding receptions held in catering clubs?

   **A.** Yes, but only as set forth in the answer to question #1 under “Minors.”