



LIQUOR SALES LICENCE ENDORSEMENTS

INFORMATION SHEETS FROM THE ALCOHOL AND GAMING COMMISSION OF ONTARIO



WHAT ARE LIQUOR SALES LICENCE ENDORSEMENTS?

Endorsements are add-ons to a Liquor Sales Licence that allow a licensee to sell and serve alcohol in certain situations apart from those generally permitted by his/her licence.

A licensee may apply for and hold more than one type of endorsement, but endorsements of any type are only available to liquor sales licensees.

Endorsements expire with the Liquor Sales Licence. Therefore, when you apply to renew your licence, you must also submit an application to renew the endorsement(s).

TYPES OF ENDORSEMENTS

There are seven types of Liquor Sales Licence endorsements.

CATERER'S ENDORSEMENT

A Caterer's Endorsement allows a licensee to sell and serve alcohol at an event that is sponsored by someone other than the licensee (a third party) in an area that is not covered by the Liquor Sales Licence. The event cannot be more than ten (10) days in duration and there must be light meals available for any guests who request food. Alcohol cannot be catered to a series of events sponsored by the same

person where it would be considered operating an ongoing business.

Licensees cannot promote any catered events (including any advertising posters at the licensed establishment). Only the licensee's employees may sell or serve alcohol at the event and the alcohol must be purchased on the Liquor Sales Licence or beer that has been made under the brew pub endorsement attached to that Liquor Sales Licence. Any alcohol remaining at the conclusion of a catered event is to be returned to the licensed premises.

Details of each catered event must be provided to the AGCO and the local police, fire, health and building departments at least ten (10) days in advance of the event. If the event includes an area with tiered seating, notification must be provided at least thirty (30) days in advance. The licensee must post a copy of the licence, the catering notification form, and a Sandy's Law poster at the catered event.

An area under the exclusive control of the licensee that is not normally licensed may be identified on the application for the caterer's endorsement as an area that will be catered into from time to time. In these situations there is no requirement to submit the details of each catered event ten (10) days in advance.

There is no fee associated with obtaining a caterer's endorsement.

BRING YOUR OWN WINE ENDORSEMENT

A Bring Your Own Wine (BYOW) Endorsement allows patrons to bring unopened bottles of commercially-made wine into a banquet room of a hotel or motel, or into a restaurant for consumption on the premises. The wine must be opened by an employee of the establishment – not by the patron. The bottle must have its manufacturer's seal intact before opening. A patron may remove any unopened or unfinished wine when leaving the establishment

provided it has been sealed by the licensee with a cork inserted flush with the top of the bottle.

Each licensee is free to set his/her own house policies regarding how BYOW is offered. This includes such things as:

- which days and hours BYOW will be made available to patrons;
- what fee, if any, to charge for uncorking a wine bottle;
- setting a limit on the number of bottles a patron is allowed to bring into the establishment;
- whether or not to display signage to let customers know that BYOW is offered at the establishment; and
- requiring a minimum food order for BYOW.

BYOW applies only to commercially-made wine – not spirits or beer. Commercially-made wine includes only wine made by a manufacturer. It does not include wine made at a Ferment On Premise facility, any other type of homemade wine, wine made at an establishment with a Wine Pub Endorsement, or fortified wine (containing more than 14.9 percent alcohol).

Although a licensee can hold both a BYOW Endorsement and a Caterer's Endorsement on the same licence, the licensee cannot permit BYOW at catered events.

There is no fee associated with obtaining a BYOW Endorsement.

For more information on the BYOW Endorsement, please see the Responsible Service Tip Sheet entitled **Bring Your Own Wine Endorsement**.

MINI BAR ENDORSEMENT

A Mini Bar Endorsement allows a liquor sales licensee to sell and serve alcohol from a mini bar dispenser in a hotel or motel room that is rented on a short term basis to people for overnight accommodations who are not ordinarily resident.

The mini bar dispenser must be locked by a key or security device separate from the room key and the licence holder must ensure that the key or security device which provides access to the contents of the mini bar is not given to anyone under 19 years of age. Non-alcoholic beverages must also be available in the mini bar dispenser. The licensee must retain records of the mini bar sales for one year.

There is no fee associated with obtaining a Mini Bar Endorsement.

ROOM SERVICE ENDORSEMENT

A Room Service Endorsement allows a liquor sales licensee to sell and serve alcohol to registered overnight guests in a hotel or motel where rooms are rented on a short term basis to guests who are not ordinarily resident. Food must also be made available.

There is no fee associated with obtaining a Room Service Endorsement.

BREW PUB ENDORSEMENT AND WINE PUB ENDORSEMENT

A Brew Pub or Wine Pub Endorsement allows a liquor sales licensee to sell beer or wine (depending on the type of endorsement) that is made by the licensee at the licensed premises, in accordance with the *Food and Drugs Act* (Canada) standards. For a wine pub, the finished products must be tested at an independent laboratory for each vintage year to show that it meets the standards established under the *Food and Drugs Act* (Canada).

The licensee must own and operate both the liquor sales licensed establishment and the manufacturing facility, and may hire someone else to perform the tasks of making the beer or wine for the licensee, paying them for labour only. The licensee is responsible for keeping daily production and sales records for at least 2 years.

The beer or wine produced may only be consumed by patrons in the licensed area of the premises. Patrons cannot take any of the beer or wine produced under the Brew Pub or Wine Pub Endorsement out of the establishment (not even under "Take Home the Rest").

Beer manufactured under the Brew Pub Endorsement cannot contain more than 6.5 per cent alcohol by volume, and a notice indicating the percentage of alcohol in each product must be posted at the licensed premises.

Wine manufactured under the wine pub endorsement cannot contain more than 14 per cent alcohol by volume, and a notice indicating the percentage of alcohol in each product must be posted at the licensed premises.

There is no fee associated with obtaining either a Brew Pub or a Wine Pub Endorsement.

GOLF COURSE ENDORSEMENT

A Golf Course Endorsement allows a liquor sales licensee to sell and serve alcohol for consumption on the playing area of a golf course. The "playing area" of a golf course includes:

- the 18 holes;
- the fringe areas along a golf course;
- the practice putting area;
- the practice chipping area;
- the driving range areas; and
- the grassy area generally surrounding the clubhouse.

Patrons are not allowed to have open alcohol on parking lots, public walkways or roadways that may separate licensed areas. This includes players carrying open alcohol in their golf carts. Patrons who have purchased alcohol from the liquor sales licensee with a Golf Course Endorsement are permitted to have open alcohol in a motorized golf cart while on the playing area of the golf course. Patrons cannot hold or drink alcohol while driving a golf cart.

Alcohol may be served to persons on the course from mobile vending carts provided they are operated by an employee who is 18 years of age or over. Non-alcoholic beverages must also be available.

Both servers on the golf course as well as course marshals must complete a course on server training approved by the Board of the AGCO. The approved course is Smart Serve.

The fee for a new Golf Course Endorsement (2 years) is \$400.

The renewal fee for a Golf Course Endorsement (3 years) is \$600.

KNOW THE LAW

As a liquor sales licensee, you must operate in compliance with the *Liquor Licence Act* and its regulations. You must also operate in accordance with any other laws or regulations specific to your licence and endorsement(s). Infractions may lead to an administrative sanction against your Liquor Sales Licence, including a suspension or revocation of the licence, the endorsement or both.

For more information, please contact AGCO Customer Service at 416-326-8700 or 1-800-522-2876 (toll free in Ontario) or visit us online at www.agco.ca.