

Club Liquor Permit (LIC/LPC) Quick Reference Guide Rev. 7/25

Legal Hours of Alcohol Service

- **Monday through Thursday:** Alcohol allowed 9:00 a.m. to 1:00 a.m. May be open but no alcohol 6:00 a.m. to 9 a.m.
- **Friday and Saturday:** Alcohol allowed 9:00 a.m. to 2:00 a.m. May be open but no alcohol 6:00 a.m. to 9 a.m.
- **Sunday:** Alcohol allowed 10:00 a.m. to 1:00 a.m. May be open but no alcohol 6:00 a.m. to 10 a.m.
- Food can be served even if liquor permit suspended or lapsed
- *Local town/city rules may be more restrictive; check with your town hall*

Permit Requirements

- **Yearly renewal:** You must renew your permit every year. A reminder email will be sent to your email address on file. The expiration date is printed on your permit.
- **Permit framed and hung:** Place your permit in a frame and hang in your bar area in a place visible to the public.
- **Permittee's name:** Your permittee's name must be displayed on a sign and hung next to the main entrance in a place visible from sidewalk or street.
- **Alcohol purchases:** You may only buy alcohol from a licensed wholesaler or Connecticut manufacturer. Beer must be purchased from wholesaler that services your town; beer sales are assigned to wholesalers by county.
- **Delivery invoice :** No alcohol delivery unless you or your employee signs invoice, which should note club and permittee's name, and signature or initials of employee. Stamp allowed.
- **Records needed on premises:** A 2-year record of alcohol invoices and daily sales for food and alcohol need to be kept at your premises. You may ask for permission to keep elsewhere.
- **Alcohol storage:** Must keep an approved lockable area large enough to store alcohol.
- **Beer line cleaning:** Your tap beer lines must be cleaned every 2 weeks, and cleaning recorded. The tap lever must be of same brand drawn from keg (unless generic lever used).
- **Food available:** Food allowed but not required to be available.
- **Employee age:** An employee may be 16 years old, but must be 18 years old to sell or serve alcohol.
- **Age statement forms:** Required to be kept on premises at all times; utilize when a person's age is in question.

Club Specific Rules

- **Club permit:** Allows retail sale for on-premises consumption only by members and their guests. Must have a meeting room large enough to hold membership; barroom cannot exceed total square footage of meeting room.
 - **Club:** An association of persons in existence as a bona fide organization for at least 3 years or that has been a bona fide national or international fraternal or social organization or affiliation existing in this state for 1 year; must exist for the promotion of a common goal.
- **Nonprofit club permit:** Allows retail sale for on-premises consumption only by members and their guests. Public may rent club space and consume alcohol, but total rental receipts (including alcohol) cannot exceed 15% of gross receipts for year.
 - **Nonprofit club:** Club that is exempt from federal income tax under Section 501(a) of the Internal Revenue Code and is described in Section 501(c) of the code.
- **Guest book:** Must sign a member's guest in guestbook with guest's name and address, plus member's signature and date. A working employee cannot make entries in the guest book. Waivers for large events allowed with Liquor Control permission.

- **Drinks to go:** May sell securely sealed containers of alcohol to go *with food prepared on premises* during normal legal hours. Does not need to be in manufacturer's original container, but cannot

use a cup with lid having sipping holes or straw holes. Beverage must be placed in bag by employee. Limits: 196 oz. of beer; 1L of spirits; 1.5L of wine. You must follow all local ordinances.

Common Violations

- **Refilling:** You may *not* refill any liquor or wine bottle, even if brands are the same. All alcohol must be poured from its original container as received from wholesaler or manufacturer.
- **Sales to minors:** You may not sell to or serve anyone under 21 years of age (unless with parent, guardian, or spouse). *No minor may sit or stand at a bar unless with a parent, guardian, or spouse. You have the right to refuse a sale to a suspected minor.*
- **Sales to intoxicated person:** You may not sell to or serve anyone showing signs of intoxication. *You have the right to refuse a sale to someone who is intoxicated.*
- **Hours:** You may only sell alcohol during the hours allowed by your permit; all alcohol must be cleared by stated hour.
- **Smoking:** All smoking prohibited on premises, including all electronic systems (cigarettes, cigars, vapes, pipes, hookahs, cigarillos, etc.) unless club permit issued prior to 5/1/2003.
- **Gambling:** No gambling on games of chance allowed unless allowed by CT Lottery and licensed by DCP Gaming Division. Example: no dice games, sports pools, or slot machines.
- **Sales to other permit holders:** You may not sell your alcohol stock to another permittee.

Update Your Information

- **Your email:** It is your responsibility to update contact information with DCP, especially email address and telephone number. We send renewals and permits via email.
- **E-License account:** Set up your eLicense account with the username provided to you by the Department. You will use your eLicense account to renew your permit, cancel your permit, update contact information, submit forms, and request changes to your permit.
- **Permittee changes:** You may assign a new permittee; requires a short application.
- **Ownership changes:** Any change in ownership or stock must be reported to DCP. You cannot transfer your permit to a new club owner. New business owners need their own permit.

Alcohol Beverage Rules

- **Service:** You may serve one person two drinks at a time. A pitcher or bottle of wine must be served to more than one person.
- **Open bar:** Not allowed unless area rented for a private party by a customer.
- **Drinking games:** No games that involve drinking or alcohol as prizes.
- **Bottomless:** "Bottomless mimosa", "all you can drink happy hour," etc. are prohibited.
- **Discrimination:** Promotions must apply to all patrons. "Ladies nights", etc. are prohibited if deal is based on age, gender, sexual orientation, or other protected classifications.

Contact Liquor Control :

www.ct.gov/dcp/liquorcontrol ♦ dcp.liquorcontrol@ct.gov ♦ 860-713-6200
(This guide for general reference only; not a full description of all obligations)