

Hotel Liquor Permit (LH) 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.
- **Friday and Saturday:** Alcohol allowed 9:00 a.m. to 2:00 a.m.
- **Sunday:** Alcohol allowed 10:00 a.m. to 1:00 a.m.
- **Holidays:** Alcohol allowed on Christmas, Thanksgiving, and New Year's Day. Extended hours until 3:00 a.m. on New Year's Eve
- Food can be served 24 hours a day all week long (and 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 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 :** You cannot receive an alcohol delivery unless you or your employee signs the invoice. Invoice should note hotel's trade name, permittee's name, and signature or initials of employee. A rubber stamp is 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:** An approved lockable area must be kept that is large enough to store alcohol stock.
- **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 must be available at all times alcohol is served.
- **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.

Hotel Specific Rules

- **Convenience store:** Alcohol can be sold from an onsite convenience store as long as the sale or dispensing of alcohol is not self-service, the hotel employee opens the container at the time of purchase, and the sale happens during standard legal hours of sale for a hotel permit.
- **Hotel guest bars:** Allows the retail sale of alcohol in registered guest rooms. Annual cost \$100/room; must be approved through a separate application. Guest bar accessible only by key, magnetic card, or similar device provided by hotel to a guest over age 21. No restocking from 1:00 a.m. to 9:00 a.m.
- **Drinks to go:** May sell securely sealed containers of alcohol to go *with food prepared on premise* 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 the 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 to 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:** Smoking of all kinds is prohibited on your premise, including all electronic systems (cigarettes, cigars, vapes, pipes, hookahs, cigarillos, etc.).
- **Gambling:** No gambling on games of chance is allowed on the premise 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 hotel 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.
- **Partially consumed wine:** A dining room patron may take an opened bottle of wine home with them if it was purchased and consumed with a meal. Bottle should be securely sealed and placed in a bag by an employee.
- **Open bar:** Not allowed unless entire area rented for a private party by a customer and closed to general public.
- **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; see Liquor Control Act and corresponding regulations)