

Off Premises Caterer Permit (LCT) 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.
- *Local town/city rules may be more restrictive; check with local 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.
- **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 your 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 delivery invoices needs to be kept at your main address. You may ask for permission to keep elsewhere.
- **Alcohol storage:** You should keep all alcohol locked safely in storage when not in use.
- **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).
- **Employee age:** An employee may be 16 years old, but must be 18 years old to sell or serve alcohol.

Off Premises Caterer Specific Rules

- **Hired for events:** Only allowed to sell and serve alcohol at gatherings and social events for which you were hired and have a contract.
- **Must offer food:** You must be in the business of providing beverages and food. You do not need to sell food at every function, but you must sell some food during the year.
- **No self-dealing:** You cannot hire yourself to sell alcohol at a venue you own, operate, or manage.
- **Exclusivity contracts:** You may enter into an exclusivity contract at a certain venue. However you must remain available for hire at other venues and must, in fact, use your permit at other venues. Neither you, your spouse, your child, or any member of caterer permit backer may have an ownership interest at exclusive venue.

Common Violations

- **Mobile bar:** This is not a mobile bar permit. You must also sell food and be hired for specific events.
- **No contract:** You must have a signed contract for every event at which you serve alcohol.
- **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 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.
- **Sales to other permit holders:** You cannot 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 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.
- **Drinking games:** No games that involve drinking or alcohol as prizes.

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)