

ENFORCEMENT & EDUCATION DIVISION

• Mission •

Our mission is to protect and serve the public by ensuring legal acquisition and responsible use of alcohol and tobacco products.

MISSION:

• Vision •

*Our vision is to be a successful law enforcement organization respected for:
Skilled professionals leading the community to voluntary compliance
By applying consistent education and enforcement,
Using positive and proactive methods,
To create safe communities*

VISION:

• Values •

*We value the highest standard of personal and professional ethics
based upon honesty, integrity, and trust.*

We strive for consistency, fairness and impartiality

Welcome to the Washington State Liquor Control Board (WSLCB) Licensing Briefing

At the WSLCB, our most important task is to create a cooperative relationship with you through education. The WSLCB wants to help you succeed in liquor law compliance and assist with public safety in your communities.

Specific Class of License

Spirits/Beer/Wine Restaurant

Spirits/beer/wine is to sell/serve spirituous liquor (by the individual drink), beer and wine on the licensed premises.



The sale of liquor is incidental to the service of foods.



No alcohol can be taken from the premises.

WAC 314-02-015

RCW 66.24.400

Public Safety

Public safety is our common goal. Four public safety issues that are very important are:

- **Minors**
 - Selling or furnishing tobacco to a minor (under age 18)
 - Selling, furnishing, allowing possession or consumption of alcohol by a minor (under age 21)
 - Allowing minor(s) to frequent an age restricted area or premises
- **Over service**
 - Sales to apparently intoxicated persons
 - Allowing possession of alcohol by apparently intoxicated persons
 - Allowing consumption of alcohol by apparently intoxicated persons
- **Disorderly Conduct**
 - Allowing fights/not calling police
 - Owners or employees intoxicated on premises
- **Violations of RCW 69, 69A or 70** – Criminal conduct of owner, employees and/or patrons

Statistics Show

The most common violations and complaints involve:

- Sales of liquor to apparently intoxicated persons
- Sales of liquor to persons under 21 years of age

Violations of Public Safety

- If you violate public safety laws or rules, administrative action may be taken against your liquor license. Administrative action could result in a monetary penalty, suspension, or cancellation of your liquor license privileges.
- **BE SAFE.** Please make sure that your staff is trained in liquor laws and company policy.

New Licensee Program



The WSLCB developed this program to provide technical assistance shortly after you receive your new license.

WSLCB officers will visit your premises to:

- Check your required signs
- Answer any questions
- Provide materials
- Review operations, especially those involving public safety

Sales to Apparently Intoxicated Persons

A licensee or employee may not supply liquor to any person apparently under the influence of liquor. A licensee or employee may not allow an apparently intoxicated person to possess or consume liquor on the licensed premises.

[RCW 66.44.200](#)

[WAC 314-11-035](#)



Over Service

***Over service (OS)* is the term used when patrons are showing apparent signs of intoxication and any of the following:**

- In possession of alcohol
- Being sold or given alcohol by your employees
- Consuming alcohol

Signs of Intoxication

Signs of intoxication should be apparent to the point where they are easily recognized.

Typical signs:

- Carelessness or clumsiness with money
- Unsteady walking
- A strong odor of alcohol



Signs of Intoxication

- Behavior changes - Watch for customers who lose their concentration and train of thought during conversation. Look for bobbing heads and drooping eye lids.
- Speech patterns - Talk to your customers and watch for these signs of intoxication:

Loud talking

Bragging

Arguing

Swearing



Slurred speech

Talking slowly and
deliberately

Complaining

[Additional Information](#)

What to do?

If a person is showing signs of intoxication
what do you do?

Contact your manager for company policy.

Under Washington State law you must
remove the alcohol from the patron and
refuse further service of alcohol.

Once The Patron is Cut Off, What's Next?

Your company policy should tell your employees what to do.

- Who should remove the alcohol from the patron?
- How do you cut someone off of service?
- Does the patron get their money back?
- Should the person stay in your premises?
- Who is responsible to get them home safely?

DUI Reduction Projects

Driving While Under the Influence of or Affected by Intoxicating Liquor and or Drugs



Every Officer of the WSLCB has a premises assigned to them with the goal of reducing or stopping DUIs from the licensed premises.

How do premises get selected for the DUI Reduction project?

Assignment to DUI Projects

Premises are selected for projects based on:

- Number of DUIs that are generated by the premises.
- Breathalyzer readings per reported DUI. An example of Breath Alcohol Content (BAC) reading is .08.
- Complaints received about the premises for over service.



DUI Statistics

- Every person that is arrested in the State of Washington for DUI is asked to blow into a breathalyzer machine.
- When a person takes the breath test they are asked where they consumed their last drink.

REPORT DATE: 2/10/05

DUI INCIDENT REPORT

(BAC VALUE OF 080 OR ABOVE)

REGION # 4

LICENSE E/O NUMBER	TRADE NAME	DUI DATE	DUI TIME	BAC
4G 357761	BUZZ INN STEAK HOUSE	*02/06/2005	0222	149
		10/07/2004	0036	220
		03/06/2004	0027	140
		BAC AVERAGE: 169		
4G 368479	DEL RED PUB	*01/13/2005	2103	130
		08/20/2004	0225	220
		08/15/2004	0127	116
		02/22/2004	0049	112
BAC AVERAGE: 144				
4R 350963	THE IGLOO	*01/13/2005	2202	167
		06/27/2004	2253	306
		05/27/2004	2040	217
BAC AVERAGE: 230				
4J 071403	OUT AND ABOUT	*01/29/2005	0245	161
		11/27/2004	0205	207
		11/10/2004	0302	086
		09/30/2004	0252	176
		09/27/2004	0037	232
		09/04/2004	0212	103
		06/19/2004	0220	163
		05/29/2004	0214	139
		04/24/2004	0140	172
		03/07/2004	0336	136
BAC AVERAGE: 157				
4J 081946	MAGANA'S GOLDEN NUGGET	*01/21/2005	0114	102
		11/22/2004	0209	083
		04/19/2004	0231	203
BAC AVERAGE: 129				
4J 355558	SNEAKERS IRISH PUB	*01/04/2005	0116	167
		05/01/2004	0109	143
BAC AVERAGE: 155				
4J 358038	HYPNOTIQ BAR & GRILL	*01/08/2005	0207	123
		BAC AVERAGE: 123		
4K 083448	THE JUNGLE	*02/06/2005	0310	093
		*01/15/2005	0154	121
		12/19/2004	0211	190
		12/18/2004	0221	144
12/18/2004 2318 092				

*DENOTES CURRENT REPORTING PERIOD

DUI Statistics

- The police officer puts a code into the breathalyzer that identifies the location.
- Information from the breathalyzer is collected by the Washington State Patrol and forwarded to the WSLCB.

REPORT DATE: 2/10/05

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(BAC VALUE OF 080 OR ABOVE)

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4J	355558	SNEAKERS IRISH PUB	*01/04/2005	0116	167
			05/01/2004	0109	143
			BAC AVERAGE:		155
4J	358038	HYNOTIQ BAR & GRILL	*01/08/2005	0207	123
			BAC AVERAGE:		123
4K	083448	THE JUNGLE	*02/06/2005	0310	093
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			12/19/2004	0211	190
			12/18/2004	0221	144
			12/18/2004	2318	092

*DENOTES CURRENT REPORTING PERIOD

DUI Statistics

- No violations are generated off the DUI statistics alone.
- The information generated by the breath tests is for informational purposes only.
- The WSLCB considers the statistics as indicators that there might be adjustments that could be made to eliminate potential problems.

Expectations

If your premises is identified as a DUI project what can you expect?

- An Officer will contact you and explain the program.
- You and the Officer will look at your operations to identify any area of your company policy that needs strengthening.
- You and the Officer will come up with a plan that can be followed by both of you to lessen or eliminate the problem.

Expectations

- Training for you and your employees by the WSLCB.
- Increased visits by Officers to help you monitor your operations.
- Possible rewrite of your company policies to help employees deal with over service issues.
- A decrease in the number of DUIs and level of BAC.

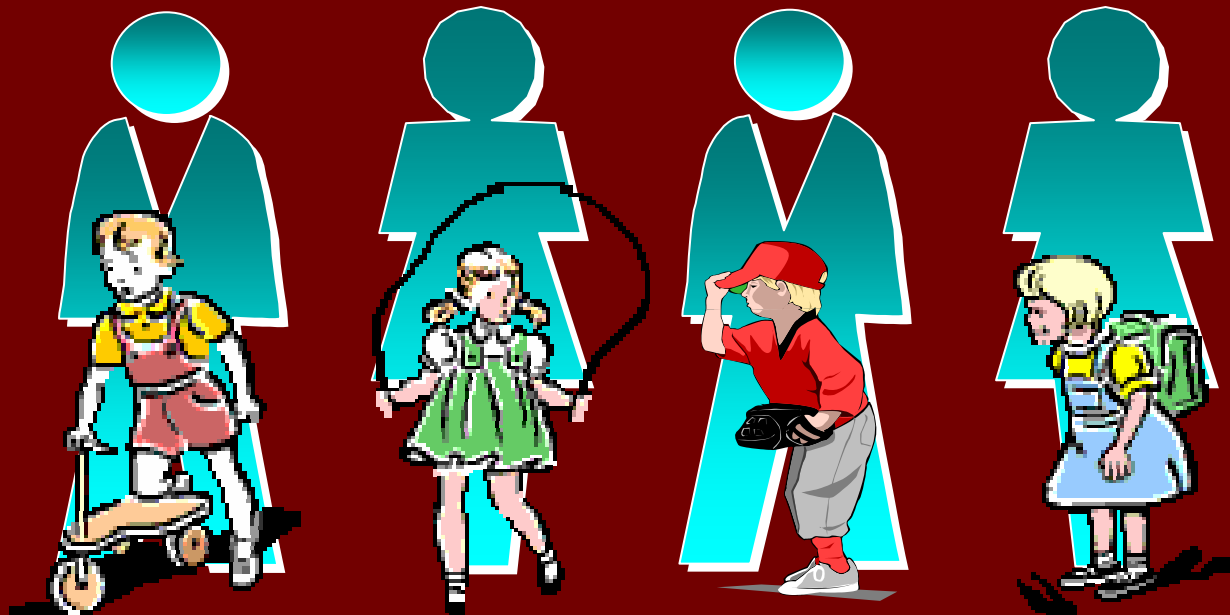
Most DUI projects result in lower or zero DUIs from the premises in a short period. You benefit from improved public safety.

Intoxicated Drivers Leaving Licensed Premises

Studies show approximately 50% of intoxicated drivers come from licensed establishments.

Source: Mosher, James

MINOR RESTRICTIONS AND AGE VERIFICATION



Sales to Minors

- No sales of alcohol to persons under 21 years of age.

Keep alcohol out of the hands of kids – It saves lives!

- No sales of Tobacco to persons under 18 years of age.

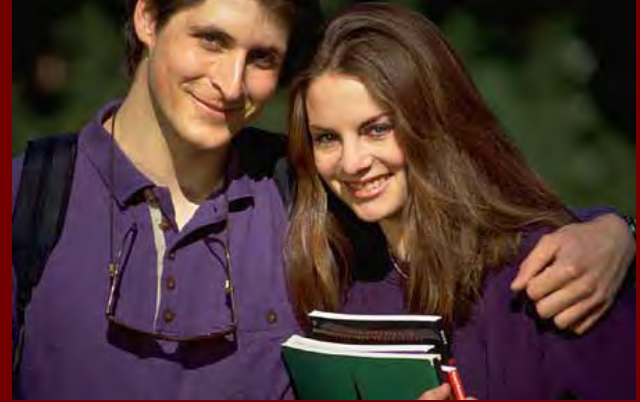
[RCW 66.44.270](#)

[WAC 314-11-025](#)



Minors and Alcohol

No Exceptions!



Persons under 21 years of age can't purchase, possess, or consume alcohol on your premises.

You and your employees must make sure that anyone that is buying, possessing or consuming alcohol is 21 years of age or older.

[RCW 66.44.270](#)

Youth Access to Alcohol

More than 90% of twelfth graders report that alcohol is “very easy” or “fairly easy” to get.

Don't be an easy target for minors!

Source: Institute of Medicine National Research Council of National Academies

Minor Frequenting

- If your premises has a WSLCB age restricted area, no one under 21 years of age is allowed to frequent that area, 24 hours a day.
- **Exception** - Employees 18-20 years of age can go into the restricted area to complete their duties. No one under 21 can be assigned to work exclusively in the restricted area. Employees can place orders and pick up drinks for service outside the restricted area, clean up, set up, and arrange tables; deliver messages; serve food and seat patrons.

[RCW 66.44.310](#) and [RCW 66.44.350](#)

Company Policy on Age Verification:

- Your company policy will dictate the success of your business.
- Your company policy should direct your employees how and when to verify age.
- The only sensible way to identify minors is to check ID of youthful appearing people each and every time.

Checking ID

- To verify a person's age, your company policy should direct your employees to check ID.

You should be very strict on this policy!

- When company policy directs an employee to check ID, only state approved ID's are acceptable.



Checking ID

These are the only state approved acceptable ID's. You may restrict this list, but may not accept additional forms of ID.

- Drivers License, ID card, or Instruction Permit issued by any state or Canadian Province
- Valid Washington Temporary Driver's License
- US Military ID
- Merchant Marine ID
- Official Passport of any nation
- Washington State Tribal Enrollment Card



ACCEPTABLE IDENTIFICATION

Identification **MUST** Show:
Date of Birth, Signature (except US Military ID – see below), Photograph of Bearer and ID Expiration Date

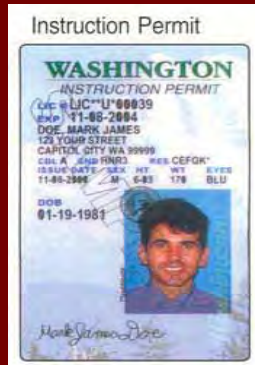
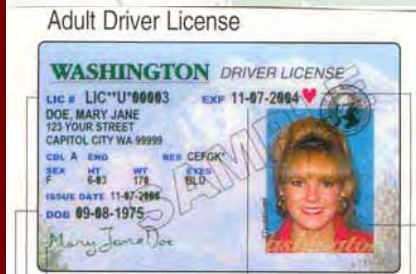
1. Driver's License, Instruction Permit, or I.D. Card Issued by any U.S. State
2. Driver's License, Instruction Permit, or I.D. Card Issued by any Canadian Province
3. Valid Washington State Temporary Driver's License
4. U.S. Armed Forces I.D. Card (Encrypted signature acceptable.)
5. Merchant Marine I.D. Card (Issued by U.S. Coast Guard.)
6. Official Passport
7. Washington State Tribal Enrollment Card (No expiration date required.)

LIQ 317-60-7105

Requirements for All ID's

- Photo of person
- Date of birth (DOB)
- Signature of person (exception: Military ID)
- Expiration date (exception: Tribal ID)
It is illegal to accept an expired ID

Samples of ID's



U. S. Armed Forces Geneva Conventions ID Cards

← New Old →



What is **NOT** Acceptable ID?

Any card that uses “resident” in the title of the card is not good for cigarette and alcohol purchases.

Examples:

- *Alien Resident card or*
- *Resident of Washington card*

- Other ID's **NOT** acceptable are:
- Birth Certificates
- School or work ID's
- Social Security cards
- Federal Immigration cards
- Voter Registration or Visa cards





How to Check ID

- Now that your company policy has directed your employee to check ID, what is next?
- Your employees need to know how to check ID's properly. Most violations of underage laws occur by misreading ID's.
- Remember that purchasing alcohol is a privilege, not a right. The difference is, patrons have to prove their age to your employees before they can buy, if asked to do so.

Proper ID Checking

- What does your company policy say about the proper way to check an ID?
- What is the best way to check an ID?
- To check an ID properly employees must use the features of the ID.

Proper ID Checking

Have patrons remove their ID and hand it to the employee.

Adult Driver License



- License number
- Date of birth
- Digital signature
- Expiration date
- Organ donor indicator
- Digital portrait

Under 21 Driver License



- State seal overlaps portrait
- Age 21 date
- Under 21 documents have vertical format

Identification Card



Driver License



Minor's ID Card



Minor's cards have the date of the 21st birthday highlighted in yellow.

Checking ID

- When your employee sees a vertical ID, be very careful. The ID was issued when the person was under 21.
- Look first to the left of the picture and find out when the person will be 21. If the person is not old enough, stop, deny the sale and have your employee follow company policy.

Under 21 Driver License

WASHINGTON
DRIVER LICENSE

LIC # DOE**MJ192PA
EXP 10-01-2005
DOE, MARY JANE
123 YOUR STREET
CAPITOL CITY WA 99499

CDL	END	RES	FG	
ISSUE DATE	SEX	HT	WT	EYES
04-25-2001	F	5-08	148	BRN

DOB 10-01-1981

AGE 21 ON 10-01-2002

Mary Jane Doe

State seal overlaps portrait

Age 21 date

Under 21 documents have vertical format

Checking ID

If the date of birth says the person is old enough, you now need to check the following:

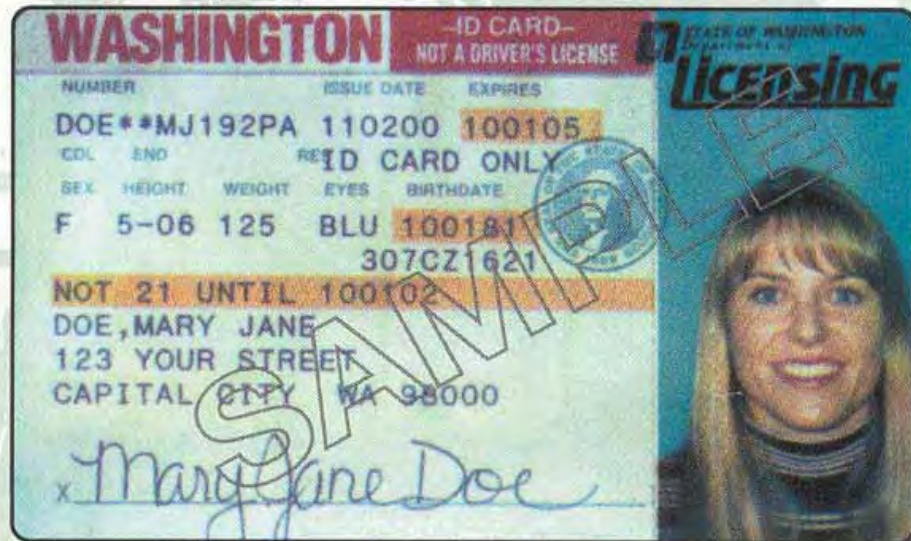
- Expiration date – If the ID is EXPIRED, stop, deny the sale, and follow company policy. (Only exception is expired WA ID with valid paper temporary.)
- Picture – If the picture is NOT the person presenting the ID, stop, deny the sale, and follow company policy.
- Physical description – Verify features.
- Ultraviolet light will show hologram of the state seal.

Checking ID - Old Format

In Washington we have the “old format” that will be around until the end of 2006. On the old format ID there is a yellow strip through the middle of the ID.

If there is any writing in the yellow strip be sure that your employees check the information. The information will tell your employees when that person turns 21.

Minor's ID Card



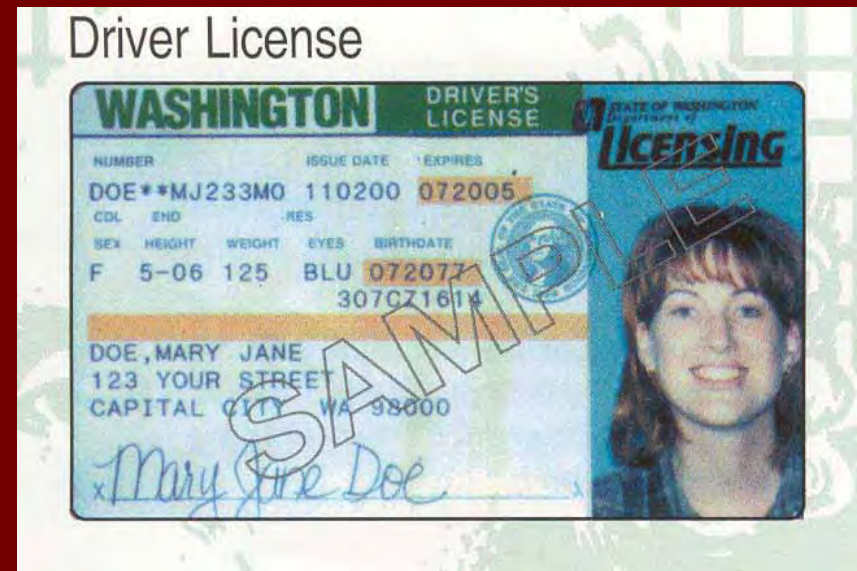
Minor's cards have the date of the 21st birthday highlighted in yellow.

Checking ID – Old Format

If the person is *NOT OLD ENOUGH*, stop, deny the sale, and have your employee follow company policy.

If the date of birth says the person is old enough you now need to check the following:

- Expiration date - If the ID is EXPIRED, stop, deny the sale, and follow company policy.
- Picture - If the picture is NOT the person presenting the ID, stop and deny the sale, and follow company policy.
- Physical description - Verify features.



Checking ID

You will receive acceptable ID's that have holes punched in them. These ID's are legal as long as the punch does not obscure critical information like the date of birth, expiration date, physical description, photo or signature.

If there are any concerns about any ID

STOP !

Your company policy needs to direct your employees what to do next.

Licensee Certification Cards

A licensee certification card is a voluntary tool that is available for your business. If a customer comes into the premises and presents an acceptable ID, showing them to be over 21, but you have doubts, a certification card can be used.

- You can get the cards at local liquor stores or agencies – free.
- When correctly completed, they provide legal protection from criminal and administrative liability for the seller and licensee.
- If you fill one out, file it alphabetically, and keep it on your premises for inspection by any requesting law enforcement officer.

[RCW 66.20.190](#)

[WAC 314-11-030](#)

To Use Licensee Certification Cards

Front side

- Check box 1-6 for type of ID presented.
- Fill out ID number and request information.
- Employee fills out the top portion.

Person presenting the ID fills out the bottom portion and signs name

LICENSEE'S CERTIFICATION CARD
Provided by RCW 66.20.190
of the Washington State Liquor Act.

As proof of my age to purchase liquor I present for examination an identification card issued to me by:

1. Driver's License. Instruction Permit. Expired Washington State Driver's License Together with Valid Temporary Washington State Driver's License
Issuing State or Province of Canada _____; Number: _____

2. **United States Armed Forces** Identification Card.
Issuing Service: _____; Card or Service Number: _____

3. Merchant Marine I.D. Card Issued by United States Coast Guard. Social Security No. _____

4. Liquor Control Authority Card of Identification.
Issuing State or Province of Canada _____; Card Number: _____

5. Washington State Department of Licensing Identification Card or Identification Card issued by any State or Province of Canada.
Issuing State or Province _____; Number: _____


6. Passport.
Issuing Country: _____; Number: _____

I understand that pursuant to the provisions of RCW 66.20.200, I am subject to a fine of not less than \$250 nor more than \$1,000; or not less than 25 hours of community service; or imprisonment for up to 90 days; or any combination of the penalties for any false statement made on this card. I do hereby certify that I am of legal age to purchase liquor and that the card of identification as described above is bona fide and was issued to me by an authorized official.

Print Name

Signature

Date and time _____
Address _____

LIQ 579-60 (11/96)  (Over)

Employee checks the signature on the card of identification with the signature on the certification card.

To Use Licensee Certification Cards

Rear side

INSTRUCTIONS TO LICENSEES

Under the provisions of RCW 66.20.180 a retail licensee has the right and responsibility, before serving, to require persons of questionable age and appearance to prove they are of legal age to purchase liquor.

To obtain the protection afforded by RCW 66.20.210, you must require the person presenting this card of identification to complete the reverse side of this card. You **must** also complete the certification below.

The card must be officially issued, show the person's correct age, and bear his/her signature and photograph. By law the only acceptable cards of identification are: 1. Driver's License or Instruction Permit issued by any State or Province of Canada. 2. United States Armed Forces ID Card, active duty, reserve, retired and dependents. 3. Merchant Marine ID Card issued by the United States Coast Guard. 4. Official Card of Identification issued by the Liquor Control Authority of any State or Province of Canada. 5. Identification Card issued by the Washington State Department of Licensing or Identification Card issued by any State or Province of Canada. 6. Official Passport issued by any Nation. An expired Washington State Driver's License together with valid temporary Washington State Driver's License is considered an acceptable Washington driver's license.

WASHINGTON STATE LIQUOR CONTROL BOARD

LICENSEE'S OR EMPLOYEE'S CERTIFICATION

I hereby certify that the card of identification submitted was examined by me and I have checked the date of birth, and compared the photograph thereon with the person presenting said card. I have compared the signature on this card with that on the card of identification, and I am satisfied that the card properly belongs and relates to the person presenting it.

(To be signed by person who has checked card of identification)

Print Name

Date of birth shown on card of identification: _____ Time: _____ Date: _____

WARNING: File this card on the premises on the day it is signed as prescribed by RCW 66.20.190.

LIQ 579-60 (11/96) (Back)

Employee

1. Print and sign name.
2. Print DOB from ID presented.
3. Print time and date.

Compliance Checks

- Compliance checks are completed to determine that public safety is not being compromised.
- WSLCB, Police Departments and Health Departments can all perform compliance checks at your premises.



Compliance Checks

- The minor operatives do not look overly mature for their age.
- The minor operatives do not show fake or altered IDs. They may present their real ID or none at all.
- The minor, if asked, may say they are 21.



Age 16

Private Compliance Checks

You may conduct your own compliance checks to ensure your employees are following the law.

- **You must receive prior written approval from the WSLCB.**
- You can use employees that you hire or you can contract with a third party that conducts the compliance checks.
- If your employees sell during a private compliance check, you can not fire them on the first buy.
- For more information on a sample policy contact either the Restaurant Association at 1-800-225-7166 or your local Enforcement Office.

WAC 314-21

Compliance Check Rates

Through education, voluntary compliance by retailers, and partnerships with law enforcement, our state compliance rate in 2004 was:

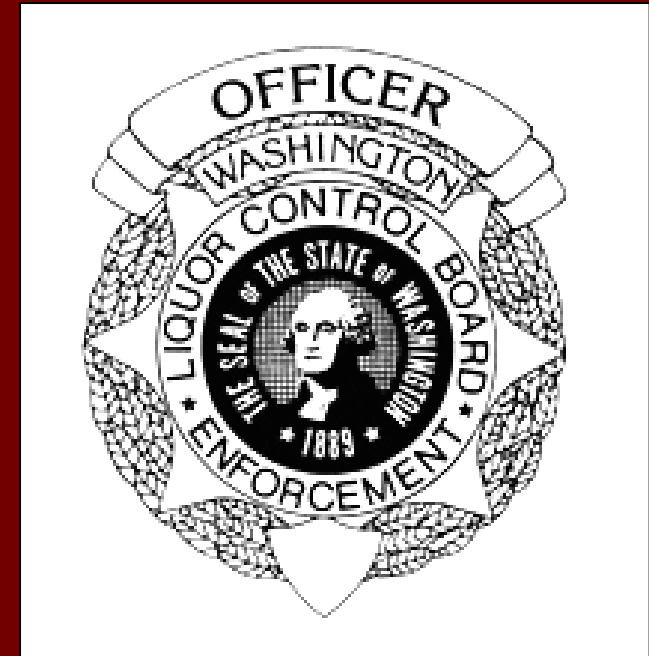
Liquor Laws	83%
Tobacco Laws	90%

Licensed Business Open to Inspection

Your licensed premises is open to inspection by WSLCB or local law enforcement anytime someone is in the premises.

[RCW 66.28.090](#)

[WAC 314-11-090](#)



Hours of Operation



The law allows liquor to be sold, served, and consumed between 6 am and 2 am, seven days a week.

After 2 am no one may possess, consume or be served alcohol at a licensed premises. Alcohol can not leave the premises.

Employees can clean up after 2 am.

Local governments may pass ordinances establishing earlier closing hours.

[WAC 314-11-070](#)

Record Keeping

All Licensees are required to keep records that clearly reflect all financial transactions and the financial condition of the business for two years.

What to keep

- Purchase invoices
- Bank statements and cancelled checks
- Accounting and tax records
- Records of all financial transactions related to the licensed business

[WAC 314-11-095](#)

Authorized Sources to Purchase Alcohol Inventory

Where to purchase?

Spirits/Beer/Wine Restaurants: Spirits/Beer/Wine purchased from assigned liquor store; Beer/Wine from licensed distributors, or domestic Washington breweries or wineries

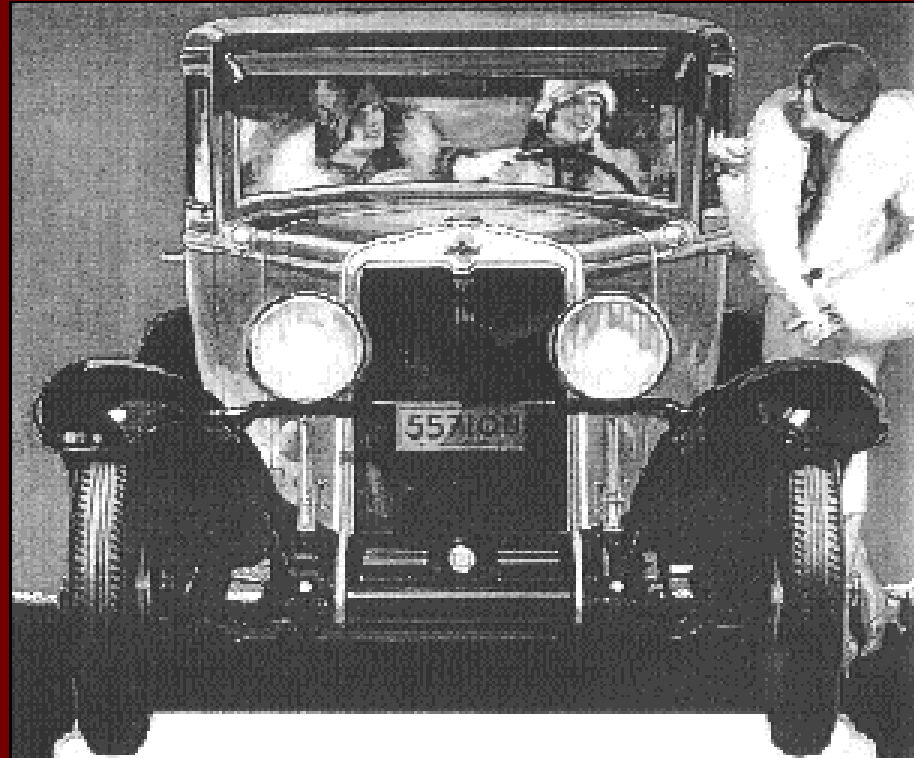
You **can not** purchase liquor at any retail premises. No liquor can come onto your premises unless it was purchased from an authorized wholesale source within the state of Washington.

Exception: Alcohol brought into the premises with a Banquet Permit, Special Occasion License or wine for consumption with a meal if you are a Spirits/Beer/ Wine or Beer/Wine Restaurant Licensee.

[WAC 314-16-110](#) and [WAC 314-16-160](#)

Drive-In and Curb Service Prohibited

You may not sell or serve liquor to customers by means of “drive-in” or “curb service”, which includes drive through windows.



True Party of Interest

Any person that has substantial interest in the licensed premises must be on the license. A substantial interest includes any of the following:

- Receipt of, or right to receive, more than 10% of gross sales of any kind from the premises
- An investment in licensed premises of at least \$10,000
- Ownership of issued or outstanding stock in the business constituting more than 10%

WAC 314-07-080



Retail / Non-retail Relationships

When you do business with a beer / wine distributor these rules apply:

- All purchases must be paid for at the time of delivery.
- The distributors can bring the alcohol into your premises, stock the cooler and price the product.
- You can receive point of sale items for free. These items are posters, neon lights, and other items without value other than advertising.

Retail / Non-retail Relationships

- You can not receive equipment free from the distributors. Items like coolers, dispensing equipment and lights must be paid for at fair market value. They can not rent or lend any equipment, fixtures or property of any kind to you and vice versa.
- You must pay for any items that have a value or use, other than brand advertising. These items include items like coats, hats, napkins, coasters and glasses.

[RCW 66.28.010](#)

[WAC 314-12-140](#)

Retail / Non-retail Relationships

Methods of Payments

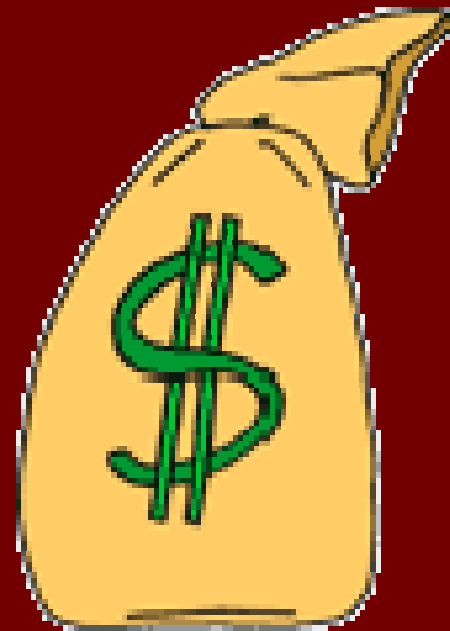
- Cash or checks
- Prepaid accounts. Both parties must keep accurate records of prepaid accounts to ensure a cash deposit is not overextended.
- Credit/debit cards and electronic funds transfer (EFT); the transaction must be voluntary with both parties. The sale must be initiated by an irrevocable invoice. Each party pays their banking costs. Both parties must maintain records of the transaction. The transaction must be initiated by the manufacturer or distributor no later than the first business day following delivery.

Sale of Liquor to Cover Cost of Acquisition

- When you sell alcohol, you must charge at least the amount that it costs you to serve it.
- Alcohol can not be used as a loss leader!

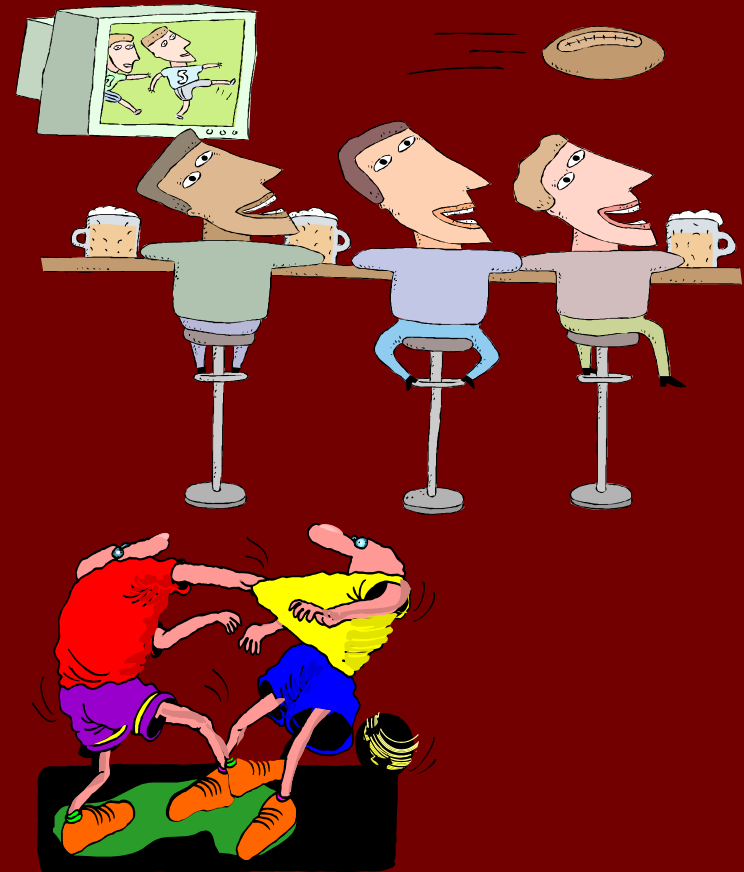
[WAC 314-52-114](#)

[WAC 314-11-085](#)



Prohibited Conduct on the Licensed Premises

- **Disorderly** - [WAC 314-11-015](#)
Allowing disorderly conduct, or allowing any disorderly patron to remain, on a licensed premises is prohibited.
- **Lewd Conduct** - [WAC 314-11-050](#)
Male and female dance reviews. Exposure of genitalia, acts of, or simulated sex acts.
- **Illegal Activity** - [WAC 314-11-015](#)
Violations of RCW 9, 9A and 69.



Licensee Responsible for Acts of Employees

As the owner of the business you are responsible for every activity that occurs. You do not have to be present when a problem occurs to be responsible!

TRAINING, SUPERVISION and GOOD company policies are the keys. Give your employees the chance to succeed.



No Drinking on Duty by Licensee or Employees

- No licensee or employee may drink alcohol while working.
- **Exception:** Restaurants may conduct courses of instruction on beer/wine and furnish beer/wine samples to employees.
- No employee or owner may be on their licensed premises while showing signs of intoxication, working or not.



[WAC 314-11-015](#)

[RCW 66.24.320](#)

[RCW 66.24.400](#)

Open Container

Any alcohol that is purchased on the licensed premises and opened, can not be removed.

Exceptions:

- A bottle of wine that was purchased with dinner and was not finished
- Any alcohol brought on to the premises under a banquet permit or special occasion license
- With a caterer's endorsement liquor can be removed from the licensed premises to the event site
- Hotel or motel guests may reseal and remove alcohol bought for consumption in their rooms [WAC 314-11-065](#)

No Substitution of Drinks

- When a customer orders a specific brand of alcoholic drink, you must serve the requested drink. If you do not have the requested brand inform the customer what they will be receiving.
- If a customer is showing signs of intoxication and orders alcohol, do not substitute. Let the customer know that they are getting a non-alcohol beverage.



WAC 314-11-080

Advertising

- Trade Name – WAC 314-52-110

When you advertise you must include your approved trade name as it appears on your liquor license.

- No Joint Advertising – WAC 314-52-090

The Beer/Wine Distributors can not induce you to advertise their brands. The Beer/Wine Distributors can not give you money, treats, services, or extra product to cover the cost of advertising.

Lighting

Anywhere in the licensed premises where customers are allowed, you must keep the lights bright enough to be able to read identifications and observe your patrons clearly.

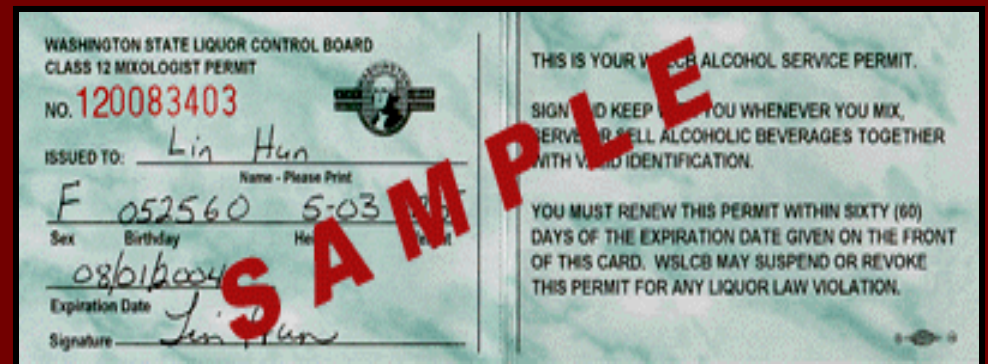


WAC 314-11-055

Mandatory Alcohol Server Training (MAST)

- All employees, owners and managers must have a MAST permit if they pour/serve alcohol.
- Owners and managers that supervise workers that serve alcohol must have a MAST permit.
- When working, all employees, managers and owners will have their MAST permit with them plus an acceptable piece of identification.
- The MAST permit is the property of the employee.
- MAST permits are issued from private companies only.

Call the WSLCB at 360-664-1727 or visit the web site for current providers
www.liq.wa.gov.



The permit must be obtained
within 60 days of initial
employment date.

RCW 66.20.310, WAC 314-17-030

Free WSLCB ID/OS Training Classes Available

The WSLCB can train you and your employees in conducting responsible liquor and tobacco sales. We can train at your location or at our offices. Please contact your local office to make arrangements.



The WSLCB ID/OS classes are supplemental training and **do not** substitute for Mandatory Alcohol Server Training (MAST).

Display of License Master License with Liquor Endorsements



Your master license must be displayed on the premises so that it is available for inspection by WSLCB and other law enforcement agencies. Most businesses display the license behind the counter.

[RCW 66.24.010](#)

[WAC 314-11-060](#)

[WAC 314-12-030](#)

Minor Posting Signs Must be Displayed

- If you have an LCB age restricted area in your premises, or your whole premises is age restricted, a Minor Posting sign **must** be posted at each entrance.
- If you have live entertainment in your premises and you exclude minors, this sign **must** be up during those times.



[WAC 314-11-060](#) and [RCW 66.44.316](#)

Get extra signs from the WSLCB Enforcement Office.

Fetal Alcohol Syndrome (FAS) Signs Required

In your premises this sign must be posted in plain view.

FAS signs it must be posted at the main entrance to the area that alcohol is sold and in the women's restroom.

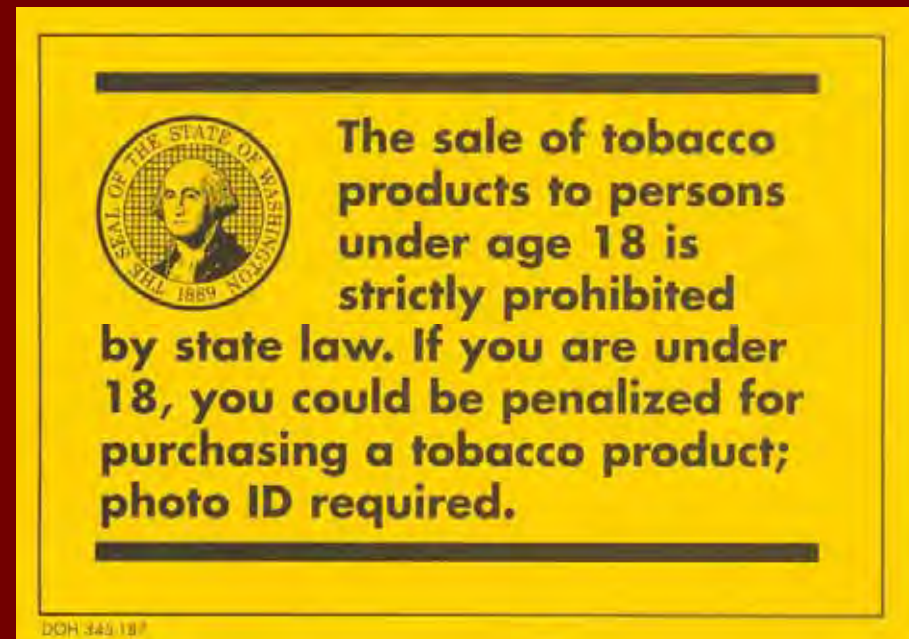


Get extra signs from the WSLCB Enforcement Office.

[WAC 314-11-060](http://wac.wa.gov/314-11-060)

Tobacco Sign Required

- If you are licensed to sell tobacco products you must display this sign at each point of sale.
- If you have a machine dispensing tobacco products this sign must be posted on it. All machines must be in an area restricted from persons under 18. The machines must be over 10 feet from the entrances.
- If you sell cigarettes in a restricted area you still must display this sign.

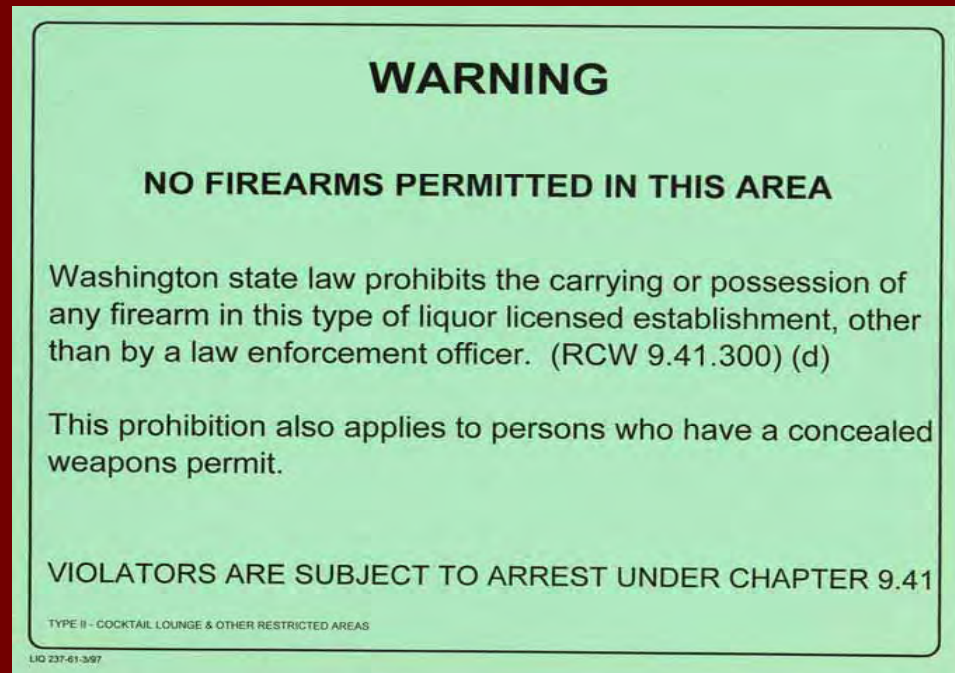


Get extra signs from the WSLCB Enforcement Office.

[RCW 70.155](#), [WAC 314-10-020](#), [WAC 314-11-060](#)

Firearms Sign Required

- This sign must be clearly posted in your lounge or tavern, preferably at the entrance to the age restricted area.



[WAC 314-11-060](#)

Get extra signs from the WSLCB Enforcement Office.

10 PM Rule



For Spirits/Beer/Wine and Beer/Wine Restaurants that have live music (including Karaoke), patron dancing, entertainment or contests involving physical participation by patrons in a dining area after 10 pm, the licensee must either:

- Request WSLCB approval to reclassify the dining area to a classified area, thus restricting persons under 21 years of age; or
- Notify the Licensing Division in writing at least 48 hours in advance that the sale, service, and consumption of liquor will end in the dining room after 10 pm.

LCB Age Restricted Premises (includes when the 10 pm rule is in effect)

No persons under 21 years old are allowed in your premises at any time, except:

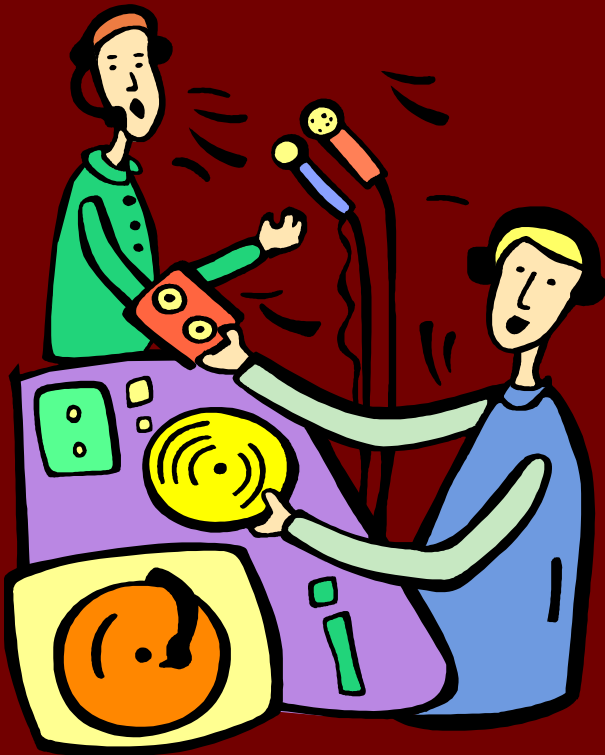
- Persons **18-20 years old** while performing janitorial service during the hours when there is no sale, service or consumption of liquor on the premises.
- Employees **18-20 years old** of amusement device companies for the purpose of installing, maintaining, repairing, or removing any amusement devices.
- Security, law enforcement officers and firefighters **18-20 years old** during the course of their official duties and if they are not the direct employees of the licensee.
- Minor musicians.

[RCW 66.44.316](#)



Minor Musicians

Musicians, disc jockeys, and sound or lighting technicians who are **18-20 years of age** and are being paid by the licensee;



- May work in a licensed premises or a portion of a licensed premises that is restricted to persons **21 years of age or older**, under the following conditions:
- The **18-20 year-old** musicians must remain on the stage or bandstand during their performance,

except: (see next slide)

Minor Musicians

(a) Strolling musicians; and

(b) Disc jockeys and sound and lighting technicians may remain in locations as required to actively support the professional musician or disc jockey.

- The **18-20 year-old** musicians may not consume alcohol, and must have acceptable identification available for inspection at all times.

[RCW 66.44.316](#)



Minor Musicians

- The **18-20 year-old** musicians are permitted on the licensed premises no more than one hour prior to the start of their performance and not more than one hour after their performance, in order to properly set up and secure their equipment.
- During breaks, the **18-20 year-old** musicians may not remain in an area that is off-limits to persons under twenty-one years of age.



Musicians over 21 years old may consume alcohol on a defined break.

Alterations

Local permit may be required.

WSLCB approval is required for:

- Excluding persons under 21 years of age from a Spirits, Beer, and Wine Restaurant;
- Excluding persons under 21 years of age from the dining area of a Beer and/or Wine Restaurant;
- Reclassifying a lounge as open to persons under 21 years of age.

[RCW 66.28.080](#)

[WAC 314-02-130 \(Alterations\)](#)

Alterations

- Extending the location of alcohol service, such as a beer garden or patio/deck service (areas must be enclosed with a barrier a minimum of forty-two inches in height).
- Storing liquor off of the licensed premises.
- Initiating room service in a hotel or motel when the restaurant is not connected to the hotel or motel, by ownership.
- You may begin liquor service in conjunction with the alteration as soon as approval is received.

Alterations

- Installing a pass-through window for walk-up customers; and
- Using a licensed premises as an access to another business.
- Any alteration that affects the size of a premises' customer service area. For Spirits Beer & Wine licenses, floor plans must be $\frac{1}{4}$ inch = 1 foot to scale. All floor plans must be submitted to the WSLCB with a letter describing the alterations requested.



Activities

You must notify their local WSLCB Enforcement office in writing **at least forty-eight hours** before conducting the following activities:

- **Male/female dance reviews**, subject to the provisions of [WAC 314-11-050](#)
- **Live boxing or wrestling**;
- **Contests or games** where patrons are part of the entertainment;
- **Hours of operation** between 2 am *and* 6 am for licensees that sell liquor for on-premises consumption.



Changes Requiring WSLCB Approval

- **Sole Proprietors:**

Changes in marital status must be reported to the WSLCB.

This does not apply to corporate officers / stockholders.

- **Corporations:**

If the principal officers of the corporation change.

Principal officers generally are President, Vice President, Secretary and Treasurer.

Anytime more than 10% of the outstanding issued stock is sold to a single entity; or an entity gains more than 10% of the issued stock, accumulatively.

[WAC 314-07-080](#)



Changes Requiring WSLCB Approval

- **Change of Location** – When you want to move your business to another location you need to apply to the WSLCB.

[WAC 314-07-085](#)

- **Trade Name** – After you are licensed and want to change your Trade Name you need to apply to the WSLCB.

[WAC 314-07-090](#)

Assumption of License

When you **sell your business** to another person or entity they must apply to the WSLCB for a new license.

No one can operate on your license except you.

This includes if you are a sole proprietor and decide to incorporate, establish a LLC or go into a partnership.

[RCW 66.24.025](#)

[WAC 314-12-070](#)



Spirits Beer & Wine Restaurants Food Requirements

You **must** have the full menu with at least five complete meals in your restaurant available at least 5 hours a day between the hours of 11 am to 11 pm, at least 5 days a week.

- On any day that you serve alcohol your restaurant **must** be open the required 5 hours with full menu.
- The items needed to prepare the full menu **must** be on the premises in edible condition.

WAC 314-16-190



Food Requirements

- A complete meal is an entrée plus at least **one additional course**.
- The entrée must be heated by means of baking, roasting, broiling, or grilling AND require the use of a dining implement to eat.
- **One** of the entries may consist of a deep fried item or pizza.
- The **hours of complete menu service** must be conspicuously posted on the premises or on the menu.
- When the full menu in a Spirits/Beer/Wine Restaurant is *not available* then minimum food service **must** be available at all times that liquor is served.
- Availability of minimum food service **must** be posted in the area where alcohol is served.
- Minimum food includes sandwiches or short orders which are prepared on your premises.



WAC 314-16-190

Catering Endorsement

Spirits/Beer/Wine Restaurants

Beer/Wine Restaurants

Endorsement cost is \$350.00.



Allows you to remove alcohol that you have approval to sell on your premises for service at:

- Events initiated and hosted by a non-profit society or organization
- Private events, such as receptions, held by invitation only

The event can not be held on a licensed premises.

[WAC 314-02-060](#)

Banquet Permits

- A banquet permit allows your licensed premises to be used by private individuals and groups if you wish.
- The permit allows private groups to bring alcohol on to your premises. You may charge a corkage fee.
- If the permit is to be active at the same time as the general public is in your premises, the permit area must be segregated from the general public.
- There is no selling of alcohol on a banquet permit.
- Spirits/Beer/Wine licensees **can not** have any of their product in the permit area.
- You are responsible for violations.

Washington State Liquor Control Board
APPLICATION AND BANQUET PERMIT
 (Does Not Authorize the Sale of Alcohol)
Permits with a double yellow star are subject to alcohol control at other governmental workshops May 1997 734 1492 to 779 2362/221-9392

To be submitted by applicant: (Applicant Name) _____ (City) _____ (County) _____

Name of Licensed Premises for Consumption: _____ Phone No. (Commercial) _____ Date of Event _____

Name Address (City, St, State) _____

Name of Event: _____ Name of Applicant: _____ Starting At: _____ (P.M. or A.M.) _____

Name Address of Premises: _____ (City) _____

Purpose of Premises (if applicable): _____

Number of Persons to Attend from This Premises: _____ Number of Person (over 21) Used if Age Not Yet Known: _____

Identify: Will Not Using their own liquor

Is the applicant an Owner, Corporate Officer or Employee of a Licensed Space licensee? Yes No

If yes, give name of premises and telephone number: _____

I feel except this permit subject to the following conditions: Read and check each condition. _____

- THE EVENT WILL NOT BE OPEN TO THE PUBLIC. No advance sale of tickets will be made to the general public and no advertising will be directed to the general public.
- LIQUOR WILL NOT BE SOLD, BE COOK, SERVED, KEPT or in any other manner whatsoever.
- This permit is not valid on a liquor license premises while the liquor license is suspended.
- All liquor served will be purchased in Washington State from a store 30-60 days or other authorized liquor retailer.
- This permit will be conspicuously posted in the banquet area.
- Liquor will be served and consumed only in the portion of the premises described.
- Liquor will be served only to members and invited guests who are 21 years of age or older.
- Liquor hours for service and consumption of liquor are 9:00 a.m. to 2:00 a.m. daily.
- The event and the premises for which this permit is issued will be subject to inspection by any State control agent or law enforcement officer.

WARNING: WAC 314-18-070 states that no banquet permittee or employee of a banquet permittee may knowingly permit:
 - The service of liquor to or consumption of liquor by any person under 21 years of age at the Banquet Permit event.
 - Any disorderly conduct to occur at the Banquet Permit event.
 - The service of liquor to or consumption of liquor by an apparently intoxicated person.
 By making this application and accepting the Banquet Permit YOU ARE ASSUMING FULL RESPONSIBILITY FOR THIS FUNCTION. A violation would subject the violator to criminal prosecution, immediate cancellation of the permit and render the applicant/premises ineligible for future permits.

(Person Responsible)
 I am certified that this event is in compliance with all of the above listed conditions: _____ (Signature)

APPROVAL: Applicant organization is hereby permitted to consume liquor at the event described above. Permits of this kind are (1/10/01) the per state of event is hereby acknowledged.

Permit Fee of Premises: _____ State No. T.L.S.: _____ Special Agent (Print): _____

622 08 90-1020 Wine, distilled, country (imported) (Dist. Not Used)

WAC 314-18



Special Occasion Licenses

- This is a license for a non-profit group to sell alcohol at specific time, date and place.
- The license is \$60.00 per day per location.
- The application process is normally 45 days.
- Minors **will not** be allowed in your alcohol consumption area.


 Liquor Control Board
 Licensing and Regulation
 400 West 4th Street
 Olympia, WA 98501-3000

See Official Use Only
 Application No. _____
 Date _____
 Title _____
 Signature _____
 Print Name _____

Application For Special Occasion License for a Not for Profit Society or Organization

A Special Occasion License allows a not for profit society or organization to sell spirits, beer, and wine by the individual serving to supervisors consumption at a specified event. A Special Occasion License may, with prior Board approval, sell beer and wine to original, unopened containers for off-premise consumption.

Fee is \$60 per day, per location. Make check payable to WSLCB. Mail application, with check, to WSLCB, P.O. Box 433960, Olympia, Washington 98501-3960. Special Occasion License holders are limited to 11 single-day events per calendar year. Applications must be filed at least 30 days before the event.

Please call (360) 664-1617 if you have any questions.

- Name of Society or Organization _____
- Street Address of Organization: City _____ State _____ Zip Code _____ County _____
- Is the applicant a registered nonprofit society/organization? yes no
If no, attach affidavit of nonprofit status with signature of person responsible for the event.
- Name of contact person (must be at least 21 years of age)
Name _____ Title _____ Date of Birth _____ Phone No. _____
- Has the applicant organization previously held a special occasion license? yes no
- If yes, when _____ License No. _____
- Name of Event _____
- Name of person whose location will be held (building, hall, room, etc.) _____
- Event Location Address: City _____ State _____ Zip Code _____ County _____ Inside City Limits? yes no
- Is event being held in church or school property, a military facility, or a liquor licensed premises? yes no
If yes, appropriate official must sign below to authorize the sale of liquor at the event location.
Signature _____ Title _____ Date _____
- Total number of persons to attend event _____ Total number of persons under 21 years of age to attend event _____
- Alcohol from event will be distributed as follows: _____
- Are you requesting anything other than advertising services, dispensing equipment, or product from a manufacturer, distributor, or agent? yes no
- Mail license to: _____ Name _____ Mailing Address (Street/Box/PO Box, City, State, Zip Code) _____
- Fee number: _____
- Are you requesting permission for the sale of beer/wine for off-premise consumption? yes no

Category of Event	From	To	Fee	Type of Event
	12	12	60	<input type="checkbox"/> Single <input type="checkbox"/> Multiple <input type="checkbox"/> Community Celebration
	12	12	60	<input type="checkbox"/> Outdoor Event <input type="checkbox"/> Other

See Official Use Only: Cartridge Return (Form 2) Yes No Date of Application: _____ Date of Event: _____ Date of License: _____

Distribution: White and Blue - Licensing and Regulation Pink - Applicant

100-0000-0000



Special Occasion Licenses

- All alcohol is an individual serving for on premises consumption.
- With approval, beer/wine can be sold to go, in original containers.
- All proceeds from the sale of alcohol must go directly back into the non-profit organization, except for reasonable operating costs of actual services performed.
- The WSLCB may request documents to verify the organization is a bona-fide nonprofit, who the true party(ies) of interest are, and that the organization meets the guidelines in WAC 314-05-020 and 025.
- All spirituous liquor must be purchased from a Washington state-run or contract store.



Special Occasion Licenses

- Beer and wine must be purchased at retail or from a beer or wine distributor. Breweries, wineries and out of state breweries and wineries holding a certificate of approval license may donate alcohol to special occasion license holders that are 501 (C) (3) charitable organizations.
- Alcohol manufacturers and importers and distributors may provide advertising, pouring, or dispensing of beer or wine at a beer or wine tasting exhibition or judging event. They may not provide money, goods, or services to special occasion licensees.
- Officers, directors, and/or stockholders of the organization may not have an interest in a manufacturer, importer, or distributor of alcohol.



Special Occasion Licenses

If the special occasion event is to be held at liquor licensed premises the special occasion function must be held in an area separate from areas open to the public, and the licensed premises' liquor cannot be sold or served in the same area(s) as the special occasion license function.

- The liquor licensee cannot charge for the liquor purchased by the special occasion licensee for service at the special occasion event, but can charge for room usage, services etc.
- The liquor licensee must sign the special occasion application giving permission for the special occasion licensee to bring alcohol onto the premises.
- Special occasion licenses will not be issued for use at premises whose liquor license will be suspended on the date(s) of the scheduled event.

[RCW 66.24.320](#), [RCW 66.24.380](#), [WAC 314-05-020](#), [WAC 314-05-025](#), [WAC 314-05-030](#)

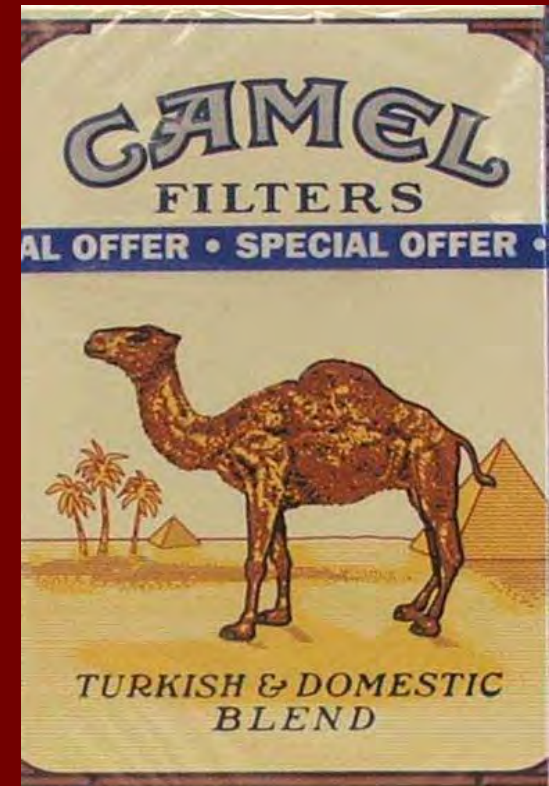
Tobacco

Rules for tobacco retailers:

Other Tobacco Product (OTP) includes cigars, chewing tobacco and any other products that contains tobacco but is not a cigarette.

- If you do not sell cigarettes but sell OTP you must get the tobacco license. Contact Washington State Department of Revenue to get the license.
- You must have a tobacco retailers license. The tobacco license also includes a license to sell OTP.

[RCW 82.24.500](#) and [RCW 82.24.090](#)



Tobacco

Rules for cigarette and OTP retailers:

- All products must be purchased from a licensed Washington Wholesaler.
- All invoices showing purchases of products must be kept on the licensed premises for a minimum of five years.
- All cigarettes in your premises must have a Washington Tax Stamp on the package.
- No single cigarette sales. This does not include individual cigarettes that are packaged and have a tax stamp.

[RCW 82.26.080](#), [RCW 82.26.170](#), [RCW 70.155.040](#)

Tobacco

These are the stamps for the State of Washington:



Tobacco

Sales of cigarettes from a machine:

- The machine must be located in a area that only 18 year and older people can access.
- The machine must be located at least 10 feet from any entrance.
- If you sell cigarettes from a machine, each machine must be licensed.
- The machine must have a minor warning sign on it.

[RCW 70.155.](#)

The End!

This is the end of your licensing briefing. If you have additional questions or want more information, please call your local liquor enforcement officer at the following offices. Numerous questions may also be answered at the WSLCB Web Site listed below. Each office is open Monday through Friday at the hours below.

Bellingham Enforcement Office

Phone: (360) 676-2073 or 676-2074
Office Hours: 8:00-12:00

Bremerton Enforcement Office

Phone: (360) 478-4500
Office Hours: 8:00-12:00

Kennewick Enforcement Office

Phone: (509) 734-7170
Office Hours: 9:00-1:00

These Enforcement Offices are open from 8:00am-12:00pm and 1:00pm-5:00pm.

Everett Enforcement Office

Phone: (425) 513-5114

Olympia Enforcement Office

Phone: (360) 753-6271

Spokane Enforcement Office

Phone: (509) 625-5513

Vancouver Enforcement Office

Phone: (360) 260-6115

Seattle Enforcement Office

Phone: (206) 464-6094

Tacoma Enforcement Office

Phone: (253) 471-5200

Wenatchee Enforcement Office

Phone: (509) 662-0408

Yakima Enforcement Office

Phone: (509) 575-2763

Web Site: <http://www.liq.wa.gov>