

IN-HOUSE TRAINING

For serving at an event with a Library, Museum, Bookstore or Art Gallery Permit

2016

Requirements

Serving alcohol in a public establishment requires a licensed caterer or in the case of certain establishments, a permit. In order to get a permit to serve alcohol at your Art Gallery, Bookstore, Museum or Library for an event, an Owner, Partner, Director or Manager must be trained at a DLC In-Person or On-Line Training. This trained person can train others using this packet which is only good at this business with the permit. All servers must be trained. Copies of the certificates must be filled out and kept where easily accessible during the event.

Paperwork Requirements

The permit, the receipt for the alcohol at the event and the training certificates for all employees working the event must be available at the event. Permit holders that do not following these requirements are subject to monetary penalties or may jeopardize the issuing of future permits.

Everyone who works in the preparation, sale, service or enforcement of liquor laws in a business is required to be trained before the begin working and retrained every two years. Copies of certificates must be kept by the business and available at inspection.

*- Education Regulation
3b & d*



A one day permit
only for

Libraries
Museums
Art Gallery
Bookstore

Regulations to follow

This permit allows you to conduct an event at which malt or vinous beverages are served by the glass to the public!

This permit is good for an event up to 6 hours long on single day.

There is no limit to the number of permits that can be purchased in a year.

You can purchase the alcohol directly from a store in Vermont. Keep the receipt on file, with any other paperwork for this event for at least 2 years.

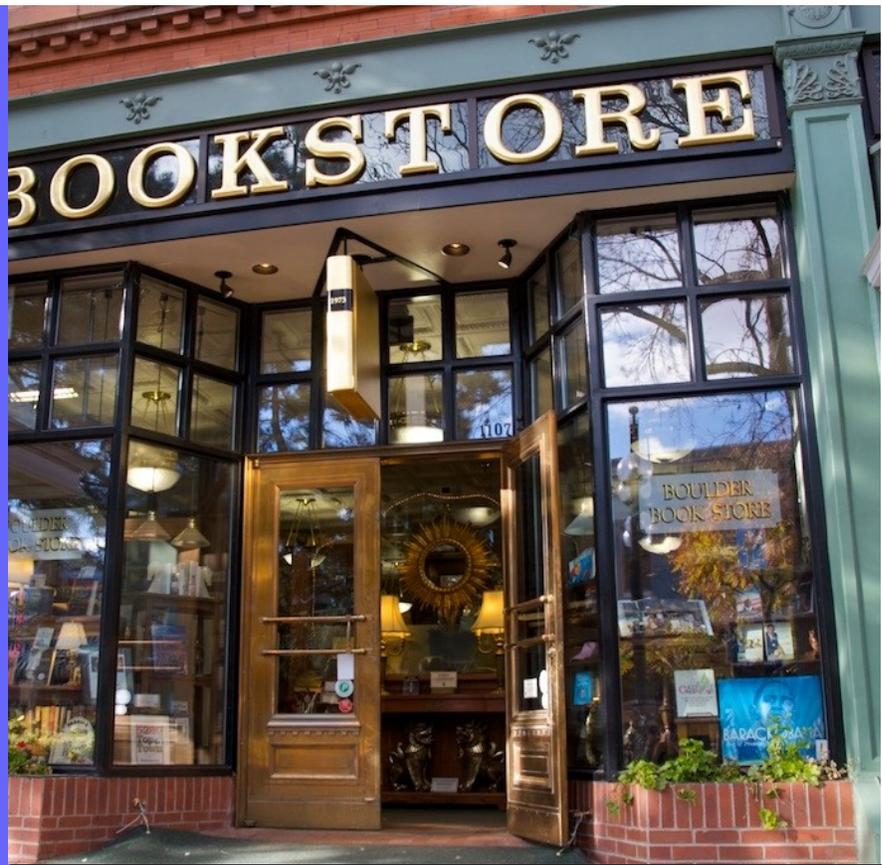
You can charge for attendance to your event, however, you can not charge for the alcohol.

You must follow all alcohol laws, including rules on intoxication, IDing customers and amounts of alcohol that can be served.

The hours of your event are included on your permit application and must be within the legal state hours which are from 8am-2am. No alcohol may be served or consumed at the business outside of the hours on the permit.

Malt beverages cannot be served in containers more than 32 ounces. There is no specific ounce limit for containers of wine served however, no more than 2 containers can be served to a customer at any one time.

Customer's cannot be served more than a reasonable amount of alcohol. That means that even though the law says they can be served and consume two 32 ounce glasses of beer, allowing your customer to consume 64 ounces of beer during your event is an unreasonable amount. Even if your customer does not show signs of intoxication, we expect that they are, in fact intoxicated.



Intoxication

Vermont has regulations about serving customers who look like they are under the influence. There are also rules about serving customers to the point of intoxication. Wanting customers to be able to enjoy the event and having responsible alcohol service is important. Serving a customer alcohol means that you and the business has taken on the responsibility for what happens to that customer that you served.

Understanding how alcohol effects the body, moving from dulling reason to impacting muscle control is important for anyone who serves alcohol. Behavior cues can be a sign impairment and stumbling, staggering and slurred speech are often much clearer signs that a server can notice while interacting with customers. Knowing that seeing signs of impairment is a sign that the customer could be a danger to themselves or someone else is important. Interacting with customers before, during and after serving allows you to observe. The responsibility falls on the business that is serving. Being aware that alcohol effects individuals differently, that in the short time they are at your event, drinking should not be the focus and that you do not want to risk your livelihood.

A complete list of the regulations for about the sale and service of alcohol can be found on the liquor control website.

MINORS

Vermont law says that people under 21 cannot purchase, possess, or consume alcohol.

A server of alcohol must be sure that the person is at least 21 years old before you serve them alcohol. If you sell alcohol to a person under the age of 21 you can be charged criminally.

Along with the law that says you personally can't sell to a person less than 21 years of age there is also a Liquor General Regulation that says you can't sell to minors.

Another regulation states that you must card anyone who is of questionable age must be carded.

You may personally get a penalty but also the business may be fined or become ineligible for future permits.



SERVING A MINOR

No one can sell or give alcohol to a person under 21 and no one can allow a person under 21 to drink alcohol.

The penalty for selling to a minor or enabling consumption by a minor is a fine of up to \$2000 and up to 2 years in jail, or both.

In addition, if a person sells or provides alcohol to a minor or allows a minor to consume alcohol, and that minor, as a result of consuming the alcohol, causes death or serious bodily injury to anyone while operating a motor vehicle, the penalty becomes a felony with a fine of up to \$10,000 or up to 5 years in jail.

The only exception to the above law applies to servers who furnish alcohol to a minor during the course of a compliance check performed by law enforcement. The penalty for a first offense is a \$100 fine; the penalty for subsequent offenses can be as high as \$500. The business also receives penalties when an employee fails a compliance check by serving or selling to this minor.

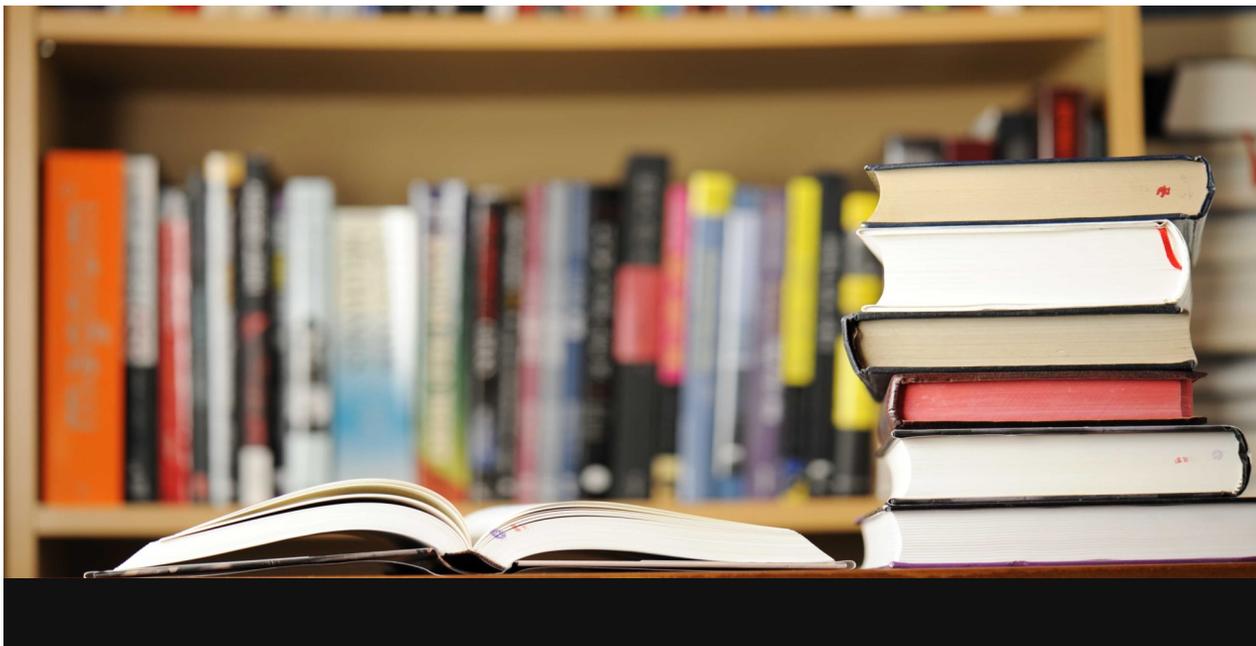
DRAM SHOP/CIVIL LIABILITY

The so-called “Dram Shop Law” allows certain people who are injured to get money damages from the person who served the alcohol. A person can get money damages if you: Serve alcohol to a minor, serve alcohol to a person who showing signs of intoxication, serve outside the legal hours or if you serve unreasonable amounts of alcohol to a person.

If you serve in one of the circumstances above and that person damages person, place or property then the people effected can sue. They can sue the person who served them, the manager of the business, the owner and their partners. If you are following all the liquor laws, you will not need to worry about being sued. This lawsuit can be filed up to 2 years from the date of the incident. Keep files from your event for at least 2 years for legal purposes.

LOG BOOKS and INCIDENT REPORTS

It is helpful to know and follow the liquor laws so you can avoid these types of problems. It may be a good idea to keep a log of things that happen during your event. If something unusual happens you should write it down. The notes should include the name and/or description of the people involved and a brief write-up of what happened. Dram shop lawsuits can be filed up to 2 years from the date of the incident. Most people can't remember what they did two years ago. It is best to write down the information for you to refresh your memory later. The DLC has sample incident reports on our website.



Acceptable Form of IDs

Valid
Photographic
Driver's License

Valid Non-
Driver's ID

Valid Enhanced
Driver's License
issued by any State or
Foreign Jurisdictions.

Valid U.S.
Military ID
(must have their
date-of-birth)

Valid Passport

Valid Passport
Card

CARDING CUSTOMERS

The ID must be Valid, must be Photographic and you must ask if you think they are of questionable age. Remember, it is the law that you must ask their ID. If they want to purchase alcohol, they must be able to prove that they are of age

Compare the face in front of you to the one on the ID. Weight, hair and makeup can change. Height, eye shape and ear placement do not change.

Look at the date of birth and expiration date. Don't just glance. LOOK! Read them and do the math! It is illegal to serve a minor and you could go to JAIL! READ the ID!

Ask the person how old they are, and compare that to the information on their ID. Ask the person to spell their last name. Ask the person what their middle initial stands for. Ask the person what year they graduated from high school. Have the person sign their name and compare it to the signature on the ID.

Call your local authorities and give them all the information on the ID. They can confirm it is valid and that all the information matches. If it is not valid or if any of the information does not match.... Do NOT accept it!

Sometimes you will not need to make the phone call, sometimes simply telling the minor you are going to run their ID is enough to make them run away.

What do you do next? Call the police, your manager... write this incident in the business's log book.

If the minor leaves the ID with you, please fill out the DLC ID Envelope and drop them in the mail.

How to Use an ID Checking Kit

In order to help you identify fake IDs, you can purchase a Vermont Department of Liquor Control ID Checking Kit. In this kit you will find the most recent ID Checking Guide, a UV lighted magnifier and envelopes for mailing abandoned ID's to the DLC. Please remember that ID Checking guides need to be replaced yearly to assure you have the most up to date information available.

Minors using borrowed IDs and high quality fakes purchased over the internet can cause big trouble to a business. If an employee isn't taking the time to look carefully at IDs, a minor could get alcohol. This is a crime. The DLC is dedicated to helping you prevent underage drinking sales which can negatively impact the business. Getting caught selling to minors can ruin a business's reputation, cause fines and penalties and increase risks for public safety.

By using the tools in the ID Checking Kit and by brushing up on your refusal skills, you can help prevent underage drinking sales at your business. Remember, carding customers is not only part of the job, it's the law.

The guide contains images of driver's licenses for all 50 states and the Canadian provinces. It also includes images of Passports and Military IDs. That means you can find images of all of the acceptable forms of Identification in this booklet. You will also find other forms of Identification, not acceptable for alcohol and tobacco in the State of Vermont. Please remember you can only accept a Valid Photographic Driver's License, a Valid Photo Non-Driver's License, a Valid Photo Enhanced Driver's License issued by any State or Foreign Jurisdictions; Valid US Military IDs and Valid Passports and Valid Passport Cards.

When someone hands you an out of State ID, open up your ID guide to that state. The sample IDs in the guide are the same size as the ID in your hand. Compare them. Read the written narrative. If there are any discrepancies, do not accept the ID and refuse the sale.

The narrative may also include any micro printing which you can use lighted magnifier to see. In the back of the guide you will see images of the holograms you can see using your black light. Does it look the same in your hand as in the book?

ID kits can be purchased through the Department. The order form is on the website.

Permit Application

You must apply for each permit no less than 5 business days in advance. Your town must approve your application before it is sent to the Department of Liquor Control with any fees attached. Your event hours will be listed on this permit and alcohol is only served at your location during those hours.

Contact Us

Give us a call for more information

Vermont Department of Liquor Control

13 Green Mountain Drive
Montpelier, VT 05602

(802)828-2339

Visit us on the web at
www.liquorcontrol.vermont.gov



Updated August 2016

**Vermont Department of Liquor Control
In-House Education Training Certificate**
Bookstore, Library, Museum and Art Gallery Training

Date of Training: _____ (expires 2 years from this date)

Employee First Name: _____ **Last Name:** _____

Corporation/Partnership/Individual/LLC: _____

D/B/A (Business Name): _____

Address: _____ Town/City: _____

**I, _____, acknowledge that the above employee has read the Bookstore,
Trainer's Name (Print)**

**Library, Museum and Art Gallery Training Booklet certifying them to sell or serve alcohol and tobacco at this
business under the provisions of Education Regulation 3B.**

Name of Trainer

Date of Trainer's DLC certification

Employee Name (Print)

Employee Signature

This training certificate is NOT TRANSFERABLE to other businesses.

Education Regulation 3B reads: Each licensee shall ensure that every employee who is involved in the preparation, sale, service or solicitation of alcoholic beverages or the sale of tobacco products, or enforcing of alcohol and/or tobacco laws and regulations must complete a training program offered or approved by the Department of Liquor Control before the employee begins working in that capacity and at least once every two years thereafter. Each licensee shall maintain written documentation, signed by each employee trained of each training program conducted. A licensee may comply with this requirement by conducting its own training program on its premises, using all information and materials furnished by the Department of Liquor Control, or from a program approved by the department. A licensee who fails to comply with the requirements of this subsection shall be subject to a suspension of no less than one day of the license issued under this title. Education Regulation 3D reads: All records, and certificates, indicating that an employee has been trained must be kept on all licensed establishments at all times. Those training records shall be available at all times and must be presented immediately to a Liquor Control Investigator or a Vermont Law Enforcement Officer if it is requested or the licensee shall be subject to a suspension of no less than one day of the license issued under this title.