

# SPECIAL VENUE PERMIT IN HOUSE TRAINING MANUAL

2024/6

## TRAINING 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, Retail establishment, Museum or Library for an event, an Owner, Partner, Director or Manager must be trained through a Department of Liquor and Lottery (DLL) In-Person or On-Line Training. This trained person can train you using this manual which is only good at this business with this permit. All servers must be trained. Your trainer submits your in-house training on our online portal and should print your certificate for 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 electronically or as hard copies at the event. Permit holders that do not follow these requirements are subject to monetary penalties or may jeopardize the issuing of future permits.

*Everyone who works in the sale, service or solicitation of alcohol in a business, is required to be trained before they begin working in that capacity and retrained every two years.*

*- Education Regulation*



**A one day permit for:**

**Libraries**

**Art Galleries**

**Museums**

**Retail Establishment**



## **FOLLOWING THE RULES**

Certain violations will result in a fine for the business.

Businesses will be issued a ticket which they must respond to within 10 days.

The DLL's Office of Education created this booklet to provide the basic rules an employee would need to know to do their job. This material only trains you for this job. It does not transfer to any other business. The Office of Education provides in-person trainings and online training for those who wish to take it. Education is important, you must be trained before you start and re-trained every two years.

Employees need to make sure there are no violations of Title 7 regulations or laws. If there are problems they must be corrected quickly. Knowing what you should do in the case of any problem is important. How do you handle issues within your business? This booklet will provide you with the basic rules you need to know, but it is important to talk with your employer for specific company policies that are in addition to this book.

It is the DLL's Office of Compliance and Enforcement that is charged with investigating possible violations of liquor laws and regulations, and carrying out law enforcement activities related to these incidents. Comprising of a team of law enforcement investigators and supporting staff, and working closely with other law enforcement agencies, this division protects the public safety and ensures that laws and regulations are followed.

The Department of Liquor and Lottery Board is made up of 5 members appointed by the Governor. They preside over all hearings and work with the legislative body to create Vermont's Regulations. This booklet contains many, but not all of the rules and laws that you will need to know to do your job. A complete list of the Title 7 Regulations can be found on the DLL website.

Review this booklet with your DLL in-house trainer and be sure to discuss any company policies that your business has that makes it more restrictive than the laws. You may want to watch the DLL In-house server training video for tips on carding and refusal skills as well.

### **NOTES:**

## PERMIT RULES

A Special Venue Permit allows you to conduct an event at which beer, wine or ready-to-drink (RTD) spirits beverages are served by the container to the public.

This permit is good for an event up to 6 hours long on a single day. There is a limit of 12 permits that can be purchased in a year.

You can purchase the alcohol directly from any store in Vermont. You must keep the receipt on file along with any other paperwork for this event for at least 2 years. If video cameras are used at the permit location. That footage may be asked for as well.

You can charge for guests to attend your event. You CANNOT charge patrons for the alcohol at the event .

You must follow all Title 7 laws, including rules on impairment, IDs and Carding customers as well as the amounts of alcohol that can be served.

For the purpose of this permit, retail establishment does not include DLL Licensed locations, 802 Spirits Stores or retail cannabis locations.



## EMPLOYMENT REGULATIONS

- All servers of alcohol must be at least 18 years old and properly trained.
- No employee may be under the influence of alcohol or any other drugs or substances while on duty.
- There must be a responsible person on site at all times.
- All employees must cooperate with law enforcement. You cannot interfere in the course of their duties and you must provide your ID if you are asked. Remember to work with them. Talk to the manager about emergency procedures, who your local law enforcement is, and how and when to contact them.

## ALCOHOL SERVING REGULATIONS

- No alcohol may be served or consumed at the business outside of the hours on the permit.
- Customers may not have more than 2 drinks at one time.
- No more than 32 ounces of malt beverages.
- Wine may be served by the glass, the carafe or the bottle.

## IMPAIRMENT

In Vermont, alcohol may not be served or furnished to a person displaying signs of impairment from alcohol and/or other drugs or substances.

No alcohol may be consumed on the licensed premises by any person displaying such signs of impairment.

No person displaying signs of impairment shall be allowed to stay on the licensed premises.

If a person seems like they are impaired, whether you know they've been drinking or not, you cannot serve them and they cannot stay if they show signs of impairment.

Remember that signs of impairment may include slurred speech, staggering, swaying, glassy eyes, confused look, acting confused, delayed reactions.

When you can hear and see that the customer appears to be impaired, you must not serve alcohol to them.



## ALCOHOL AND THE BRAIN

It is important to understand how alcohol works on the body. Alcohol is a sedative, depressant drug. When a person drinks alcohol it goes to the stomach and small intestines where it goes into a person's bloodstream. After alcohol gets into the blood, it goes throughout the rest of the body. A person's brain uses a lot of blood; because of this a lot of the alcohol ends up affecting the brain. Alcohol puts certain parts of the brain to sleep. The more alcohol a person drinks, the more the brain goes to sleep.

The first part of the brain that alcohol affects is the part that controls judgment and reasoning. As more alcohol is consumed, it begins to affect the part that controls muscles. This is when you see STUMBLING, STAGGERING and SLURRING. These are what we refer to as APPARENT SIGNS OF IMPAIRMENT. If a person consumes more alcohol their vital functions can be affected. Too much alcohol could lead to death.

A person can add alcohol to their body as fast as they can drink it, but it doesn't leave that way. Most leaves the body through the liver (approximately 90%). A small amount leaves the body through a person's breath and sweat (approximately 10%). A person can build up a tolerance to alcohol. A person who drinks alcohol on a regular basis learns how to manage its effects. It doesn't mean they end up less drunk than someone else, it just means that they know how to hide the signs that they have been drinking.

When it comes to alcohol, one drink doesn't always mean one glass. Beer, wine and liquor all come in different "strengths". A person drinking one 12 ounce beer that has 5% alcohol will be effected differently than if you give that same person a 12 ounce beer that has 16% alcohol. That is almost triple the amount of alcohol in the same glass. Counting drinks and the alcohol in them is an important part of a server's job.

## REFUSAL SKILLS

When a server believes that someone is showing signs of impairment they must take action. Experienced servers will tell you that this is one of the hardest parts of the job. While it can be difficult, it does not have to be.

Use the **"SIR"** method to help you determine what to do. **Size** up the person to notice visible signs of impairment. **Interview** them to figure out whether they are exhibiting any signs of impairment and **Refuse** them if you see signs of impairment. This does not mean that you have to directly question them about how much they have had to drink. It means that you have to talk to the person to find out if they show signs of impairment.

When working with customers, be sure to **TAKE CARE** of them:

**T: Talk and tell early.** Letting customers know what the expectations are for how to behave in your business is important. A customer shouldn't just hear "Stop." Help them slow down and pace themselves.

**A: Alternatives.** Before you need to cut someone off and ask them to leave, can you offer your customer something else to do besides drink? Do you have food, coffee or perhaps an activity like dancing, pool or darts? As part of pacing your customer, help them enjoy their time and not simply consume alcohol.

**K: Keep calm.** This is your job. Dealing with difficult situations can be part of the job.

**E: Elaborate the law.** You have the law on your side. Know it. Use it.

**C: Clarify the refusal.** Let your customer know that you cannot serve them. You will not change your mind. Be clear with the refusal.

**A: Avoid putdowns and poor language.** If the customer gets upset, you do not need to be upset with them. Do not swear, yell or threaten the customer. Do your job. Be professional.

**R: Record and report** any incidents to your employer and review with coworkers to improve how the business handles situations that arise.

**E: Empathy.** Your customer is a person too. Be kind. Remember that we all have bad days. This isn't your bad day, it is theirs, and they will remember how you handled it with them.

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NOTES:

## MORE THAN WHAT IS REASONABLE

An employee shall not serve alcohol to a person whom it would be reasonable to expect would be under the influence as a result of the amount of alcohol you served them.

Basically, you need to be aware of how much alcohol you are serving, and how strong that alcohol is, to a person whether or not they are showing signs of impairment.

## DUTY TO CONTROL

Servers must be aware of the conduct of their patrons at all times.

Regulation basically says:

It is the duty of the licensee to control the conduct of their patrons at all times. You cannot allow any disturbances, brawls, fighting or illegal activity on a licensed premises. You also cannot run your business in such a way that your patrons cause a problem on the sidewalks or streets outside your place of business.

Take a minute and think about a time when you knew a person was going to be trouble before the trouble started. Those are the things you are watching for. If a person acts like they may cause trouble, stop it before it happens. It is easier to handle a problem early than just waiting for it to go away because it rarely does.

The regulation requires that the licensee run their business so that the parking lots, streets, sidewalks and highways adjacent to the business do not become a public nuisance. In other words, don't tell customers to take their fight outside; deal with it instead. It is your responsibility to take care of the problem.

Whether it is when you are refusing a customer or when you are attempting to break up a fight, and the person becomes physical or tries breaking things, it may be wise to call the police. This is something you should talk with your boss about.

Always remember it may be hard to tell a customer that they can't be served alcohol in your establishment but it is still the law. If you do serve a customer that is impaired, the establishment could be closed down and you could possibly be sued. This is why it is important that you properly screen customers when they come into your establishment. You are only responsible for your customers so if you serve to them you have taken on responsibility for them.

This means that if a person becomes aggressive in your establishment, you must handle the situation before it gets worse. As you read earlier you may need to call the police for help with the problem. Sometimes you may be able to stop the problem before it gets worse by making a person leave before they become aggressive.

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## SUPERVISION

No business shall allow any individual displaying signs of impairment to stay on the licensed property, except under the direct personal supervision by a licensee or a licensee employee in a segregated, non-public area when the patron's immediate departure could be expected to pose a risk of bodily injury to the patron or any other individual.

That means that if you determine that a customer is impaired it is your responsibility to make certain that they have a safe ride home. While you wait with them for their ride, you must keep them supervised and away from the general public.

Talk with the manager about options for safe rides for your customers (taxis or buses) and where to wait with a customer.

## MINORS

Vermont law states 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 serve alcohol to a person under the age of 21 you can be charged criminally.

The law states that you personally can be held criminally responsible for serving to someone under the age of 21. There is also a regulation that states the business will be held responsible for serving someone under the age of 21 as well.

Regulation also states that you must card anyone who is of questionable age.



## SERVING A MINOR

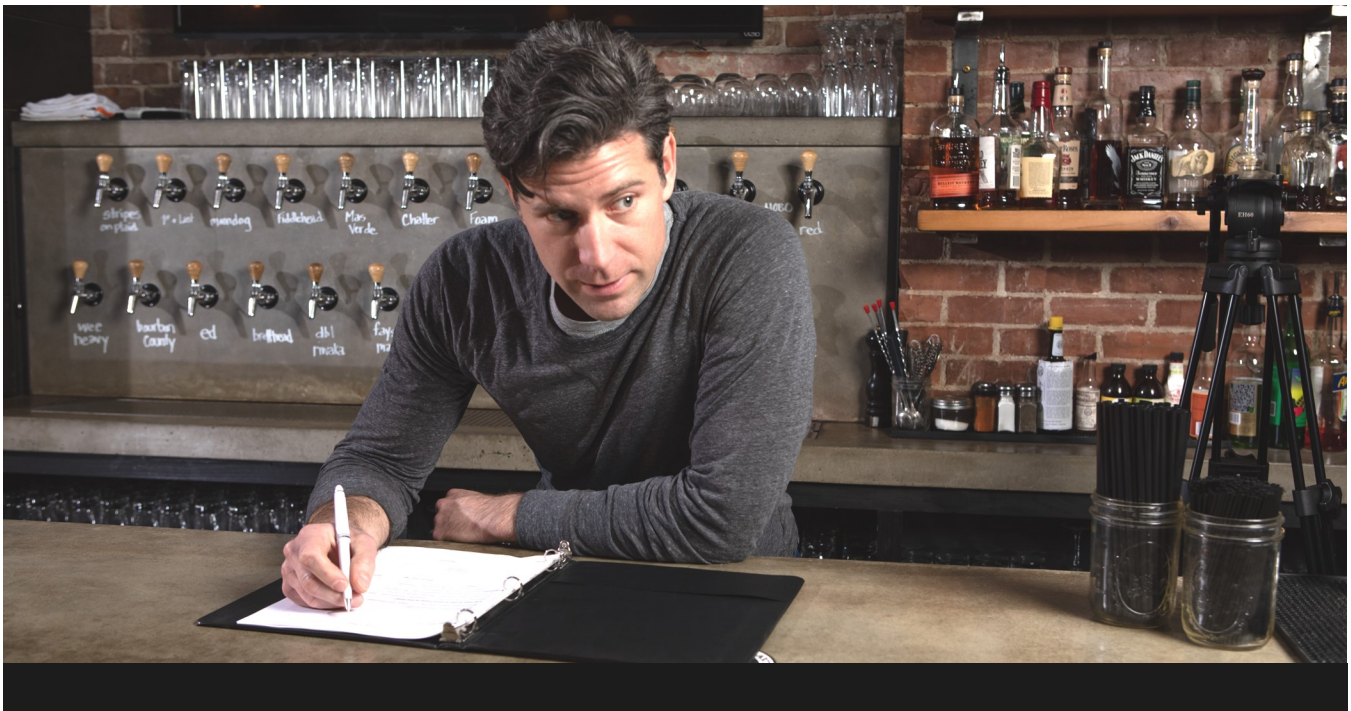
No one can sell or give alcohol to a person under 21 and no one can allow a person under 21 to drink alcohol.

The penalty for serving to a minor or enabling consumption by a minor is a fine of up to \$2,000 and up to 2 years in jail, or both.

In addition, if a person serves 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 to this minor.

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## **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 someone under the age of 21,
- Serve alcohol to a customer who is already under the influence of alcohol,
- Serve alcohol after legal hours,
- Serve alcohol to someone who would be under the influence as a result of the amount of alcohol that they were served,

and that person damages person, place or property, then the people affected can sue you, your manager, the owner and their partners. If you are doing your job, and following all of the liquor laws, you will not need to worry about being sued.

Those affected will have up to two years to file the lawsuit with the courts.

## **LOG BOOKS AND INCIDENT REPORTS**

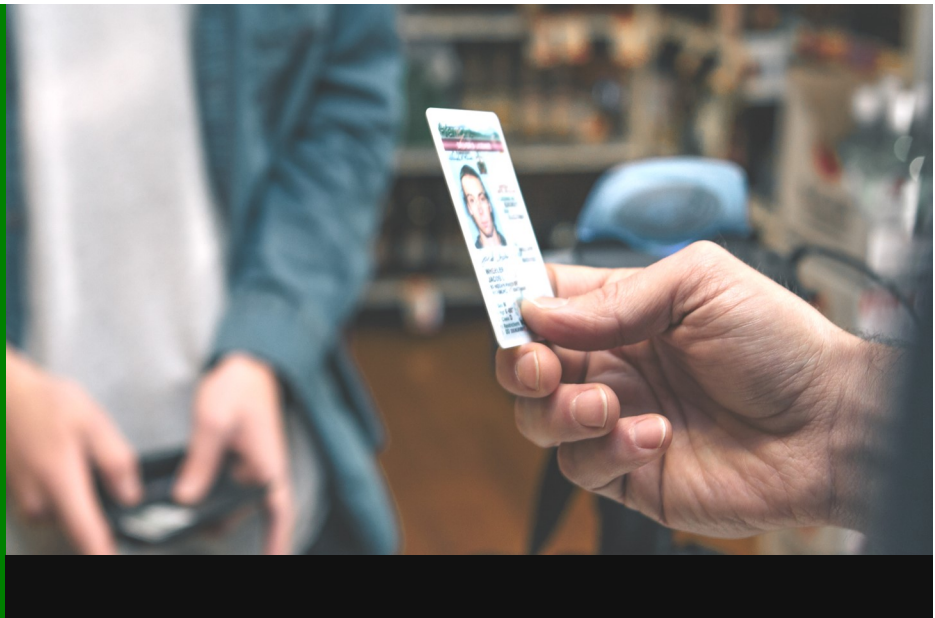
It is helpful to know and follow the liquor laws so you can avoid these types of problems. It may be a good idea for servers to keep a personal log of any unusual things that may happen. If something unusual happens when you are working you should write down what happened into a notebook for you to keep. The notes should include the name and/or description of the customer and a brief write-up of what happened. Dram shop lawsuits can be filed up to two years from the date of the incident. Because 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. It is important for the server to keep his or her own log so if you move on to another job later you can take it with you. The establishment is also encouraged to keep a log book.



## ACCEPTABLE FORMS OF ID

- Valid Photo  
Driver's License
- Valid Photo  
Non-Driver's ID
- Valid Photo  
Enhanced Driver's  
License issued by  
any State or Foreign  
Jurisdictions
- Valid US Military ID  
(any form)
- Valid Passport
- Valid Passport Card

TEMPORARY IDS ARE  
NOT ACCEPTABLE



## VERIFYING A CUSTOMER'S AGE

It is the law that you must ask for an ID if you think they are of questionable age. The ID must be a Valid, Photographic Acceptable form of ID. If they want to drink 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 make-up 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!**

Watch how the customer acts when you ask for their ID. Are they nervous or unsure? When you ask them questions about the information on the ID are they confident? If their behavior makes you suspicious refuse them.

If there is a question about the ID, call your local authorities and give them all the information on the ID. They can confirm it is valid and that all of 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.

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## HOW TO USE ID CHECKING TOOLS

In order to help you identify fake IDs, you can purchase tools like ID Checking Guides and UV lighted magnifiers. ID Checking guides should 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. Getting caught selling to minors can ruin a business's reputation, cause fines and penalties and increase risks for public safety.

By using these tools 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.

Most guides contain images of driver's licenses for all 50 states and the Canadian Provinces. Most also include images of Passports and Military IDs. That means you can find images of some of the acceptable forms of identification in the booklet. Please remember you can only accept a Valid Photographic Driver's License, a Valid Photo Non-Driver's ID, 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 a 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?

Taking the time and using the tools to check IDs properly may help you avoid making a costly mistake.

## COMPLIANCE CHECKS

The DLL conducts regular compliance checks to ensure that businesses are IDing customers for alcohol. By using minors age 16 through 20 years old to attempt to purchase alcohol, they are able to witness businesses verifying ages and refusing sales. Compliance minors will present their actual valid IDs. Refusing sales should be an easy demonstration of a business following the law.

**Please note that a number of changes have been made to this permit that begin July 1, 2024. These rule changes include what businesses are allowed to apply for these permits, how many you can receive per year, and the rules for charging for service.**

**These rules will sunset and revert to the original rules on July 1, 2026.**

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## APPLYING FOR THE PERMIT

You must apply for each permit no less than 5 business days in advance. Your town must approve your application before it moves to DLL and State fees are paid. Your event hours will be listed on this permit and alcohol is only served at your location during those hours.

- Home
- About Us
- \*\*\*Online Portal\*\*\*
- Board of Liquor & Lottery
- Compliance & Enforcement
- Education and Training**
- Seminars
- In-House Training
- Resources
- Posters and Publications**
- Archived Publications
- Laws and Regulations
- Licensing
- Public Information
- Careers
- Contact Us

## Posters and Publications

Below are mandatory posters, optional posters and other publications that may be helpful for your business. Click on the image to open the PDF to print. To request a printed copy be mailed to your business email [DLL.DLCEduTeam@vermont.gov](mailto:DLL.DLCEduTeam@vermont.gov).



**MANDATORY**  
 Must be displayed by all businesses serving alcohol



**MANDATORY**  
 Must be displayed by all businesses that hold a Tobacco License



**REGULATION UPDATES #4 2023**  
 Regulation Updates #4 2023



**MANDATORY**  
 Must be displayed at Retail Tasting Events



**MANDATORY**  
 Kegs must be logged on this form whenever a keg is purchased



**ALCOHOL AND TOBACCO STOPLIGHT POSTER**  
 Can help you determine if a person is old enough to purchase alcohol or tobacco



**ALCOHOL AND TOBACCO YEARS STICKER**  
 Can help you determine if a person is old enough to purchase alcohol or tobacco



**ACCEPTABLE IDS POSTER**  
 Reminds everyone which forms of ID are acceptable in Vermont



**EFFECTIVE CARDING POSTER**  
 6 steps for effective carding

Check out our website at [liquorcontrol.vermont.gov](http://liquorcontrol.vermont.gov) for the licensing portal and for all your education needs!

## Contact Us

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