



# Class B Licences

---

Class B licences are for the sale and consumption of liquor in premises that are open to people who have paid an entrance fee, purchased a ticket, or are otherwise entitled to use the facility.

## **Convention Centre Licence**

Issued for sale and consumption in a location designed and used for conventions, meetings, receptions, trade shows, conferences, or other functions.

## **Racetrack Licence**

Issued for sale and consumption in a location used primarily for horse racing regulated under the *Racing Commission Act*.

## **Recreational Facility Licence**

Issued for the sale and consumption in a location where members of the public engage in recreational activities such as bowling, racquetball, golf, curling, and billiards.

## **Sports Stadium Licence**

Issued for the sale and consumption in a location where the primary purpose is hosting sporting events such as baseball, hockey, football, and auto racing.

## **Theatre Licence**

Issued for the sale and consumption in a location where the public may watch a live theatrical or musical performance.

## **Public Conveyance Licence**

Issued for the sale and consumption of liquor in commercial aircraft, trains, limousines, buses, and water excursion craft licensed to operate in Alberta.

## **Goods and Services**

Issued to businesses that offer goods and services for sale to members of the public and the primary focus of the business is not the sale of food or beverages.

## **STEPS**

There are normally four steps involved in the licensing process for new premises. The time required to process an application varies among applications.

### **Preliminary Assessment**

Contact the Regulatory Services Division as early as possible to start your application.

Required information includes:

- Location
- Floor plan with kitchen equipment details (if applicable)
- Details of the applicant
- Food menu
- Application fee
- Current Criminal Record Check provided by RCMP or local police for all directors, shareholders and manager.

## Advertising of Application

All initial applications are posted on AGLC's website at [aglc.ca](http://aglc.ca) for 21 calendar days. If there are no objections to the application, you must submit any remaining documentation to complete the application.

If there is an objection to the application, you may apply to the Board for a hearing.

## Submission of Application and Documentation

If approved, other documents may also be required:

- In the case of a company, a copy of the Certificate of Incorporation and completion of a Particulars of Incorporation form
- A copy of the lease or title
- Approvals of any other regulatory agencies, including federal and municipal approval
- Annual licence fee

## Final Inspection and Issue of Licence

Once the application and construction (if applicable) has been completed, an AGLC Inspector will contact you. Inspectors ensure that the premises is completed as approved and will discuss the terms and conditions of the licence with you.

The Inspector typically issues an interim licence at the final inspection and the licence certificate will be sent to you soon after.

Liquor licences are not transferable. They become void if the premises are sold, leased, assigned or otherwise transferred to another individual or party.

Licensees that plan to purchase another existing licensed premises, must apply to AGLC once the licensee has accepted an offer to purchase or lease. AGLC requires approximately three weeks to review the application.

# OPERATING GUIDELINES

## Physical Requirements

- Liquor service areas must be suitably equipped for storing and dispensing liquor.
- Class B licensed premises must have public washrooms in accordance with the Alberta Building Code, unless otherwise approved.
- Recreational facilities and convention centres must have clearly defined, enclosed areas, and good quality furnishings.
- Theatre licences may be issued for the lobby and concourse areas.
- Sports stadium and racetrack licensees may sell liquor in the enclosed area of the stands on the concourse level or other approved areas. A stadium licence may be restricted by a municipal by-law.
- Adequate equipment must be maintained to provide food service.
- Single-use glassware, dishware and cutlery are acceptable.

## Food Service

Except for Theatres, Public Conveyance and, Goods and Services, Class B licensees must offer a selection of hot or cold food items suitable for a light meal or snack.

## Hours of Operation

Convention Centre	As set by AGLC
Racetrack	Two hours before post time until the end of the last race
Recreational Facility	10:00 a.m. – 2:00 a.m.
Sports Stadium	Two hours before start of the event until the end of the event, unless otherwise stated in the stadium by-laws
Theatre	10:00 a.m. – 2:00 a.m.
Public Conveyance	As set by AGLC
Goods and Services	10:00 a.m. – 2:00 a.m.

## Supervision and Control

As a licensee, you will be responsible for the proper supervision and control of your licensed facilities. To assist you in these areas, we conduct staff seminars. Contact a Regulatory Services Division office listed below to arrange for a seminar.



### ProServe Training

All staff at a licensed premises, excluding kitchen staff and bus persons, must complete AGLC ProServe training requirements.

All ProServe training must be completed within 30 days of their employment start date. Training is valid for five years. [smartprograms.aglc.ca](http://smartprograms.aglc.ca)

## MORE INFORMATION

View the Liquor Licensee Handbook at [aglc.ca](http://aglc.ca) or contact the nearest Regulatory Services Division office.

### REGULATORY SERVICES DIVISION OFFICES

**Head Office**

50 Corriveau Avenue

St. Albert, Alberta

T8N 3T5

Ph: 1-855-506-1066 ext. 2

**Calgary Office**

310, 6715 - 8 Street NE

Calgary, Alberta

T2E 7H7

Ph: 403-292-7300

**Red Deer Office**

3-7965 - 49 Avenue

Red Deer, Alberta

T4P 2V5

Ph: 403-314-2656

**Lethbridge Office**

655 Wt Hill Blvd South

Lethbridge, Alberta

T1J 1Y6

Ph: 403-331-6500

**Grande Prairie Office**

100-11039 78 Avenue

Grande Prairie, Alberta

T8W 2J7

Ph: 780-832-3000