

# **LIQUOR LICENCES**

& HOW TO GET ONE

***TYPES OF LICENCES***

***WHO CAN APPLY?***

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***WHAT OTHER IMPORTANT  
INFORMATION SHOULD  
I KNOW?***



# WHAT ARE THE MOST POPULAR TYPES OF LICENCES AVAILABLE?

## DINING ROOM LICENCE

- service of liquor only with a meal
- must have kitchen and dining facilities (tables/chairs)
- liquor service is permitted between 9:00 am and 2:00 am Monday to Saturday, and between 11:00 am and 2:00 am on Sunday
- annual licence fee - \$300

## COCKTAIL LOUNGE LICENCE

- may be issued to an operator that holds a dining room licence at the same location
- service of liquor is with or without a meal
- liquor service is permitted between 9:00 am and 2:00 am Monday to Saturday, and between 11:00 am and 2:00 am on Sunday
- annual licence fee - \$500

## BEVERAGE ROOM LICENCE

- may be issued to an operator of a hotel having a sufficient number of guest rooms, holding a certificate of hotel registration and a licensed dining room
- liquor service is permitted between 9:00 am and 2:00 am Monday to Saturday, and between 12:00 noon and 12:00 midnight on Sunday
- annual licence fee - \$500

## CABARET LICENCE

- may be issued to the operator of an establishment with kitchen and dining facilities
- **live entertainment must be provided each day of operation**
- service of liquor is with or without a meal
- liquor service is permitted between 9:00 am and 2:00 am Monday to Saturday, and between 12:00 noon and 12:00 midnight on Sunday
- annual licence fee - \$500

## SPORTS FACILITY LICENCE

- may be issued to the operator of an establishment which features golf, court sports, skiing, bowling, rink sports, field sports, billiards, or a simulated golf/baseball facility, or hunting/fishing lodges
- a kitchen and dining area must be provided, but the service of liquor is with or without a meal
- liquor service is permitted between 9:00 am and 2:00 am Monday to Saturday, and between 11:00 am and 2:00 am on Sunday **provided the sports activity for which the premises is licensed is taking place**
- annual licence fee - \$300

## PRIVATE CLUB LICENCE

- may be issued to a non-profit corporation operating a private facility for a Veterans' association, a sports, or a fraternal organization
- only members and their invited guests may enter
- service of liquor is with or without a meal
- liquor service is permitted between 9:00 am and 2:00 am Monday to Saturday. Sunday service hours vary dependent upon the type of club
- annual licence fee - \$300

## RETAIL LICENCE

- may be issued to the operator of a beer vendor, brewer's retail store, wine manufacturer's retail store, distiller's retail store or sacramental wine vendor
- the most common, a beer vendor, must be part of a hotel having a sufficient number of guest rooms, holding a certificate of hotel registration
- the licence is for off-premises sales only
- off-premises sales are permitted between 9:00 am and 2:30 am Monday to Saturday, and between 12:00 noon and 12:00 midnight on Sunday
- annual licence fee - \$500

## SPECTATOR ACTIVITIES LICENCE

- may be issued to the operator of an establishment constructed for the purpose of holding theatrical or musical arts, spectator sports events, conventions, exhibitions, or fairs
- service of liquor is with or without a meal
- liquor service is permitted between 9:00 am to 2:00 am Monday to Saturday, and between 11:00 am and 2:00 am on Sunday, **provided a live event for which the premises is licensed is taking place**
- annual licence fee - \$500

## SEATING CAPACITIES

- all licensed areas are rated at 12 square feet per person
- minimum capacity for which any licence will be issued is 15 persons, with the exception of a cabaret licence which must have a minimum capacity of 200 persons
- maximum capacity of a cocktail lounge cannot exceed the maximum capacity of the main licensed dining room
- patio areas may be included under licence, subject to certain conditions

## FOOD TO LIQUOR RATIO

- dining room or dining room/cocktail lounge operators must maintain a minimum 40/60 food to liquor ratio with respect to total food and liquor sales
- cabaret licensees must maintain a minimum 10/90 food to liquor ratio with respect to total food and liquor sales

## WHO CAN APPLY?

- a person who is 18 years of age or older and a Canadian citizen or a permanent resident in Canada
- a partnership authorized to do business in Manitoba whose partners are 18 years of age or older and Canadian citizens or permanent residents in Canada
- a corporation authorized to do business in Manitoba
- a government agency or department

## WHERE CAN I APPLY?

MLCC

Licensing

1555 Buffalo Place

P. O. Box 1023

Winnipeg, MB R3C 2X1

Licensing Advisor:(204) 474-5630

Licensing Clerk: (204) 474-5606

## HOW DO I APPLY?

Start by writing to Licensing, to advise:

- the type of licence you are interested in obtaining
- the name and location of premises
- how many people are involved in the operation
- a contact person's name and address

You will receive a notice of intention and personal history report forms. Once you have completed and returned these forms to Licensing, a Licensing Advisor or Inspector will arrange to meet with you at the premises. Applicants for beverage room, cabaret, cocktail lounge and/or spectator activities licences are required to submit a detailed security plan with their notice of intention.

The Licensing Advisor or Inspector will prepare a report on the premises and, if favourable, an application for licence, directives on public advertising, and other required supporting documentation will be forwarded to you.

Once your application, supporting documents and application fee of \$500 have been received, you will be scheduled for the next Licensing Board meeting.

The Licensing Board meets every four weeks to consider new applications. Most applicants are not required to personally appear before the Board unless there are objections to the application or concerns with the character of the applicant or the proposed operation.

The Licensing Board's decision will be given, in writing, within five days of the decision being reached. At this time you will be advised of any other required documents and the appropriate licence fee, which are required before your licence can be issued.

## PUBLIC ADVERTISING

If a premises has never been licensed, or has not been licensed within the past year, advertising notices must be placed in the *Manitoba Gazette* and a local newspaper. Notice posters must also be erected at the site of the proposed licensed premises to advise the public of the application for licence. Licensing staff will provide you with a directive on advertising, the advertising notice forms and notice posters when the application package is forwarded.

## OBJECTIONS ?

Should an objection against granting of the licence be received by the MLCC, the objector(s) will be notified of the date and time of the hearing, and will be given the opportunity to be heard by the Licensing Board at the public meeting. The objector(s) will also be notified of the Board's decision in writing.

## APPROVAL OF A LICENCE

Following Licensing Board approval, and prior to the licence being issued, Inspection Services will conduct a final inspection to ensure all standards have been satisfactorily met. Other government regulatory agencies responsible for fire, health and building matters, will each conduct a similar inspection.

When all conditions of licence approval have been met and the licence fee is paid, the MLCC will issue the licence.

## WHAT OTHER IMPORTANT INFORMATION SHOULD I KNOW?

You are encouraged at this time to contact the local zoning authority to ensure the property is properly zoned, and that community committee approval has been given for the intended use. A liquor licence cannot be issued by the MLCC without the prior approval of all government departments, including zoning, building code, health and fire. In Winnipeg contact the Planning Property and Development Department, 31 - 30 Fort Street, 986-5140; in rural Manitoba contact your municipal offices for guidance.

## WHAT SHOULD I KNOW ABOUT PURCHASING AN EXISTING LICENSED PREMISES?

The same basic procedures are followed except for advertising of the application. You can start the application process by submitting a signed copy of the offer to purchase. Upon receipt of it, Licensing will send you an application and information regarding supporting documents required to be submitted with your application.

## WHAT EDUCATIONAL PROGRAMS ARE AVAILABLE?

### LICENSING SEMINAR

This seminar is provided free of charge by the MLCC. Each applicant is given an opportunity to attend the seminar, which provides information on ordering procedures, accounting, product selection, etc.

### IT'S GOOD BUSINESS

#### **A responsible service and safety program for licensed establishments**

This is a course that all new active owner(s)/manager(s) must successfully complete **prior to the issue of licence**. In addition, all servers and security must successfully complete the course in accordance with MLCC guidelines. The cost for the management session is \$63 per person and \$31.50 per person for staff sessions.

The *It's Good Business* program was developed in conjunction with the Manitoba Tourism Education Council (MTEC), Manitoba Hotel Association, Manitoba Restaurant & Foodservices Association and the MLCC. This course is essential in helping licensees understand the current legal environment and its effect on their liability with respect to serving alcohol. The course is facilitated by MTEC and you can obtain more details by contacting them at

115 - 1821 Wellington Avenue,  
Winnipeg, MB R3H 0G4  
phone: (204) 957-7437  
fax: (204) 956-1700  
(toll free within Manitoba 1-800-820-6832)  
e-mail: [igb@mtec.mb.ca](mailto:igb@mtec.mb.ca)  
web site: [www.mtec.mb.ca](http://www.mtec.mb.ca)

## **DESIGNATED DRIVER PROGRAM**

The Designated Driver Program was developed by the Manitoba Hotel Association, Manitoba Restaurant & Foodservices Association, Manitoba Public Insurance, Addictions Foundation of Manitoba and the MLCC. This program for licensed establishments, encourages a group of customers to identify a person who will not drink any alcohol prior to or during the outing and who will take responsibility for ensuring that other members of the group arrive home safely.

For further information on the program, contact the Manitoba Hotel Association at 942-0671, the Manitoba Restaurant & Foodservices Association at 783-9955, or the MLCC at 474-5585.

*PLEASE DRINK RESPONSIBLY -  
MODERATION TASTES SO MUCH BETTER*



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