



Class C Licences

Class C licences are for the sale and consumption of liquor in premises restricted to members or other specific individuals, and include: clubs, canteens, institutions and travellers' lounges.

Club

Issued for private members-only events to non-profit organizations.

Canteens

Issued to the Canadian Forces, a police service, or a federal or provincial correctional training authority. Admittance is restricted to members and guests authorized by the senior officer in charge of the facility.

Institutions

Issued to a post-secondary educational institution with the consent of the Board of Governors or other authority that directs the operation of the institution. This class of licence may also be issued to a residential institution such as a hospital, sanatorium, nursing home or residential facility for adults.

Travellers' Lounges

Issued for a room in a public conveyance terminal restricted to passengers waiting to board the public conveyance. This licence can only be issued to a company that operates a public conveyance, such as an airline or bus line.

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 – except for seniors' facilities

Advertising of Application

All initial applications are posted on AGLC's website at aglc.ca for 7 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:

- A copy of the Certificate of Incorporation and completion of a Particulars of Incorporation form for a company
- A copy of the Certificate of Registration or Incorporation, membership list, and a copy of the constitution and by-laws for a society
- Title or lease agreement
- Approvals of any other regulatory agencies
- Annual licence fee of \$200 per licence, except for a senior citizens residence. The licence fee for a senior citizens residence is \$25 annually

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

- Licensed areas are clearly defined, normally with full height walls.
- Interior finishes should be of good quality.
- Furnishings should be of good quality.
- Washrooms for the exclusive use by members and guests. Liquor service areas should be suitably equipped for dispensing liquor, including related storage facilities.
- Equipment adequate to provide food service satisfactory to the Board must be available.
- Single-use glassware, dishware and cutlery are acceptable.

Food Service

Class C licensees must offer for patron consumption a selection of light snack foods, such as potato chips, nuts or other preserved snacks.

Hours of Operation

Class C licences, except those issued for a canteen, permit the sale of liquor from 10:00 a.m. to 2:00 a.m. Class C (Canteen) licensing hours are at the discretion of the senior officer in charge of the facility.

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.

MORE INFORMATION

View the Liquor Licensee Handbook at aglc.ca or contact the nearest Regulatory Services Division office.

Head Office 50 Corriveau Avenue St. Albert, Alberta T8N 3T5 liquorapplications@aglc.ca 1-855-506-1066 ext. 2 (toll-free)	Calgary Office 310, 6715 - 8 Street NE Calgary, Alberta T2E 7H7 liquorapplications.calgary@aglc.ca Ph: 403-292-7300	Red Deer Office 3-7965 - 49 Avenue Red Deer, Alberta T4P 2V5 liquorapplications.rd@aglc.ca Ph: 403-314-2656	Lethbridge Office 655 Wt Hill Blvd South Lethbridge, Alberta T1J 1Y6 liquorapplications.leth@aglc.ca Ph: 403-331-6500	Grande Prairie Office 100-11039 78 Avenue Grande Prairie, Alberta T8W 2J7 liquorapplications.gp@aglc.ca Ph: 780-832-3000
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