

Bar Establishment (Fraternal & Equity) Annual Audit:

1. Menu:

- 1.1. A variety of food prepared on-premise and available at all times when alcohol is sold, offered for sale, furnished, or consumed on the licensed premises ([32B-6-405 \(1\)\(a\)\(ii\)](#), [32B-6-406\(6\)](#))
- 1.2. Alcohol menu with price ([32B-6-406\(8\)](#))
 - 1.2.1. Including shot prices
- 1.3. A printed menu listing the types and brand names of any primary alcoholic beverages dispensed through the calibrated metered device. The list must be prominently displayed to patrons, either separately or as part of the food and beverage menu." ([32B-6-406\(8\)](#))
- 1.4. Review the cocktail menu to verify secondary flavoring ingredient is different in type, flavor, or brand from the primary spirituous liquor in the beverage. ([32B-1-102\(114\)](#))

2. Record Keeping Documents:

- 2.1. DABS Liquor & Wine Store/Package Agency receipts for the last three months ([32B-5-302](#), [32B-5-303\(1\)](#)) *Must be kept and maintained for at least 3 years*
- 2.2. Wholesale beer purchase receipts for the last three months ([32B-5-302](#), [32B-6-406\(3\)](#)) *Must be kept and maintained for at least 3 years*
- 2.3. Dispensing records must be kept and matched daily to the sales records of all primary liquor beverages sold. Spills, miss-clicks, returned beverages, etc. must all be accounted for on a dispensing record. (These records must be kept and maintained for at least 3 years). ([32B-5-302](#))

3. Ownership & Management:

- 3.1. Ownership matches current records ([32B-18-204](#))
- 3.2. Management staff matches current records. Management is defined as "an individual who supervises the furnishing of an alcoholic product to another, regardless of the title that the person holds." ([R82-1-102\(8\)](#))
- 3.3. Management staff background checks are completed and on file. ([32B-1-305\(2\)](#))

4. Employees & Manager Information:

- 4.1. Available records/expiration dates with copies of server training certificates for servers and managers. Training must be completed before starting the position. ([32B-1-702\(1\)](#), [26B-5-205](#))
- 4.2. DABS management training is current. Training must be completed within 30 days of starting the position. ([32B-1-704\(4\)](#))
- 4.3. Servers are wearing a unique identification badge showing the employee's first name, initials, or a number assigned by the employer and must be worn above the waist. ([R82-5-107\(3\)](#))
- 4.4. Each manager who directly supervises employees who sell, dispense, or provide alcoholic beverages wears a unique identification badge. ([R82-5-107\(4\)](#))
- 4.5. Record available of all employee badges assigned including the employee's full name, address, and driver's license or similar identification number. ([R82-5-107\(5\)](#))

5. Local Licensing, Insurance, and Bond

- 5.1. Provide ACORD liability certificate showing liquor liability coverage of \$1 million for each occurrence and \$2 million in the aggregate. ([32B-5-201\(2\)\(i\)](#), [32B-5-201\(2\)\(j\)](#))
- 5.2. Provide evidence that a \$10,000 bond is current. ([32B-5-204](#))

- 5.3. City or County business licenses are posted in a prominent place.
- 5.4. Need a current printout from the Dept of Commerce showing the entity is active.
- 5.5. DABS license posted in a prominent place ([32B-5-301\(3\)\(a\)](#))
- 5.6. Provide a copy of the responsible alcohol service plan (RASP) ([R82-3-107](#))
- 5.7. Equity & Fraternal
 - 5.7.1. Minutes
 - 5.7.2. Bylaws include the following standards of eligibility for members:
 - 5.7.2.1. Limitation of members, consistent with the nature and purpose of the licensee
 - 5.7.2.2. The period for which dues are paid and the date when it expires
 - 5.7.2.3. Provisions for removing a membership for the nonpayment of dues or other cause
 - 5.7.2.4. Provisions for guests
 - 5.7.2.5. Application fees and monthly membership dues in amounts determined by the club
- 5.8. Equity club member list which includes the following:
 - 5.8.1. The date of application of a proposed member
 - 5.8.2. A member's address
 - 5.8.3. The date the governing body approved a member's admission
 - 5.8.4. The date the initiation fees and dues are assessed and paid
 - 5.8.5. The serial number of the membership card issued to a member
 - 5.8.6. When a member is removed or resigns

6. Floorplan:

6.1. Current and on file

6.1.1. Floorplan changes must be approved by the DABS ([32B-5-303\(2\)\(3\)](#))

6.2. Review dispensing structures

6.2.1. Verify all dispensing structures have been approved and are on the floor plan

6.2.2. Verify no table service or bottle service occurs at patron tables

6.3. Alcohol is stored in a designated place approved by DABS on the initial application floor plan ([32B-5-303\(3\)](#))

6.4. Liquor, wine, and heavy beer storage must remain locked at all times when alcohol sales are not permitted (a period that begins at 1:00 a.m. and ends at 9:59 a.m.). ([32B-5-303\(4\)](#), [32B-6-406\(4\)](#))

6.5. Review Equity & Fraternal bar or lounge areas.

7. Dispensing Records/Metered Dispensing System Information

7.1. The primary liquor in a mixed drink may be dispensed from any size bottle, but only in quantities not to exceed 1.5 ounces through a department-approved calibrated metered dispensing system or device. ([R82-5-104\(4\)](#))

7.2. The total amount of spirituous liquor in a beverage (including both the primary liquor and any secondary flavorings) may not exceed 2.5 ounces of spirituous alcohol. ([R82-5-104\(4\)](#))

7.3. Ensure accuracy in measured pours from all metering devices on the premises. ([R82-5-104\(8\)\(a\)](#))

7.4. Liquor stored and used as flavorings must be clearly labeled "flavoring." Although not metered they must be measured. ([R82-5-104\(4\)](#))

8. Scanner Information:

8.1. Available and not a personal device

8.2. Meets all requirements of [R82-4-101](#)

8.2.1. The date and time are correct on the scanning device and subsequent logs.

8.3. Must be able to read, print, or download the data in the ID scanner(s), and seven-day retention schedule followed ([R82-4-101\(3\)](#))

8.4. Manual log available for unscannable IDs with seven-day retention schedule followed. ([R82-4-101\(3\)\(b\)](#))

9. Required Signage:

9.1. A warning sign is displayed, in good shape, containing two messages, each of which must be in a different font. It may be used as-is or custom-made, but the size of the sign and the size of the fonts may not be any smaller than the template. It has to be easily readable and posted in a prominent place. ([32B-5-301\(3\)](#))

9.1.1. The warning sign must read: "WARNING. Drinking alcoholic beverages during pregnancy can cause birth defects and permanent brain damage for the child." A statement in smaller font that reads: "Call the Utah Department of Health at [insert most current toll-free number] with questions or for more information." "WARNING. Driving under the influence of alcohol or drugs is a serious crime that is prosecuted aggressively in Utah." ([32B-5-301\(3\)\(b\)](#))