

Hospitality Amenity Annual Audit:

1. Menu

1.1. Alcohol menu with prices ([R82-5-108\(2\)](#))

1.1.1. Including shot prices

1.2. Food menu with prices

2. Record Keeping Documents:

2.1. DABS Liquor & Wine Store/Package Agency receipts for the last three months ([32B-5-302](#), [32B-5-303\(1\)](#))

2.2. Wholesale beer purchase receipts for the last three months ([32B-5-302](#), [32B-5-303\(2\)](#)) *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-5-304\(1\)](#))

2.4. A hospitality amenity licensee must create a daily record with the following information ([R82-6-1005\(4\)](#))

2.4.1. The name of each hospitality guest who has paid for a room at the hotel, which includes money, hotel points, etc.

2.4.2. The total number of hospitality guests

2.4.3. The room number of each hospitality guest

2.4.4. The arrival and departure dates of each hospitality guest

2.4.5. The amount of alcohol, wine, or heavy beer sold, served, or furnished to each hospitality guest

2.5. Provide a list of all discounted or free products

- 2.5.1. Prior to offering an alcoholic product for free or at a discounted price, a licensee of a hospitality amenity must give the department advance notice of the event. Licensees may provide a single notice for a recurring event or multiple events. ([32B-6-1005.6\)\(a\)\(b\)](#))

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 directly supervises employees who sell, dispense, or provide alcoholic beverages wearing 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\(2\)\(i\)](#))
- 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 current printout from Dept of Commerce showing 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](#))

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. Liquor must be served in an enclosed area, as shown on the floorplan, that can only be accessed by a key or a code.
- 6.3. Wine, Heavy Beer, & Beer must be served in an approved area on the floorplan, separated from the public by a permanent or temporary barrier.
- 6.4. Alcohol is stored in a designated place approved by DABS on the initial application floor plan ([32B-5-303\(3\)](#))
- 6.5. Liquor, wine, and heavy beer storage must remain locked at all times when alcohol sales are not permitted (a period that begins at 2:00 a.m. and ends at 10:00 a.m.). ([32B-5-303\(4\)](#))

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. Required Signage:

- 8.1. Must display, in a conspicuous place at the entrance of their premises, a sign 8-1/2 inches long and 11 inches wide, which clearly states that entry is limited to individuals who are hospitality guests. ([32B-6-1005\(9\)](#))
- 8.2. 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\(3\)](#))
 - 8.2.1. 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\(3\)\(b\)](#))