

**TO: ALBERTA GAMING, LIQUOR AND CANNABIS (AGLC)**

1. The licensee named below (hereinafter referred to as the “licensee”) acknowledges its legal obligations under:
  - a) the *Gaming, Liquor and Cannabis Act (GLCA)*, specifically (but not limited to) Sections 66(2), and 67(2);
  - b) the *Gaming, Liquor and Cannabis Regulation (GLCR)*, specifically (but not limited to) Sections 80-85; and
  - c) the Licensee Handbook, and where applicable, Retail Liquor Store Handbook and General Merchandise Liquor Store Operating Guidelines.
2. The licensee acknowledges responsibility for ensuring that all staff employed by the licensee are aware of the requirements contained in this Acknowledgement and Undertaking and Appendices A and B.
3. Only liquor authorized by AGLC may be present in a licensed premises. A licensee who sells or possesses in his licensed premises liquor NOT authorized by AGLC will face disciplinary action and may also face prosecution.
4. The licensee acknowledges that all business conducted under a Class D Retail Liquor Store licence will be operated separately from any commonly owned or affiliated businesses as outlined in Section 3.1.1 of the Retail Liquor Store Handbook.
5. The licensee acknowledges that it is contrary to the GLCA, GLCR, and AGLC policy guidelines for a licensee or licensee staff to receive inducements (“benefits”) from a liquor supplier or liquor agency, to carry the liquor supplier or liquor agency’s product, give product exclusivity to the liquor supplier or liquor agency, or give preferential shelf position (in the case of Class D licensees).

Inducements include: money, free liquor, volume discounts, paid vacations, furniture, equipment, services (such as painting or decorating), items considered essential to the licensee’s operation, staff incentives, paid entertainment, paid advertising, or any other thing prohibited under the GLCA, GLCR, or AGLC policy.
6. The licensee acknowledges that failure to follow the requirements of the GLCA, GLCR, and AGLC policy (includes handbooks and operating guidelines) may result in prosecution under the GLCA or other legislation, or appearance before the Board of AGLC.
7. This Acknowledgement and Undertaking is being made to AGLC to ensure that the requirements of the GLCA, the GLCR, and AGLC policy governing prohibited relationships between liquor suppliers or liquor agencies and licensees are fully supported by both retailers and the hospitality industry.
8. The licensee undertakes to advise AGLC each time a liquor supplier or liquor agency offers an inducement to the licensee, or to an employee of the licensee.

\_\_\_\_\_  
Licensee Signature

\_\_\_\_\_  
(Please Print Name)

\_\_\_\_\_  
Name of Licensed Premises

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Location (City, Town, Village)

Public

The following describes monetary (or monetary value) inducements which liquor agencies or employees of liquor agencies, are prohibited from providing to licensees.

1. Payments, rebates or credits of any monetary value to licensees.
2. Deposits into licensee accounts in any direct or indirect manner.
3. Any liquor products other than nominal liquor product samples permitted under policy guidelines, "Product Promotions in Licensed Premises".
4. Interior decorating (e.g. painting, draperies, carpeting) and renovations or maintenance to the licensed premises or other property owned, rented, or leased by a licensee or anyone directly or indirectly involved with the licensee in a business relationship.
5. Furniture, equipment, signs, fixtures, or decorations normally required in the operation of a licensed premises.
6. All forms of entertainment (musical and other) that would normally be paid for by the licensee.
7. Refrigeration or dispensing equipment.
8. Underwriting licensees' expenses, either directly or indirectly, for any travel, whether or not it is for business purposes, a vacation, or a combination of both.
9. Seasons tickets to sporting or other events.
10. Full menu printing.

This is a summary only. A relationship between a liquor agency and licensee, or any product promotion, must comply with the GLCA, GLCR, or policy guidelines.

Any product promotion not specifically permitted is prohibited. For further information, contact the Regulatory Services Division, AGLC:

St. Albert Office	780-447-8600	Lethbridge Office	403-331-6500
Calgary Office	403-292-7300	Red Deer Office	403-314-2656
Grande Prairie Office	780-832-3000		

References: *Gaming, Liquor and Cannabis Act*, Sections 62, 66 and 67  
*Gaming, Liquor and Cannabis Regulation*, Sections 72-74, 80-85 and 87

**Please retain Appendix A and Appendix B for your records.**

The following are allowable product promotions or services which liquor agencies may provide to licensees. These are permitted under the *Gaming, Liquor and Cannabis Act (GLCA)*, *Gaming, Liquor and Cannabis Regulation (GLCR)* or the policy guidelines titled "Product Promotions".

1. Liquor product samples as allowed under policy guidelines, "Product Promotions".
2. Non-essential merchandise which includes product brand or corporate name.

Examples:

Aprons for staff	Flags, pennants, banners	Quick pourers (speed spouts)
Ashtrays	Hats for staff	Serviettes/napkins
Bar towels	Inflatables	Serving trays
Bottle openers	Lapel pins	Signs (not identifying the licensee)
Change trays/tab trays	Menu clips	Special schedules on display for patrons
Champagne corks	Mirrors/clocks	T-shirts
Coasters	Patio umbrellas	Tent cards
Corkscrews	Place mats	Sweatshirts
Draught tap handles	Plastic glasses	Swizzle sticks
Drip mats	Posters	

3. Other non-essential items sold to licensee at or above wholesale cost.

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