

State of Louisiana  
Office of Alcohol and Tobacco Control

Jeff Landry  
GOVERNOR



Jarrod Coniglio  
SECRETARY

CHAD M. BROWN  
ATC COMMISSIONER

**TIPS TO PREVENT UNDERAGE ALCOHOL SALES**

The Louisiana Office of Alcohol & Tobacco Control (ATC) would like to offer the following recommendations to ensure that all alcohol is served responsibly and contribute to the success of your event.

**DRIVER'S LICENSES**

- 1) Instruct staff and volunteers on the difference between vertical & horizontal driver's licenses.
- 2) Vertical driver's licenses are only issued to persons under the age of 21.
- 3) Display the enclosed **VERTICAL DRIVER'S LICENSE HANDOUT** at each point of sale as a helpful resource.

**RESPONSIBLE VENDER CERTIFICATION CARD**

1. TYPE C SPECIAL EVENTS are required to have all servers complete a Responsible Vendor Certification course prior to event.
  2. TYPE A and TYPE B EVENTS are highly recommended to have all volunteers working in beverage operations complete a Responsible Vendor training course.
  3. For a list of available courses, please visit our website at [www.atc.la.gov](http://www.atc.la.gov). Online classes are now available and are a convenient option!
- ❖ Request an educational course taught by one of our ATC agents. We are happy to arrange for an agent to conduct a responsible serving training course for your staff and volunteers prior to the event, at a location convenient to you.
  - ❖ To request an educational training course, please contact Tabatha Matthews at (225)-925-7293 or [Tabatha.Matthews@atc.la.gov](mailto:Tabatha.Matthews@atc.la.gov) for additional information

**ADDITIONAL TIPS**

1. Utilize precautionary measures such as colored bracelets, hand stamps, and other identifiers to designate those persons who are of legal age to consume alcohol.
2. Remind staff and volunteers not to rely solely on these identifiers.
3. When in doubt always request identification from the purchaser.
4. Equip staff and volunteers with the appropriate tools such as proper lighting to check identification, electronic ID scanners, and a procedure for denying a sale to an underage person.

ATC thanks you for your continued cooperation and is proud to partner with responsible business operators such as yourself as we strive to eliminate underage drinking in our individual communities and throughout the State. Should you have any questions, please do not hesitate to contact us at 225-925-4041 or visit our website at [www.atc.la.gov](http://www.atc.la.gov).

State of Louisiana  
Office of Alcohol and Tobacco Control



Jeff Landry  
GOVERNOR

Jarrod Coniglio  
SECRETARY

CHAD M. BROWN  
ATC COMMISSIONER

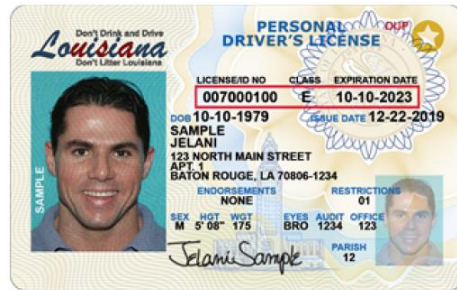
**TIPS TO PREVENT UNDERAGE ALCOHOL SALES**  
What Form of Identification is NOT Acceptable?

UNDER 21

OVER 21



Look here to see when the person will be the appropriate age to purchase alcohol or tobacco products!



Identification policies should be established to decrease the chance that a minor will be served alcohol or tobacco. These policies should include:

- Refusing to sell to persons without valid ID
- Following set procedure when checking each ID
- Checking the expiration date of the ID
- Checking the birth date
- Checking the date the ID was issued
- Checking the photo or resemblance to the buyer
- Checking the ID of everyone at the bar or counter to ensure compliance with the age restrictions

State of Louisiana  
Office of Alcohol and Tobacco Control



PROHIBITED ACTS  
NO PERSON SHALL DO ANY OF THE FOLLOWING:

- Sell alcohol beverages to a person under the age of twenty-one (21). A vertical identity or drivers' license likely means the patron is UNDER 21.

**NOTICE**

ALL PATRONS MUST BE  
OVER 21 YEARS OF AGE  
WITH VALID PHOTO ID.

- Sell tobacco product to person under the age of twenty-one (21).
- Allow anyone under eighteen (18) into a bar or business licensed as a Class A-General (AG).

- Permit or allow solicitation of prostitution
- Allow any disturbances or obscenity.



- Employ "B-Girls" or B-Drinking"

- Employ anyone under eighteen (18) who will be involved in the sale of alcohol at an on premise location.

- Permit the playing of pool or billiards by anyone under eighteen (18), unless the playing area is separate and distinct from where alcohol is dispensed.

- Conduct or permit illegal gambling at the licensed premise.



- Fail to keep the premises clean and sanitary.

- Illegally sell, offer for sale, possess, or permit the consumption of any kind of controlled dangerous substances or illegal products.



***THIS POSTER MUST BE POSTED IN PLAIN VIEW***

PHONE: (225) 925-4041 WEBSITE: WWW.ATC.LA.GOV

**State of Louisiana**  
**Office of Alcohol and Tobacco Control**



Jeff Landry  
GOVERNOR

Jarrod Coniglio  
SECRETARY

CHAD M. BROWN  
ATC COMMISSIONER

**TIPS TO PREVENT UNDERAGE ALCOHOL SALES**

When the holder of a special event permit of any type calls upon an industry member to service an event, the industry member must charge the permit holder for all equipment used and services rendered in an amount at least equal to that listed as follows:

1. **labor**—at a rate equal to that required as a minimum wage under the Federal Wage and Hour Law;
2. **self contained electric units** in which the beer container is refrigerated within the unit—\$25 per day;
3. **electric unit** in which the beer container sits outside the cooling unit—\$25 per day;
4. **picnic pumps**—\$10 per day or may be sold to the permit holder in accordance with Subsection j below;
5. **tubs**—\$10 per day or may be sold to the permit holder in accordance with subsection j. below;
6. **cold plates**—\$25 per day;
7. **trucks** designed to handle packaged beer without refrigeration—\$30 per day;
8. **refrigerated trucks or mobile units** such as trailers or other vehicles designed to handle package or draught beer—\$100 per day;
9. **cups, ice, additional CO2 gas, gas picnic pumps, tubs and similar supplies and equipment**—cost to industry member;
10. **Alcoholic beverages**—at the price available to all other retail dealers in alcoholic beverage.
11. **stages**, including labor to erect—\$200 per day; and
12. **tents**, including labor to erect:
  - ❖ 12' x 12' or smaller—\$30 per day;
  - ❖ larger than 12' x' 12'—\$50 per day.

Equipment such as that listed above may not be furnished to regular licensed retail dealers unless the dealer acquires a temporary special event permit. Equipment may not be provided by a wholesaler for functions.

DIFFERENCES BETWEEN TYPE OF SPECIAL EVENT PERMITS						
	Accept Alcohol Donations	Accept Cash Donations	Accept Sponsorship	Outside Signage	Industry Pricing*	RV Certified Employees
<b>TYPE A</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>Recommended</b>
<b>TYPE B</b>	<b>Prohibited</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>Recommended</b>
<b>TYPE C</b>	<b>Prohibited</b>	<b>Prohibited</b>	<b>Limited*</b>	<b>NO*</b>	<b>YES</b>	<b>YES</b>