



Victorian Commission for Gambling and Liquor Regulation

Liquor licensing information sheet **Booths or Point/s of Sale**

Temporary booths are a common fixture you'll see at local sporting matches. If your club is thinking about setting one up or already has one, these Q&As will reinforce the good work you're already doing or help steer your club in the right direction about the laws and requirements you need to meet.

Q: What is a booth?

A: A booth is a temporary setup where sporting clubs can serve liquor to patrons at different locations around the field during the game. Also known as Point/s of Sale, sporting clubs must apply for, or have the right licence in order to supply liquor off-premises.

Q: If a sporting club already has a full club licence, does that cover booths?

A: No. Sporting clubs must hold a [renewable limited club licence](#) or [temporary limited licence](#), that specifies that they can supply liquor from a Booth or Point/s of Sale as a condition on their licence.

A [full club licence](#) only permits the supply of liquor to occur on the licensed premises and the only patrons who are permitted to drink this liquor off the licensed premises are members.

Q: To ensure a renewable limited or temporary licence is granted, what are some handy tips to know when applying?

A: So that your sporting club fills out the relevant application form correctly, the body responsible for the supply of liquor (i.e. the body that purchases, sells and receives the profit from the liquor) should be listed as the licensee. In most cases the licensee is the club, the licence cannot be in a nominee's name. If the wrong person or body is listed, this could hold up your application from being approved by the Victorian Commission for Gambling and Liquor Regulation (VCGLR).

Q: What considerations will be factored in by the Commission before they grant a temporary licence?

A: When processing an application, the VCGLR will consider the following:

- club's location
- club's compliance history
- nature of the event (e.g. finals)
- controls on the supply of liquor (e.g. CCTV, crowd controllers)
- expected crowd attendance and venue management plans.

The VCGLR may apply special conditions on your club's licence.

Q: What are common licence conditions?

A: Frequently, in 85 to 90 per cent of the cases, licensees are granted licences with the same or similar conditions relating to the following:

- period of licence (e.g. April to September)
- restrictions on supply of liquor (e.g. only two cans or plastic cups of spirit-based drinks per person opened at the point of sale)
- delivery of liquor (e.g. minors)
- trading hours
- amenity
- club requirements.

Q: How many booths does a renewable limited or temporary licence cover?

A: As long as your club has the right licence, you can set up as many booths as you like around the field and you do not need a red-line plan for those booths.

Q: Do staff at booths need RSA training?

A: Carefully review the conditions on your club's licence to ensure you are compliant. For best practice, the VCGLR recommends that all staff serving liquor at licensed booths have successfully completed their [Responsible Service of Alcohol \(RSA\)](#) course within the last three years. Staff should also be reminded of the [RSA principles](#) which outline their obligations and what they should do if someone becomes intoxicated or drunk.

Q: How many staff must be at each booth?

A: Legally, there is no minimum requirement for how many staff should service one booth. The VCGLR always encourages best practice and recommends clubs to plan accordingly so that large crowds are managed and well looked after.

Q: What signage must a sporting club display at a booth?

A: Sporting clubs must display the same signage at a booth as they would on-site. This includes a copy of the licence and signage below.

Print your [required liquor signage](#) and read the [printing requirements](#) on the VCGLR website.

Q: What penalties apply if a sporting club holds a booth without the right licence?

A: If your sporting club operates a booth from which liquor is supplied without the correct licence, your club will be in [breach](#) of the liquor licensing laws. Serious penalties apply under the *Liquor Control Reform Act 1998*.

Q: When should your clubs apply for a temporary licence?

A: You should lodge your application with the VCGLR at least eight weeks in advance. You can do this [online](#) and for special club events you know are coming up, you can include up to three dates on the same application.

How can I find out more information?

For any questions please contact the VCGLR on 1300 182 457 or email contact@vcglr.vic.gov.au

LIQUOR LICENSING LAW *Liquor Control Reform Act 1998*

Under 18? No supply*

It is against the law:

- for a licensee to sell liquor to under 18s
Penalty exceeds \$19,000
- for any person to supply liquor to under 18s
Penalty exceeds \$19,000
- for under 18s to purchase, receive, possess or consume liquor
Penalty exceeds \$800

*Exceptions apply

Staff have the right to request ID

We accept the following ID:

Victorian Commission for Gambling and Liquor Regulation www.vcglr.vic.gov.au

VCGLR0002281V1

LIQUOR LICENSING LAW *Liquor Control Reform Act 1998*

Intoxicated? Drunk? Disorderly?

It is against the law:

- for a licensee to supply liquor to an intoxicated person
Penalty exceeds \$19,000
- for a licensee to allow a drunk or disorderly person on the premises
Penalty exceeds \$19,000
- for a drunk, violent or quarrelsome person to refuse a request to leave a licensed premises
Penalty exceeds \$8,000

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VCGLR0002281V1

LIQUOR LICENCE This licence must be displayed in a conspicuous place on the licensed premises, in a manner that enables public observation. **2019**

Limited Licence Licence No. 000000000

Subject to the provisions of the Liquor Control Reform Act 1998 and any conditions specified in the licence, the Licensee is authorised to supply liquor up to and including 31 December 2019

Licensee SAMPLE SPORTS CLUB INC	Licensed premises address SPORTS FIELDS SAMPLE SUBURB 3000
Address for service of notices PO BOX 100000 SAMPLE SUBURB 3000	
Trading as THE SPORTING SPORTS CLUB	

TYPE OF LICENCE
This licence is a renewable limited licence and subject to the conditions specified in this licence authorises the licensee to supply liquor:

- on the licensed premises to a member of the club or a guest of a member for consumption on the licensed premises;
- on a part or parts of the licensed premises to a person attending a pre-booked function for consumption in the area where the function is being conducted;
- to a person from a specified point of sale during a sporting event.

AMENITY
The licensee shall not cause or permit under delivery to the vicinity of the area to arise out of or in connection with the use of the premises to which the licensee relates during or immediately after the trading hours authorised under this licence. The licensee shall ensure that the level of noise emitted from the licensed premises shall not exceed the permissible noise levels for entertainment noise as specified in the State Environment Protection Policy (Control of Music Noise from Public Premises) No.92.

CLUB REQUIREMENTS
The terms of the club shall comply with Schedule 1 of the Liquor Control Reform Act 1998.

SUPPLY OF LIQUOR AT A PRE-BOOKED FUNCTION
The licensee is authorised to supply liquor at a pre-booked function organised by an outside organisation and conducted at the premises, subject to the licensee:

- maintaining a register of the pre-booked functions to which this licence applies with the register detailing the date, time, area and name of the function organiser;
- displaying a sign identifying that the premises is operating under this approval for a pre-booked function.

LIQUOR SUPPLIED AT POINT OF SALE DURING A SPORTING EVENT
The licensee is authorised to supply liquor during a sporting event from a specified point of sale, restricted to:

- four cans or plastic cups of light or heavy beer per person served at the point of sale;
- two cans or plastic cups of spirit-based drinks per person served at the point of sale.

SALES HOURS
Sales hours shall not exceed 30 minutes after the event ceases.

TRADING HOURS

FOR SUPPLY ON CLUB PREMISES

Day	Trading hours
Monday	between 9pm and 10pm
Tuesday	between 9pm and 12 midnight
Wednesday and Friday	between 12 noon and 1pm the following morning
Saturday	between 12 noon and 9pm
Sunday	

External:

Day	Trading hours
Tuesday	between 9pm and 10pm
Wednesday and Friday	between 9pm and 11pm
Saturday	between 12 noon and 11pm
Sunday	between 12 noon and 9pm

FOR SUPPLY FROM POINT OF SALE DURING A SPORTING EVENT

Day	Trading hours
Saturday	between 12 noon and 9pm
Sunday	between 9:30pm and 8:30pm

Victorian Commission for Gambling and Liquor Regulation Level 3, 12 Shelley Street, Richmond VIC 3121 1300 182 457 vcglr.vic.gov.au

This publication avoids the use of legal language. Information about the law may have been summarised or expressed in general statements. This information should not be relied upon as a substitute for professional legal advice or reference to the actual legislation. Authorised by the Victorian Government.

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