



WEST VIRGINIA SECRETARY OF STATE

MAC WARNER

ADMINISTRATIVE LAW DIVISION

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Office of West Virginia
Secretary Of State

**NOTICE OF AGENCY APPROVAL OF A PROPOSED RULE AND FILING WITH THE LEGISLATIVE RULE-
MAKING REVIEW COMMITTEE**

AGENCY: Alcohol Beverage Control Commission TITLE-SERIES: 175-02
RULE TYPE: Legislative Amendment to Existing Rule: Yes Repeal of existing rule: No
RULE NAME: 175-02 Private Club Licensing

PRIMARY CONTACT

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CITE STATUTORY AUTHORITY: W. Va. Code §60-2-16, §60-2-17, & §60-7-10

EXPLANATION OF THE STATUTORY AUTHORITY FOR THE LEGISLATIVE RULE, INCLUDING A DETAILED SUMMARY OF THE EFFECT OF EACH PROVISION OF THE LEGISLATIVE RULE WITH CITATION TO THE SPECIFIC STATUTORY PROVISION WHICH EMPOWERS THE AGENCY TO ENACT SUCH RULE PROVISION:

IS THIS FILING SOLELY FOR THE SUNSET PROVISION REQUIREMENTS IN W. VA. CODE §29A-3-19(e)? No

IF YES, DO YOU CERTIFY THAT THE ONLY CHANGES TO THE RULE ARE THE FILING DATE, EFFECTIVE DATE AND AN EXTENSION OF THE SUNSET DATE? No

DATE eFiled FOR NOTICE OF HEARING OR PUBLIC COMMENT PERIOD: 6/1/2021

DATE OF PUBLIC HEARING(S) OR PUBLIC COMMENT PERIOD ENDED: 7/1/2021

COMMENTS RECEIVED: Yes

(IF YES, PLEASE UPLOAD IN THE COMMENTS RECEIVED FIELD COMMENTS RECEIVED AND RESPONSES TO COMMENTS)

PUBLIC HEARING: No

(IF YES, PLEASE UPLOAD IN THE PUBLIC HEARING FIELD PERSONS WHO APPEARED AT THE HEARING(S) AND TRANSCRIPTS)

RELEVANT FEDERAL STATUTES OR REGULATIONS: No

WHAT OTHER NOTICE, INCLUDING ADVERTISING, DID YOU GIVE OF THE HEARING?

NA

SUMMARY OF THE CONTENT OF THE LEGISLATIVE RULE, AND A DETAILED DESCRIPTION OF THE RULE'S PURPOSE AND ALL PROPOSED CHANGES TO THE RULE:

The rule amends Private Club Licensing requirements changed in HB 2025.

STATEMENT OF CIRCUMSTANCES WHICH REQUIRE THE RULE:

The Legislature passed HB 2025 in 2021 to provide liquor, wine, and beer licensees with some new concepts developed during the State of Emergency utilizing new technology to provide greater freedom to operate in a safe and responsible manner, and additionally to provide new licenses reflecting societal requests, by: (1) creating the ability to begin sales of beer, wine, and liquor at 6:00 a.m.; (2) creating the ability to offer sealed liquor drinks in a craft cocktail growler, sealed wine, and sealed beer by a Class A licensee or a third party, who obtains a third party delivery license with a food order when utilizing telephone, mobile ordering app, or web based software, and separately permitting a retail liquor outlet to deliver sealed liquor bottles or cans in the same manner; (3) creating a nonintoxicating beer or nonintoxicating craft beer retail transportation permit, a private wine delivery permit, and craft cocktail growler delivery permit to transport a food order and beer, wine, and liquor in a vehicle to a purchasing patron; (4) allowing outdoor dining and outdoor street dining areas when authorized by a municipality for beer, wine, and liquor; (5) authorizing in-person or in-vehicle delivery while picking up food and sealed nonintoxicating beer, nonintoxicating craft beer, wine, or craft cocktail growler orders-to-go; (6) permitting distilleries, mini-distilleries, micro-distilleries, wineries, and farm wineries to operate a private manufacturer club on their licensed premises which can include outdoor spaces; (7) expanding the definitions and requirements for pre-mixing alcoholic drinks not in the original container with public health and safety issues; (8) creating a new license for a private caterer which is already licensed as a private club restaurant to caterer food and alcohol to unlicensed venues; (9) creating a new license for a private club bar which only provides pre-packaged or basic food in a limited kitchen; (10) creating a new license for a private club restaurant which provides freshly prepared food in a restaurant style kitchen; (11) creating a new license for a private tennis club where the facility has tennis courts and other grounds which could encompass the licensed premises; (12) creating a new license for private wedding venues or barns where food and alcohol are provided on a limited basis and the licensee does not operate with daily bar hours; (13) creating a new a one-day license for a charity to conduct a liquor auction in conjunction with a private club; (14) creating a new mufti-vendor fair and festival license where multiple vendors may share liability and responsibility when conducting a joint alcohol event authorized by a municipality; (15) creating an exemption from the unlawful admission dance hall prohibition for certain licensees utilizing an age verification system; (16) permitting 16-year old persons to sell and serve alcohol when supervised by a person at least 21-years of age; (17) due to the Covid-19 pandemic, establishing a 2-year fee reduction for all private clubs, with the 1st year being a 2/3 reduction and the 2nd year a 1/3 reduction of current fees; (18) creating a new license for private farmers markets where the facility has multiple vendors, a private club restaurant licensee, a vendor selling West Virginia made products and the vendors agree to share liability and responsibility for alcohol sales; (19) creating a new license for private professional sports stadiums where the facility offers professional sporting events; (20) creating a private direct shipper license for distilleries producing less than 50,000 gallons who ship liquor through a retail liquor outlet who may charge a fee for the delivery to the purchaser; and (21) creating a new license for a private multi sports complexes where the facility has sufficient grounds for the playing of amateur sports including soccer, quidditch, baseball, and others. Further, the bill provides for various requirements, licensee fees in certain situations, no additional license fees in certain situations, and penalties.

SUMMARIZE IN A CLEAR AND CONCISE MANNER THE OVERALL ECONOMIC IMPACT OF THE PROPOSED LEGISLATIVE RULE:

A. ECONOMIC IMPACT ON REVENUES OF STATE GOVERNMENT:

There are significant decreases in revenues to generated from certain private club licensing fees estimated by WVABCA Staff in FY 2021 to be a 2/3 reduction for a possible \$1.6 million loss of revenue and for FY 2022 WVABCA Staff estimated an \$800,000 loss of revenue. There could be also increased costs associated with implementing new licenses and requirements. The years in the chart are FY 2021 and FY 2022.

B. ECONOMIC IMPACT ON SPECIAL REVENUE ACCOUNTS:

No impact.

C. ECONOMIC IMPACT OF THE LEGISLATIVE RULE ON THE STATE OR ITS RESIDENTS:

New licenses and reduction in private club license fees will benefit licensees and could spur more alcohol-tourism type events.

D. FISCAL NOTE DETAIL:

Effect of Proposal	Fiscal Year		
	2021 Increase/Decrease (use "-")	2022 Increase/Decrease (use "-")	Fiscal Year (Upon Full Implementation)
1. Estimated Total Cost			
Personal Services			

Current Expenses			
Repairs and Alterations			
Assets			
Other			
2. Estimated Total Revenues	-\$1,600,000)	-\$800,000)	

E. EXPLANATION OF ABOVE ESTIMATES (INCLUDING LONG-RANGE EFFECT):

There is significant decreases in revenues to generated from certain private club licensing fees estimated in FY 2021 to be a 2/3reduction for a possible \$1.6 million loss of revenue and for FY 2022 the estimated revenue loss is \$800,000. The years in the chart are FY 2021 and FY 2022. In FY 2023 the private club fees should return to currents levels estimated at \$2.4 million. Note the chart on the form incorrectly states the years as 2016 and 2017.

BY CHOOSING 'YES', I ATTEST THAT THE PREVIOUS STATEMENT IS TRUE AND CORRECT.

Yes

Allen R Prunty -- By my signature, I certify that I am the person authorized to file legislative rules, in accordance with West Virginia Code §29A-3-11 and §39A-3-2.

TITLE 175
LEGISLATIVE RULE
ALCOHOL BEVERAGE CONTROL COMMISSIONER

SERIES 2
PRIVATE CLUB LICENSING

§175-2-1. General.

1.1. Scope. -- This legislative rule specifies the licensure requirements, reasons for denial of a license, reasons for revocation or sanctioning and/or suspending a license, as well as hearing procedures.

1.2. Authority. -- W. Va. Code §60-2-16, §60-2-17, and §60-7-10.

1.3. Filing Date. -- ~~April 1, 2021.~~

1.4. Effective Date. -- ~~April 15, 2021.~~

1.5. Sunset Date. -- This rule shall terminate and have no further force or effect upon ~~April 15, 2026~~August 1, 2032.

§175-2-2. Definitions.

As used in this rule and unless the context clearly requires a different meaning, the following terms shall have the meaning ascribed herein, and apply in the singular and in the plural.

2.1 The “ABCA” refers to the West Virginia Alcohol Beverage Control Administration or Commission.

2.2. “Alcoholic liquor” means alcohol, beer, including barley beer, wine, including barley wine and distilled spirits, and any liquid or solid capable of being used as a beverage, but does not include wine with an alcohol content of 14% or less by volume, nonintoxicating beer or nonintoxicating craft beer, or nonintoxicating beverages.

2.3. “Applicant” means a private club applying for a license under the provisions of W. Va. Code §60-7-1 *et seq.*

2.4. “Beer” means any beverage obtained by the fermentation of barley, malt, hops, or any other similar product or substitute, and containing more alcohol than that of nonintoxicating beer or nonintoxicating craft beer and shall be included in the definition of “liquor” and “alcoholic liquor”, as used in W.Va. Code §11-16-1 *et seq.*: *Provided*, That in the Liquor Control Act, “beer” shall not be construed to include or embrace nonintoxicating beer or nonintoxicating craft beer.

2.5. “Code” means the official Code of West Virginia, 1931, as amended.

2.6. “Commissioner” or “Alcohol Beverage Control Commissioner” means the Commissioner of the West Virginia Alcohol Beverage Control Administration (ABCA or Commission) or his or her delegate.

2.7. Commissioner’s Forms: “ABCA” form designation means documents used by ABCA.

2.8. “Distilled spirits” means ethyl alcohol, ethanol or spirits, or wine, including all dilutions and

mixtures thereof, from whatever source or by whatever process produced, for beverage use including, but not limited to, natural spirits, whiskey, brandy, rum, gin, vodka, cordials, and liqueurs. Any alcoholic beverage containing more than 24% of alcohol by volume shall be deemed to be distilled spirits.

2.9. "Fortified wine" means any wine to which brandy or other alcohol has been added and includes dessert wines which are not fortified and any wine containing greater than 14% alcohol by volume.

2.10. "Growler" means a container or jug that is made of glass (also a 32 ounce glass container, referred to as a howler), ceramic, metal (also a canned type of metal growler referred to as a crowler) or other material approved by the Commissioner, that may be no larger than 128 fluid ounces in size and must be capable of being securely sealed. The growler is utilized by an authorized licensee for purposes of off-premises sales only of nonintoxicating beer or nonintoxicating craft beer for personal consumption not on a licensed premises and not for resale. A securely sealed growler is not an open container under state and local law. A growler with a broken seal is an open container under state and local law unless it is located in an area of the motor vehicle physically separated from the passenger compartment. The secure sealing of a growler requires the use of a tamper-resistant evident seal, ~~security tape~~, shrink wrap, or other material, as approved by the Commissioner, placed on or over the growler's opening. The seal, ~~security tape~~, shrink wrap, or other material must be clearly marked with the date of the secure sealing by the authorized licensee who is selling the growler. Additional requirements are set forth in W. Va. Code §60-8-1 et seq., for wine growlers, and in W. Va. Code §60-7-1 et seq., and this rule for craft cocktail growlers.

2.11. "Intoxicated" means having one's faculties impaired by alcohol or other drugs to the point where physical or mental control or both are markedly diminished.

2.12. "Nonintoxicating beer" means any beverage, obtained by the fermentation of barley, malt, hops, or similar products or substitute and containing at least one-half of one percent (.5%) alcohol by volume, but not more than 11.9% of alcohol by weight, or 15% by volume, whichever is greater, with no caffeine infusion or any additives masking or altering the alcohol effect. The word "liquor" as used in W. Va. Code §60-1-1 *et seq.*, does not include or embrace nonintoxicating beer nor any of the beverages, products, mixtures, or preparations included within this definition. For the purposes of this definition "infusion" means and includes to artificially add, input, or otherwise deliver caffeine or any other additive, not a true flavoring or coloring, that would mask or alter the alcohol effect in nonintoxicating beer.

2.13. "Nonintoxicating craft beer" means any beverage obtained by the natural fermentation of barley, malt, hops, or any other similar product or substitute and containing not less than ~~one-half of one percent (.5%)~~ percent by volume and not more than 15% alcohol by volume or 11.9% alcohol by weight with no caffeine infusion or any additives masking or altering the alcohol effect. For the purposes of this definition "infusion" means and includes any artificially added, input, or otherwise delivered caffeine or any other additive, not a true flavoring or coloring, that would mask or alter the alcohol effect in nonintoxicating craft beer.

2.14. "Liquor Control Act" means Chapter 60 of the Code.

2.15. "Manager" means an individual who is the applicant's or licensee's on-premises employee, member, partner, shareholder, director, or officer who meets the licensure requirements of W. Va. §60-7-1 *et seq.* and rules promulgated thereunder who actively manages, conducts, and carries on the day-to-day operations of the applicant or licensee with full and apparent authority or actual authority to act on behalf of the applicant or licensee. Such duties include but are not limited to: coordinating staffing; reviewing and approving payroll; ordering and paying for inventory, such as nonintoxicating beer, wine, and liquor,

as applicable; and managing security staff, security systems, video, and other security equipment; and any further acts or actions involved in managing the affairs of the business, on behalf of owners, partners, members, shareholders, officers, or directors.

2.16. “Market zone” means the geographical area designated as such by the Retail Liquor Licensing Board for the purpose of issuing retail liquor outlet licenses.

2.17. “Person” means an individual, firm, partnership, limited partnership, corporation, limited liability company, or voluntary association.

2.18. “Public place” means any place, building, or conveyance to which the public has, or is permitted to have access, including, but not limited to establishments that provide lodging, places that sell food, for consumption on or off the premises including, but not limited to, vessels, parks, airports, and any highway, street, lane, park, or place of public resort or amusement: *Provided*, That the term “public place” does not mean or include any of the above-named places or any portion or portions thereof which qualify and are licensed by the Commissioner to sell alcoholic liquors for consumption on the premises, nor shall the term “public place” mean or include any legally demarcated area designated solely for the consumption of beverages and freshly prepared food that directly connects and adjoins any portion or portions of a premises that qualifies and is licensed under the provisions of Chapter 60 of the West Virginia Code to sell alcoholic liquors for consumption thereupon, which may include certain legally demarcated deck areas or other areas that meet the requirements specified in this proviso and further that legal demarcation includes, but is not limited to, ABCA rules; local ordinances; county zoning requirements; Americans with Disabilities Act requirements; State Fire Marshal requirements; any other applicable laws, including, but not limited to, state and federal law; public safety requirements and so forth: *Provided however*, That the term “public place” also does not include a facility constructed primarily for the use of a Division I, II, or III college that is a member of the National Collegiate Athletic Association, or its successor, and used as a football, basketball, baseball, soccer or other Division I, II, or III sports stadium and also which holds a special license to sell wine pursuant to the provisions of W.Va. Code §60-8-3, in the designated areas of sale and consumption of wine and other restrictions established by that section and the terms of the special license issued thereunder.

2.19. “Private Caterer” means a licensed private club restaurant authorized by the Commissioner to cater and serve food and sell and serve alcoholic liquors, or non-intoxicating beer, or non-intoxicating craft beer. A private caterer shall purchase wine sold or served at a catering event from a wine distributor. A private caterer shall purchase nonintoxicating beer and nonintoxicating craft beer sold or served at the catering event from a licensed beer distributor. A private caterer shall purchase liquor from a retail liquor outlet authorized to sell in the market zone, where the catering event is held. The private caterer or the persons or entity holding the catering event shall:

2.19.1. Have at least 10 members and guests attending the catering event;

2.19.2. Have obtained an open container waiver, be conducted inside a person’s private home in accordance with W.Va. Code §60-6-1, or have otherwise been approved by a municipality or county in which the event is being held;

2.19.3. Operate a private club restaurant on a daily operating basis;

2.19.4. Only use its employees, independent contractors, or volunteers to sell and serve alcoholic liquors who have received certified training in verifying the legal identification, the age of a purchasing person, and the signs of visible, noticeable, and physical intoxication;

2.19.5. Provide to the Commissioner, at least 7 days before the event is to take place:

2.19.5.a. The name and business address of the unlicensed private venue where the private caterer is to provide food and alcohol for a catering event, which can be an unlicensed business or a private home;

2.19.5.b. The name of the owner or operator of the unlicensed private venue;

2.19.5.c. A copy of the contract or contracts between the private caterer, the person contracting with the caterer, and the unlicensed private venue;

2.19.5.d. A floorplan of the unlicensed private venue to comprise the private catering premises, which shall only include spaces in buildings or rooms of an unlicensed private venue where the private caterer has control of the space for a set time period where the space safely accounts for the ingress and egress of the stated members and guests who will be attending the private catering event at or on the catering premises. The unlicensed private venue's floorplan during the set time period as stated in the contract shall comprise the private caterer's licensed premises, which is authorized for the lawful sale, service, and consumption of alcoholic liquors, nonintoxicating beer and nonintoxicating craft beer, and wine throughout the licensed private catering premises; *Provided*, that the unlicensed private venue shall:

2.19.5.d.1. Be inside a building or structure;

2.19.5.d.2. Have other facilities to prepare and serve food and alcohol;

2.19.5.d.3. Have adequate restrooms, and sufficient building facilities for the number of members and guests expected to attend the private catering event; and

2.19.5.d.4. Otherwise be in compliance with health, fire, safety, and zoning requirements.

2.19.6. Not hold more than 15 private catering events per calendar year. Upon reaching the 16th event, the unlicensed venue shall obtain its own private club license type;

2.19.7. Submit to the Commissioner, evidence that any noncontiguous area of an unlicensed venue is within 150 feet of the private caterer's submitted floorplan, and may submit a floorplan extension for authorization to permit alcohol and food at an outdoor event;

2.19.8. Meet and be subject to all other private club requirements; and

2.19.9. Use an age verification system approved by the Commissioner.

2.20. "Private club" means any corporation, limited liability company, or unincorporated association which either:

2.1920.1. Belongs to or is affiliated with a nationally recognized fraternal or veterans organization that is operated exclusively for the benefit of its members and pays no part of its income to its shareholders or individual members; owns or leases a building or other premises such as vessels, parks, and airports; admits only duly elected or approved dues paying members in good standing of such corporation or association and their guests while in the company of a member and does not admit the general public; and maintains in said building or premises a suitable kitchen and dining facility with related equipment for serving food to members and their guests; or

2.4920.2. Is a nonprofit social club operated exclusively for the benefit of its members; pays no part of its income to its shareholders or individual members; owns or leases a building or other premises; grants admission to only duly elected or approved dues paying members in good standing of such corporation or association and their guests while in the company of a member and does not allow admission of the general public; and maintains in said building or on said premises a suitable kitchen and dining facility with related equipment for serving food to members and their guests; or

2.4920.3. Is organized and operated for legitimate purposes and has at least 100 duly elected or approved dues paying members in good standing; owns or leases a building or other premises, including any vessel licensed or approved by any federal agency to carry or accommodate passengers on navigable waters of this State; admits only duly elected or approved dues paying members in good standing of such corporation or association and their guests while in the company of a member and does not admit the general public; maintains in said building or on said premises a suitable kitchen and dining facility with related equipment and employs a sufficient number of persons for serving meals to members and their guests; or

2.4920.4. Is organized for legitimate purposes and owns or leases a building or other limited premises in any state, county, or municipal park or at any airport, in which building or premises a club has been established; grants admission to only duly elected and approved dues paying members in good standing and their guests while in the company of a member and does not admit the general public; maintains in connection with said club a suitable kitchen and dining facility and related equipment; and employs a sufficient number of persons for serving meals in said club to their members and guests.

2.201. “Private club bar” means an applicant for a private club or licensed private club licensee that has a primary function for the use of the licensed premises as a bar for the sale and consumption of alcoholic liquors and nonintoxicating beer or nonintoxicating craft beer when licensed for such sales, while providing a limited food menu for members and guests, and meeting the following criteria which:

2.21.1. Has at least 100 members;

2.21.2. Operates a bar with a kitchen, including at least:

2.21.2.a. A two-burner hot plate, air fryer, or microwave oven;

2.21.2.b. A sink with hot and cold running water;

2.21.2.c. A 17 cubic foot refrigerator or freezer, or some combination of a refrigerator and freezer, which is not used for alcohol cold storage;

2.21.2.d. Kitchen utensils and other food consumption apparatus, as determined by the Commissioner; and

2.21.2.e. Food fit for human consumption available to be served during all hours of operation on the licensed premises;

2.21.3. Maintains, at any one time, \$500 of food inventory capable of being prepared in the private club bar’s kitchen. In calculating the food inventory, the Commissioner shall include television dinners, bags of chips or similar products, microwavable food or meals, frozen meals, prepackaged foods, or canned prepared foods;

2.21.4. Uses an age verification system approved by the Commissioner for the purpose of

verifying that persons under the age of 18 who are in the private club bar are accompanied by a parent or legal guardian, and if a person under 18 years of age is not accompanied by a parent or legal guardian that person may not be admitted as a guest; and

2.21.5. Meets and is subject to all other private club requirements.

2.22. "Private club restaurant" means an applicant for a private club or licensed private club licensee that has a primary function of using the licensed premises as a restaurant for serving freshly prepared meals and dining in the restaurant area. The private club restaurant may have a bar area separate from or commingled with the restaurant, however seating requirements for members and guests must be met by the restaurant area. The applicant for a private club restaurant license shall meet the following criteria which:

2.22.1. Has at least 100 members;

2.22.2. Operate a restaurant and full kitchen with at least:

2.22.2.a. Ovens and four-burner ranges;

2.22.2.b. Refrigerators or freezers, or some combination of refrigerators and freezers, greater than 50 cubic feet, or a walk-in refrigerator or freezer;

2.22.2.c. Other kitchen utensils and apparatus, as determined by the Commissioner; and

2.22.2.d. Freshly prepared food fit for human consumption available to be served during all hours of operation on the licensed premises;

2.22.3. Maintains, at any one time, \$1,000 of fresh food inventory capable of being prepared in the private club restaurant's full kitchen. In calculating the food inventory, the Commissioner may not include television dinners, bags of chips, or similar products, microwavable meals, frozen meals, prepackaged foods, or canned prepared foods;

2.22.4. Uses an age verification system approved by the Commissioner for the purpose of verifying that persons under 18 years of age who are in the bar area of a private club restaurant are accompanied by a parent or legal guardian. The licensee may not seat a person in the bar area who is under the age of 18 years and who is not accompanied by a parent or legal guardian, but may allow that person, as a guest, to dine for food and nonalcoholic beverage purposes in the restaurant area of a private club restaurant;

2.22.5. Corkage Fee:

2.22.5.a. May uncork and serve members and guests up to two bottles of wine that a member purchased from a wine retailer, wine specialty shop, an applicable winery or farm winery when licensed for retail sales, or a licensed wine direct shipper when the purchase is for personal use and, not for resale.

2.22.5.b. May charge a corkage fee of up to \$10 dollars per bottle.

2.22.5.c. May not permit a member or a group of members and guests to exceed up to two sealed bottles or containers of wine to carry onto the licensed premises for uncorking and serving by the private club restaurant and for personal consumption by the member and guests.

2.22.5.d. May cork and reseal any unconsumed wine bottles as provided in W. Va. Code §60-8-3(j) and the legislative rules, for carrying unconsumed wine off the licensed premises.

2.22.6. Must have at least two restrooms for members and their guests: *Provided*, that this requirement may be waived by the local health department upon supplying a written waiver of the requirement to the Commissioner: *Provided*, however, that the requirement may also be waived for a historic building by written waiver supplied to Commissioner of the requirement from the historic association or district with jurisdiction over a historic building: *Provided*, further that in no event shall a private club restaurant have less than one restroom; and

2.22.7. Shall meet and be subject to all other private club requirements.

2.23. "Private farmers market" means an applicant for a private club or licensed private club licensee that operates as an association of bars, restaurants, and retailers who sell West Virginia made products among other products, and other stores who open primarily during daytime hours of 6:00 a.m. to 6:00 p.m., but may operate in the day or evenings for special events where the sale of food and alcoholic liquors and nonintoxicating beer or nonintoxicating craft beer may occur for on-premises consumption, such as reserved weddings, reserved dinners, pairing events, tasting events, reunions, conferences, meetings, or other special events and does not maintain daily or regular operating hours as a bar or restaurant, and all business that are members of the association have agreed in writing to be liable and responsible for all sales, service, furnishing, tendering, and consumption of alcoholic liquors and nonintoxicating beer or nonintoxicating craft beer occurring on the entire licensed premises of the private farmer's market, including indoor and outdoor bounded areas, and further the applicant shall:

2.23.1. Have at least 100 members;

2.23.2. Have one or more members operating a private club restaurant and full kitchen with ovens, four-burner ranges, a refrigerator, or freezer (or some combination of the two), and other kitchen utensils and apparatus as determined by the Commissioner on the licensed premises and serves freshly prepared food at least 15 hours per week;

2.23.3. Have one or more members operating who maintain, at any one time, \$1,000 of fresh food inventory capable of being prepared for events conducted at the private farmers market in the private club restaurant's full kitchen, and in calculating the food inventory the Commissioner may not include television dinners, bags of chips or similar products, microwavable meals, frozen meals, prepackaged foods, or canned prepared foods;

2.23.4. Have an association that owns or leases, controls, operates, and uses acreage amounting to more than one acre, which is contiguous acreage of bounded or fenced real property which would be listed on the licensee's floorplan and would be used for large contracted for reserved weddings, reserved dinners, pairing events, tasting events, reunions, conferences, meetings, or other special events;

2.23.5. Have an association that lists in the application for licensure the entire property and all adjoining buildings and structures on the private farmers market's floorplan which would comprise the licensed premises, which would be authorized for the lawful sales, service, and consumption of alcoholic liquors and nonintoxicating beer or nonintoxicating craft beer throughout the licensed premises whether these activities were conducted in a building or structure or outdoors while on the private farmers market's licensed premises and as noted on the private farmers market's floorplan;

2.23.6. Have an identified person, persons, or entity that has right, title, and ownership or lease interest in the real property buildings and structures located on the proposed licensed premises;

2.23.7. Have at least two separate and unrelated vendors applying for the license and certifying that all vendors in the association have agreed to the liability, and responsibility associated with a private farmers market license;

2.23.8. Only use its employees, independent contractors, or volunteers to purchase, sell, furnish, or serve liquor, wine, or nonintoxicating beer or nonintoxicating craft beer;

2.23.9. Provide adequate restroom facilities, whether permanent or portable, to serve the stated members and guests who will be attending the private farmers market;

2.23.10. Provide a copy of a written agreement between all the vendors of the association that is executed by all vendors stating that each vendor is jointly and severally liable for any violations of this chapter committed during the event;

2.23.11. Provide a security plan indicating all vendor points of service, entrances, and exits in order to verify members, patrons, and guests ages, whether a member, patron, or guest is intoxicated and to provide for the public health and safety of members, patrons, and guests;

2.23.12. Use an age verification system approved by the Commissioner; and

2.23.13. Meet and be subject to all other private club requirements.

2.24. “Private fair and festival” means an applicant for a private club or a licensed private club meeting the requirements of W. Va. Code §60-7-8a for a temporary private club event or Class S2 license, and the criteria set forth in this subsection which:

2.204.1. Has at least 100 members;

2.204.2. Has been sponsored, endorsed, or approved, in writing, by the governing body (or its duly elected or appointed officers) of either the municipality or of the county wherein the festival, fair, or other event is to be conducted;

2.204.3. Shall prepare, provide, or engage a food caterer to provide adequate freshly prepared food or meals to serve its stated members and guests who will be attending the temporary festival, fair, or other event, and further shall provide any documentation or agreements of such to the Commissioner prior to approval;

2.204.4. Shall not use third-party entities or individuals to purchase, sell, furnish, or serve alcoholic liquors (liquor and wine), nonintoxicating beer, or nonintoxicating craft beer;

2.204.5. Shall provide adequate restroom facilities, whether permanent or portable, to serve the stated members and guests who will be attending the festival, fair, or other event;

2.204.6. Shall provide a floorplan for the proposed premises with a defined and bounded area to safely account for the ingress and egress of stated members and guests who will be attending the festival, fair, or other event; and

2.204.7. Utilizes an age verification system approved by the Commissioner.

2.245. “Private hotel” means an applicant for a private club or licensed private club licensee which:

2.245.1. Has at least 2,000 members;

2.245.2. Offers short-term, daily rate accommodations or lodging for members and their guests amounting to at least 30 separate bedrooms, and also offers a conference center for meetings;

2.245.3. Operates a restaurant and full kitchen with ovens, four-burner ranges, walk-in freezers, and other kitchen utensils and apparatus, as determined by the Commissioner, on the licensed premises and serves freshly prepared food at least 20 hours per week;

2.245.4. Maintains, at any one time, \$2,500.00 of fresh food inventory capable of being prepared in the private hotel's full kitchen, and in calculating the food inventory the Commissioner may not include microwavable, frozen, or canned foods;

2.245.5. Owns or leases, controls, operates, and uses acreage amounting to more than one acre but fewer than three acres, which are contiguous acres of bounded or fenced real property which would be listed on the licensee's floorplan and would be used for hotel and conferences and large contracted for group-type events such as weddings, reunions, conferences, meetings, and sporting or recreational events;

2.245.6. Lists in the application the acreage referenced in subsection 2.245.5. and the entire property and all adjoining buildings and structures on the private hotel's floorplan which would comprise the licensed premises, which would be authorized for the lawful sales, service, and consumption of alcoholic liquors throughout the licensed premises whether these activities were conducted in a building or structure or outdoors while on the private hotel's licensed premises and as noted on the private hotel's floorplan;

2.245.7. Has an identified person, persons, or entity that has right, title and ownership or lease interest in the real property buildings and structures located on the proposed licensed premises; and

2.245.8. Utilizes an age verification system approved by the Commissioner.

2.226. "Private resort hotel" means an applicant for a private club or licensed private club licensee which:

2.226.1. Has at least 5,000 members;

2.226.2. Offers short-term, daily rate accommodations or lodging for members and their guests amounting to at least 50 separate bedrooms;

2.226.3. Operates a restaurant and full kitchen with ovens, six-burner ranges, walk-in freezers, and other kitchen utensils and apparatus, as determined by the Commissioner, on the licensed premises and serves freshly prepared food at least 25 hours per week;

2.226.4. Maintains, at any one time, \$5,000 of fresh food inventory capable of being prepared in the private resort hotel's full kitchen, and in calculating the food inventory the Commissioner may not include microwavable, frozen, or canned foods;

2.226.5. Owns or leases, controls, operates, and uses acreage amounting to at least 10 contiguous acres of bounded or fenced real property which would be listed on the licensee's floorplan and would be used for destination, resort, and large contracted for group-type events such as weddings, reunions, conferences, meetings, and sporting or recreational events;

~~2.226.6.~~ Lists the entire property from subsection ~~2.246.5.~~ and all adjoining buildings and structures on the private resort hotel's floorplan which would comprise the licensed premises, which would be authorized for the lawful sales, service, and consumption of alcoholic liquors throughout the licensed premises whether these activities were conducted in a building or structure or outdoors while on the private resort hotel's licensed premises and as noted on the private resort hotel's floorplan;

~~2.226.7.~~ Has an identified person or persons or entity that has right, title, and ownership or lease interest in the real property buildings and structures located on the proposed licensed premises;

~~2.226.8.~~ Utilizes an age verification system approved by the Commissioner; and

~~2.226.9.~~ May have a separately licensed resident brewer with a brewpub license inner-connected via a walkway, doorway, or entryway, all as determined and approved by the Commissioner, for limited access during permitted hours of operation for tours and complimentary samples at the resident brewery.

~~2.237.~~ "Private golf club" means an applicant for a private club or licensed private club licensee which:

~~2.237.1.~~ Has at least 100 members;

~~2.237.2.~~ Maintains at least one 18-hole golf course with separate and distinct golf playing holes, not reusing nine golf playing holes to comprise the 18 golf playing holes, and a clubhouse;

~~2.237.3.~~ Operates a restaurant and full kitchen with ovens, as determined by the Commissioner, on the licensed premises and serves freshly prepared food at least 15 hours per week;

~~2.237.4.~~ Owns or leases, controls, operates, and uses acreage amounting to at least 80 contiguous acres of bounded or fenced real property which would be listed on the private golf club's floorplan and could be used for golfing events and large contracted for group-type events such as weddings, reunions, conferences, meetings, and sporting or recreational events;

~~2.237.5.~~ Lists the entire property from subsection ~~2.237.4.~~ and all adjoining buildings and structures on the private golf club's floorplan which would comprise the licensed premises, which would be authorized for the lawful sales, service, and consumption of alcoholic liquors throughout the licensed premises whether these activities were conducted in a building or structure or outdoors while on the private golf club's licensed premises and as noted on the private golf club's floorplan;

~~2.237.6.~~ Has an identified person or persons or entity that has right, title, and ownership interest in the real property buildings and structures located on the proposed licensed premises; and

~~2.237.7.~~ Utilizes an age verification system approved by the Commissioner.

2.28. "Private manufacturer club" means an applicant for a private club or licensed private club licensee which is also licensed as a distillery, mini-distillery, micro-distillery, winery, farm winery, brewery, or resident brewery that manufactures liquor, wine, or nonintoxicating beer or nonintoxicating craft beer, which may be sold, served, and furnished to members and guests for on-premises consumption at the licensee's licensed premises and in the area or areas denoted on the licensee's floorplan, and which meets the following criteria which:

2.28.1. Has at least 100 members;

2.28.2. Offers tours, may offer complimentary samples, and may offer space as a conference center or for meetings;

2.28.3. Operates a restaurant and full kitchen with ovens, four-burner ranges, a refrigerator, freezer, or some combination of a refrigerator and freezer, and other kitchen utensils and apparatus as determined by the Commissioner on the licensed premises and serves freshly prepared food at least 15 hours per week;

2.28.4. Maintains, at any one time, \$500 of fresh food inventory capable of being prepared in the private manufacturer club's full kitchen. In calculating the food inventory, the Commissioner may not include television dinners, bags of chips, or similar products, microwavable meals, frozen meals, prepackaged foods, or canned prepared foods;

2.28.5. Owns or leases, controls, operates, and uses acreage amounting to at least one acre which is contiguous bounded or fenced real property that would be listed on the licensee's floorplan and may be used for large events such as weddings, reunions, conferences, meetings, and sporting or recreational events;

2.28.6. Lists the entire property from subsection 2.28.5., and all adjoining buildings and structures on the private manufacturer club's floorplan that would comprise the licensed premises, which would be authorized for the lawful sale, service, and consumption of alcoholic liquors, nonintoxicating beer or nonintoxicating craft beer, and wine throughout the licensed premises, whether these activities were conducted in a building or structure or outdoors while on the private manufacturer club's licensed premises, and as noted on the private manufacturer club's floorplan;

2.28.7. Identifies a person, persons, an entity, or entities who or which has right, title, and ownership or lease interest in the real property, buildings, and structures located on the proposed licensed premises;

2.28.8. Uses an age verification system approved by the Commissioner; and

2.28.9. Meets and is subject to all other private club requirements.

2.29. "Private multi-sport complex" means an applicant for a private club or licensed private club licensee that is open for multiple sports events to be played at the complex facilities, reserved weddings, concerts, reunions, conferences, meetings, or other special events, and which:

2.29.1. Has at least 100 members;

2.29.2. Maintains an open air multi-sport complex primarily for use for sporting events, such as baseball, soccer, basketball, tennis, frisbee, quidditch, curling, or other sports, but may also conduct weddings, concerts, reunions, conferences, meetings, or other events where parties must reserve the parts of the sports complex in advance of the sporting or other event;

2.29.3. Operates a restaurant and full kitchen with ovens in the licensee's main facility, as determined by the Commissioner, on the licensed premises and capable of serving freshly prepared food, or meals to serve its stated members, guests, and patrons who will be attending the event at the private professional sports stadium. A licensee may contract with temporary food vendors or food trucks for food sales only, but not on a permanent basis, in areas of the multi-sport complex not readily accessible by the main facility, such food vendor or food truck contracts must be approved by the Commissioner;

2.29.4. Maintains, at any one time, \$1,000 of fresh food inventory capable of being prepared in the private multi-sport complex's full kitchen. In calculating the food inventory, the Commissioner may not include television dinners, bags of chips, or similar products, microwavable meals, frozen meals, prepackaged foods, or canned prepared foods;

2.29.5. Owns or leases, controls, operates, and uses acreage amounting to at least 50 contiguous acres of bounded or fenced real property, as determined by the Commissioner, which would be listed on the private multi-sport complex's floorplan and could be used for contracted for sporting events, group-type weddings, concerts, reunions, conferences, meetings, or other events;

2.29.6. Lists the entire property from subsection 2.29.5., and all adjoining buildings and structures on the private multi-sport complex's floorplan which would comprise the licensed premises, which would be authorized for the lawful sales, service, and consumption of alcoholic liquors throughout the licensed premises whether these activities were conducted in a building or structure or outdoors while on the private multi-sport complex's licensed premises and as noted on the private multi-sport complex's floorplan. The licensee may sell alcoholic liquors from a golf cart or food truck owned or leased by the licensee and also operated by the licensee when the golf cart or food truck is located on the private multi-sport complex's licensed premises;

2.29.7. Has an identified person, persons, or entity that has right, title, and ownership interest in the real property buildings and structures located on the proposed licensed premises;

2.29.8. Meets and is subject to all other private club requirements; and

2.29.9. Uses an age verification system approved by the Commissioner.

2.30. "Multi-vendor private fair and festival" means a special license designated Class S3 private multivendor fair and festival license for the retail sale of liquor, wine, and nonintoxicating beer or nonintoxicating craft beer for on-premises consumption at an event where multiple vendors shall share liability and responsibility, and apply for this license. Each vendor may temporarily purchase, sell, furnish, or serve liquor, wine, and nonintoxicating beer or nonintoxicating craft beer as provided in this section.

2.30.1. To be eligible for the private multivendor fair and festival or other event shall:

2.30.1.a. Have at least two separate and unrelated vendors applying for the license and certifying that at least 100 members will be in attendance;

2.30.1.b. Provide freshly prepared and provide food or meals, or engage a food vendor to prepare and provide adequate freshly prepared food or meals to serve its stated members and guests who will be attending the temporary festival, fair, or other event, and provide any written documentation or agreements of the food caterer to the Commissioner prior to approval of the license;

2.30.1.c. Only use its employees, independent contractors, or volunteers to purchase, sell, furnish, or serve liquor, wine, and nonintoxicating beer or nonintoxicating craft beer;

2.30.1.d. Provide adequate restroom facilities, whether permanent or portable, to serve the stated members and guests who will be attending the private multi-vendor festival, fair, or other event;

2.30.1.e. Require all vendors to be jointly and severally liable for any improper acts or

conduct committed during the multi-vendor festival or fair event;

2.30.1.f. Provide a security plan indicating all vendor points of service, entrances, and exits in order to verify members', patrons', and guests' ages, and whether a member, patron, or guest is intoxicated, to provide for the public health and safety of members, patrons, and guests;

2.30.1.g. Provide a floorplan for the proposed premises with one defined and bounded indoor and/or outdoor area to safely account for the ingress and egress of stated members, patrons, and guests who will be attending the festival, fair, or other event, and the floorplan that would comprise the licensed premises, which would be authorized for the lawful sales, service, and consumption of liquor, wine, and nonintoxicating beer or nonintoxicating craft beer throughout the licensed premises whether these activities were conducted in a building or structure, or outdoors while on the licensed premises and as noted on the floorplan;

2.30.1.h. Meet and be subject to all other private club requirements; and

2.30.1.i. Use an age verification system approved by the Commissioner.

2.2431. "Private nine-hole golf course" means an applicant for a private club or licensed private club licensee meeting the criteria set forth in this subsection which:

2.2431.1. Has at least 50 members;

2.2431.2. Maintains at least one nine-hole golf course with separate and distinct golf playing holes;

2.2431.3. Operates a restaurant and full kitchen with ovens, as determined by the Commissioner, on the licensed premises and serves freshly prepared food at least 15 hours per week;

2.2431.4. Owns or leases, controls, operates, and uses acreage amounting to at least 30 contiguous acres of bounded or fenced real property which would be listed on the private nine-hole golf course's floorplan and could be used for golfing events and large contracted for group-type events such as weddings, reunions, conferences, meetings, and sporting or recreational events;

2.2431.5. Lists the entire property from subsection 2.2431.4. and all adjoining buildings and structures on the private nine-hole golf course's floorplan which would comprise the licensed premises, which would be authorized for the lawful sales, service, and consumption of alcoholic liquors throughout the licensed premises whether these activities were conducted in a building or structure or outdoors while on the private nine-hole golf course's licensed premises and as noted on the private nine-hole golf course's floorplan;

2.2431.6. Has an identified person, persons, or entity that has right, title, and ownership interest in the real property buildings and structures located on the proposed licensed premises; and

2.2431.7. Utilizes an age verification system approved by the Commissioner.

2.32. "Private professional sports stadium" means an applicant for a private club or licensed private club licensee that is only open for professional sporting events when such events are affiliated with or sponsored by a professional sporting association, reserved weddings, reunions, conferences, meetings, or other special events and does not maintain daily or regular operating hours as a bar or restaurant. The licensee may not sell alcoholic liquors when conducting or hosting non-professional sporting events, and

further the applicant shall:

2.32.1 Have at least 1000 members;

2.32.2. Maintain an open air or closed air stadium venue primarily used for sporting events, such as football, baseball, soccer, auto racing, or other professional sports, and also weddings, reunions, conferences, meetings, or other events where parties must reserve the stadium venue in advance of the event;

2.32.3. Operate a restaurant and full kitchen with ovens, as determined by the Commissioner, on the licensed premises and capable of serving freshly prepared food, or meals to serve its stated members, guests, and patrons who will be attending the event at the private professional sports stadium;

2.32.4. Own or lease, control, operate, and use acreage amounting to at least 3 contiguous acres of bounded or fenced real property, as determined by the Commissioner, which would be listed on the professional sports stadium's floorplan and could be used for contracted for professional sporting events, group-type weddings, reunions, conferences, meetings, or other events;

2.32.5. List the entire property from subsection 2.32.4., and all adjoining buildings and structures on the private professional sports stadium's floorplan which would comprise the licensed premises, which would be authorized for the lawful sales, service, and consumption of alcoholic liquors throughout the licensed premises whether these activities were conducted in a building or structure or outdoors while on the private professional sports stadium's licensed premises and as noted on the private professional sports stadium's floorplan;

2.32.6. Have an identified person, persons, or entity that has right, title, and ownership interest in the real property buildings and structures located on the proposed licensed premises;

2.32.7. Meet and be subject to all other private club requirements; and

2.32.8. Use an age verification system approved by the Commissioner.

2.33. "Private tennis club" means an applicant for a private club or licensed private club licensee meeting the criteria set forth in this subsection which:

2.33.1. Has at least 100 members;

2.33.2. Maintains at least four separate and distinct tennis courts, either indoor or outdoor, and a clubhouse or similar facility;

2.33.3. Has a restaurant and full kitchen with ovens, as determined by the Commissioner, on the licensed premises and is capable of serving freshly prepared food;

2.33.4. Owns or leases, controls, operates, and uses acreage amounting to at least two contiguous acres of bounded or fenced real property which would be listed on the private tennis club's floorplan and could be used for tennis events and large events such as weddings, reunions, conferences, tournaments, meetings, and sporting or recreational events;

2.33.5. Lists the entire property from subsection 2.33.4., and all adjoining buildings and structures on the private tennis club's floorplan that would comprise the licensed premises, which would be authorized for the lawful sales, service, and consumption of alcoholic liquors throughout the licensed

premises whether these activities were conducted in a building or structure or outdoors while on the private tennis club's licensed premises and as noted on the private tennis club's floorplan;

2.33.6. Has identified a person, persons, an entity, or entities who or which has right, title, and ownership interest in the real property buildings and structures located on the proposed licensed premises;

2.33.7. Meets and is subject to all other private club requirements; and

2.33.8. Uses an age verification system approved by the Commissioner.

2.34. "Private wedding venue or barn" means an applicant for a private club or licensed private club licensee that is only open for reserved weddings, reunions, conferences, meetings, or other events and does not maintain daily or regular operating hours, and which:

2.34.1. Has at least 25 members;

2.34.2. Maintains a venue, facility, barn, or pavilion primarily used for weddings, reunions, conferences, meetings, or other events where parties must reserve or contract for the venue, facility, barn, or pavilion in advance of the event;

2.34.3. Operates a restaurant and full kitchen with ovens, as determined by the Commissioner, on the licensed premises and is capable of serving freshly prepared food, or may engage a food caterer to provide adequate freshly prepared food or meals to serve its stated members, guests, and patrons who will be attending the event at the private wedding venue or barn. The applicant or licensee shall provide written documentation including a list of food caterers or written agreements regarding any food catering operations to the Commissioner prior to approval of a food catering event;

2.34.4. Owns or leases, controls, operates, and uses acreage amounting to at least two contiguous acres of bounded or fenced real property. The applicant or licensee shall verify that, the property is less than two acres and is remotely located, subject to the Commissioner's approval. The bounded or fenced real property may be listed on the private wedding venue's floorplan and may be used for large events such as weddings, reunions, conferences, meetings, or other events;

2.34.5. Lists the entire property from subsection 2.34.4., and all adjoining buildings and structures on the private wedding venue or barn's floorplan that would comprise the licensed premises, which would be authorized for the lawful sales, service, and consumption of alcoholic liquors throughout the licensed premises whether these activities were conducted in a building or structure or outdoors while on the private wedding venue or barn's licensed premises and as noted on the private wedding venue or barn's floorplan;

2.34.6. Has an identified person, persons, or entity that has right, title, and ownership interest in the real property buildings and structures located on the proposed licensed premises;

2.34.7. Meets and is subject to all other private club requirements; and

2.34.8. Uses an age verification system approved by the Commissioner.

~~2.2535.~~ "Record" means any manner of recording from which a transcript can be made.

~~2.2636.~~ "Retail liquor store" means the establishment where the private club is authorized to purchase alcoholic liquors. Such retail liquor store must be licensed to sell alcoholic liquors in the original

package for consumption off the premises, to the public in West Virginia by the Commissioner as authorized by either W. Va. Code §60-3-1 *et seq.* or W. Va. Code §60-3A-1 *et seq.*

~~2.2737.~~ “Sale” means any transfer or exchange of goods or services, in exchange for money, currency, checks, credit cards, or barter in any manner or by any means, for a consideration, and shall include all sales made by principal, proprietor, agent, or employee.

~~2.2838.~~ “Selling” includes solicitation or receipt of orders, possession for sale, and possession with intent to sell.

~~2.2939.~~ “Wine” means any beverage obtained by the fermentation of the natural content of fruits, or other agricultural products, containing sugar and includes, but is not limited to, still wines, champagne, and other sparkling wines, carbonated wines, imitation wines, vermouth, hard cider, perry, sake, or other similar beverages offered for sale or sold as wines containing not less than ~~seven~~ 0.5 percent nor more than 24% alcohol by volume (See 175 CSR 4 – Sale of Wine).

§175-2-3. Licensure.

3.1. License application. - The application for license to operate any type of private club shall include the following:

3.1.1. The name signatures, citizenship, address, and residence of the applicant and manager.

3.1.2. The place at which such applicant will conduct its operations, whether it is owned or leased by applicant; and if leased, from whom, giving names and addresses of all lessors.

3.1.3. If the applicant is an unincorporated association, the names and addresses of members of its governing board.

3.1.4. If the applicant is a corporation, the names and addresses of its officers and directors. If such person be a limited liability company, the names and addresses of the members and/or managers.

3.1.5. The size and nature of the dining and kitchen facilities operated by applicant and the specific proportions of any structure used in conjunction with other purposes that will constitute the type of private club.

3.1.6. Arrest record, if any, of the applicant and manager, and if the applicant is a corporation, limited liability company, partnership or association the arrest record, if any, of the officers, directors, partners, members, managers, or stewards including disposition of same.

3.1.6.a. The Commissioner shall conduct background investigations for the purpose of determining whether the applicant or the applicant’s manager has been charged with, indicted for, or convicted of a crime that may have bearing upon the applicant or the applicant’s manager’s fitness to hold a private club license. For purposes of this paragraph, “background investigation” means a security, criminal and credit investigation of an applicant and manager who has applied for the issuance or renewal of a private club license pursuant to W. Va. Code §60-7-1 *et seq.* The applicant will submit West Virginia Alcohol Beverage Control Administration Release of Information and Waiver of Confidentiality of Records Form on the form provided by the Commissioner. The applicant will also submit a full set of fingerprints to facilitate a criminal background check and the ABCA will request the state police to submit the fingerprints and identifying information to the Federal Bureau of Investigation for a national criminal history record check. The results of the fingerprint check will be returned to the ABCA.

3.1.6.b. The applicant will reimburse the ABCA for all fees or charges that are incurred by the ABCA for the background investigation.

3.1.7. Manager requirement. - No licenses shall be given to any applicant or renewed for any licensee who has not listed a manager on the applicant's license application, or a licensee's renewal application, and further that the manager shall meet all other requirements of licensure, including, but not limited to, United States citizenship or naturalization, passing a background investigation, being at least 21 years of age, being a suitable person, being of good morals and character, being capable of operating a bona fide private club of good reputation in the community, and other requirements, all as set forth in the code and the legislative rules, in order for the manager to be able to meet and conduct any regulatory matters, including, but not limited to: licensure or enforcement matters related to the applicant or licensee all in the interest of protecting public health and safety and being a suitable applicant or licensee. In order to maintain active licensure, any change by a licensee in any manager listed on a license or renewal application shall be made immediately to the Commissioner, to verify that the new manager meets licensure requirements.

3.1.8. A statement of purpose or purposes for which the club is organized (social, recreation, benevolent, charitable, fraternal or profit).

3.1.9. How long the club has been in existence prior to the date of the application.

3.1.10. What national organization it is affiliated with, if any, and the date of affiliation and nature thereof.

3.1.11. Number of employees.

3.1.12. Number of members of the applicant.

3.1.13. West Virginia consumers sales tax identification number.

3.1.14. West Virginia business franchise tax number.

3.1.15. West Virginia Health Department permit number to operate a restaurant.

3.1.16. Type of license applied for.

3.1.17. Application shall only be made on the form provided by the Commissioner or available on the ABCA website at www.abca.wv.gov. This form must be completed in its entirety and failure to complete all questions shall constitute grounds for refusal to grant a license.

3.1.18. Whether the applicant is the holder of a federal gambling stamp.

3.1.19. Whether the applicant is the holder of a retail liquor dealer special tax stamp.

3.2. Refusal of license.

3.2.1. No license shall be issued by the Commissioner to any private club:

3.2.1.a. That is located on any college campus, state university campus, or branch thereof.

3.2.1.b. That is the holder of a federal gambling stamp or whose manager or employee is a holder of a federal gambling stamp.

3.2.1.c. That discriminates against any person or group of persons in violation of applicable state or federal law: *Provided*, ~~That~~ that a license cannot be refused based on unlawful discrimination.

3.2.1.d. That submits an application for license that contains any false statement, and any statement found to be false after granting of said license shall be grounds for revocation or suspension of said license.

3.2.1.e. That is not a bona fide private club of good reputation in the community in which it operates. For purposes of making such a determination, the Commissioner shall take into consideration whether the ownership and management of the private club will involve suitable persons and whether the premises to be used by the private club is a suitable place.

3.2.1.f. That fails to have the applicant and manager attest that the information in the application is true and accurate.

3.2.2. The Commissioner may refuse to grant any license if he or she has reasonable cause to believe, as indicated by documented evidence, that the applicant, or any officer, director or manager thereof, or shareholder owning 20% or more of its capital stock, beneficial or otherwise, or other person conducting or managing the affairs of the applicant or of the proposed licensed premises, in whole or part:

3.2.2.a. Is not a person of good moral character or repute;

3.2.2.b. Has maintained a noisy, loud, disorderly, or unsanitary establishment;

3.2.2.c. Has demonstrated, either by his or her police record or by his record as a former licensee under W. Va. Code §11-16-1 *et seq.* or Chapter 60 of the West Virginia Code a lack of respect for law and order, generally, or for the laws and rules governing the sale and distribution of alcoholic beverages or nonintoxicating beer;

3.2.2.d. Has the general reputation of drinking alcoholic beverages or nonintoxicating beer to excess, or is addicted to the use of controlled substances;

3.2.2.e. Has misrepresented a material fact in applying to the Commissioner for a license; or

3.2.2.f. Has not listed accurate and complete ownership information.

3.2.3. For purposes of this rule, the Commissioner shall refuse to grant any license if he or she has reasonable cause to believe, as indicated by documented evidence that the applicant, or any officer, director or manager thereof, or shareholder owning 20% or more of its capital stock, beneficial or otherwise, or other person conducting or managing the affairs to the applicant or of the proposed licensed premises, in whole or part:

3.2.3.a. Is not 21 years of age or older;

3.2.3.b. Has been convicted of a felony or other crime involving moral turpitude, and upon such conviction the applicant will not be eligible for licensure within five years next preceding successful completion of all conditions of probation, discharge from parole supervision, or expiration of sentence;

3.2.3.c. Has been convicted of violating any alcoholic liquor laws, rules, or regulations, or any beer laws, rules, or regulations of any state or the United States, and upon such conviction the applicant shall not be eligible for licensure within five years next preceding successful completion of all conditions of probation, discharge from parole supervision, or expiration of sentence;

3.2.3.d. Has had any license revoked under the alcoholic liquor laws, rules, or regulations, or the beer laws, rules or regulations of any state or the United States within five years next preceding the filing date of the application;

3.2.3.e. Is not the legitimate owner of the business proposed to be licensed, or other persons have ownership interests in the business, which have not been disclosed;

3.2.3.f. Is a person to whom alcoholic beverages may not be sold under the provisions of Chapter 60 of the West Virginia Code;

3.2.3.g. Has been adjudicated an incompetent;

3.2.3.h. Is an officer or employee of the Alcohol Beverage Control Commissioner of West Virginia; or

3.2.3.i. Is violating or allowing the violation of any provision of Chapter 60 or Chapter 61 of the West Virginia Code or W. Va. Code §11-16-1 *et seq.* in its establishment at the time its application for a license is pending or at any time during either the current licensed period or the immediately preceding licensing period.

3.2.4. No license shall be issued by the Commissioner to any type of private club if the place to be occupied by the applicant:

3.2.4.a. Does not conform to the requirements of applicable laws of the State with respect to sanitation, health, construction, or equipment, or to any similar requirements established by the rules of the Commissioner.

3.2.4.b. Is so located that violations of W. Va. Code §60-1-1 *et seq.*, or of the rules of the Commissioner, or the laws of this State relating to peace and good order would result from the issuance of such license and operation by the applicant.

3.2.4.c. Is so situated with respect to any church, hospital, school, college, or university, public or private playground or other similar recreational facilities, or any state, local, or federal government-operated facility, that operation under the license will adversely affect or interfere with normal, orderly conduct of the affairs of such facilities or institutions.

3.2.4.d. Is so situated with respect to any residence or residential area that its operation will adversely affect real property values or substantially interfere with the usual quietude and tranquility of the residential area.

3.2.5. The Commissioner may refuse to issue a license if he or she has reasonable ground to believe that the number of licenses existent in the locality is such that the issuance of an additional license would be detrimental to the interests, morals, safety, or welfare of the public, and, in reaching his or her conclusion in this respect, the Commissioner may consider the character, population, and number of similar licensees in the particular town, city, or county and the immediate neighborhood concerned, and the effect which a new license may have on such town, city, county, or neighborhood in conforming with

the purposes of the Liquor Control Act.

3.2.5.a. Any person applying for a license to operate a private club at any location within a municipality must file a notice of such intention using the zoning form provided by the Commissioner or available on the ABCA website at www.abca.wv.gov, with the clerk or recorder of the municipality at least 10 calendar days prior to filing an application for a private club license with the ABCA as required by W. Va. Code §60-7-4a.

3.2.5.b. Any person applying for a license to operate any type of private club that is not within a municipality, must submit a letter from the county commissioner stating that the location of the club is in compliance with zoning ordinances for that county.

3.2.6. In the process of determining whether or not a license should be issued, the Commissioner must investigate the accuracy of all allegations, that could lead to denial of the license. The Commissioner may request such other information as the Commissioner may reasonably require of the applicant and a manager which shall include, but not be limited to, all pecuniary or financial interest in the applicant and the criminal records, if any, of each member of the applicant's governing board or its officers and directors who have been convicted of a felony or a crime involving moral turpitude.

3.2.7. Upon receipt of a completed application, together with the accompanying fee and bond, the Commissioner shall conduct an investigation to determine the accuracy of the matters contained in such completed application and whether applicant is a bona fide private club of good reputation in the community in which it shall operate. For the purpose of conducting such investigation, the Commissioner may withhold the granting or refusal to grant the license for a period not to exceed 30 calendar days or until the applicant has completed the conditions set forth in the code, all as determined by the Commissioner. The Commissioner may issue a license authorizing the applicant to sell alcoholic liquors if it appears that the applicant is a bona fide private club of good reputation in the community in which it shall operate and that the applicant and the manager listed in the application or renewal application have not made any false statement, material misrepresentation, or omissions; have no hidden ownership or undisclosed pecuniary interests; and have complied with all applicable requirements in the West Virginia Code and Code of State Rules, which are all subject to investigation by the Commissioner and as determined by the Commissioner.

3.3. Type of license. - The Commissioner, upon a decision to grant a license, will issue said license in one of two categories:

Type I. - This is for a private club license issued to a nationally recognized fraternal or veterans organization, and or any other nonprofit social club, all of the same being operated exclusively for the benefit of its members and pays no part of its income to shareholders or individual members, and maintains on its premises a suitable kitchen and dining facility with related equipment for serving food to members and their guests.

Type II. - This is for social organizations or corporations operated for legitimate purposes and for profit, that pays part of its income to shareholders or individual members, and maintains on its premises a suitable kitchen and dining facility with related equipment, and employs a sufficient number of persons for the serving of meals to members and their guests at all times during the hours of operation.

As to each of the categories above, a license will only be granted upon a certification that the general public is not and will not be admitted on the premises, and only duly elected or approved dues paying members in good standing, and their guests, while in the company of a member, are permitted to enter said premises. The membership list requirement may be met through social media members and guests.

actual member and guest list, or other lists of members, either electronically or manually, maintained by the licensee. Any type of private club that does not maintain a membership list may not be afforded the rights and protections of the private club privilege.

3.3.1. A private fair and festival, ~~one-day charitable rare, antique, or vintage liquor auction, and a private multi-vendor festival is a~~ are temporary Type II licenses, and a private club bar, private club restaurant, private manufacturers club, private hotel, private resort hotel, private golf course club, and private nine-hole golf course, private caterer, private farmers market, private multi-sport complex, private professional sports stadium, private tennis club, and private wedding venue or barn are Type II licenses.

3.4. Fees, additional license types and license services.

3.4.1. The annual fee for licenses issued under the provisions of W. Va. Code §60-7-1 *et seq.* shall be as follows:

3.4.1.a. For a fraternal or veterans organization or a nonprofit social club, \$750.00.

3.4.1.b. For a private club bar or private club restaurant other than a private club of the type specified in subdivision 3.4.1.a. of this subsection, \$1,000.00 if determined by the Commissioner that such private club has less than 1,000 members and \$2,500.00 if such private club bar or private club restaurant has 1,000 or more members. A private club bar or private club restaurant licensee with 1,000 or more members may, in the Commissioner's discretion, operate Class B license for the off-premises sale of nonintoxicating beer and wine in a connected but separately operated area of the private club premises: *Provided*, ~~That~~ each business is licensed separately and operates separate cash registers and maintains separation barriers between the different licensed operations. Failure of a licensee to license two inner-connected businesses shall subject the licensee to the penalties under W.Va. Code §60-7-1 *et seq.* and this rule. The fee for any license issued following the first day of January of any year, to expire on the 30th day of June of each year, will be 1/2 of that previously prescribed. Such fee shall be payable to the West Virginia Alcohol Beverage Control Commissioner by certified check, cashier's check, or money order and must accompany the application.

3.4.1.b.1. For a private hotel or a private golf club (18 holes) of the type specified in W. Va. Code §60-7-6(b), \$4,000.00.

3.4.1.b.2. For a private resort hotel of the type specified in W. Va. Code §60-7-6(b): with 5 or fewer designated areas, \$7,500.00; with at least 6 but no more than 10 designated areas, \$12,500.00; with at least 11 but no more than 15 designated areas, \$17,500.00; and with no fewer than 15 nor more than 20 designated areas, \$22,500.00.

~~3.4.1.b.3. For a private golf club of the type specified in W. Va. Code §60-7-6(b), \$4,000.00.~~

~~3.4.1.b.4. For a private nine-hole golf club course, private farmers market, private professional sports stadium, private multi-sport complex, private manufacturer club, or a private tennis club of the type specified in W. Va. Code §60-7-6(b), \$2,000.00.~~

~~3.4.1.b.4. For a private wedding venue or barn of the type specified in W. Va. Code §60-7-6(b), \$1,500.00.~~

~~3.4.1.b.5. For a private caterer, that is already licensed as private club restaurant, of the type specified in W. Va. Code §60-7-6(b), \$1,000.00.~~

3.4.2. A private resort hotel having obtained a license and paid the \$22,500.00 annual license fee may, upon application to and approval of the Commissioner, designate additional areas for a period not to exceed seven calendar days for an additional fee of \$150.00 per day, per designated area.

3.4.3. A private fair and festival shall be designated a Class S2 private fair and festival license for the retail sale of liquor, wine, nonintoxicating beer, and nonintoxicating craft beer for on-premises consumption at a temporary event and shall pay a nonrefundable nonprorated license fee of \$750.00.

3.4.4. A private multi-vendor fair and festival shall be designated a Class S3 private multi-vendor fair and festival license for the retail sale of liquor, wine, and nonintoxicating beer or nonintoxicating craft beer for on-premises consumption at a temporary event and shall pay a nonrefundable nonprorated license fee of \$500.00.

3.4.5. A one-day charitable rare, antique, or vintage liquor auction shall be a one-day special license issued to any licensed private club type in partnership with a duly organized and federally approved nonprofit organization or entity to conduct a charitable auction of rare, antique, or vintage liquor, as determined by the Commissioner, on the licensed private club's licensed premises for consumption off-premises and shall pay a nonrefundable nonprorated \$150.00 license fee per one-time event.

3.4.46. Growler requirements.

3.4.6.a. Nonintoxicating beer or nonintoxicating craft beer growler requirements. - Any type of licensed private club who pays the \$100.00 fee set forth in W. Va. Code §11-16-6b and meets the requirements of this section may offer nonintoxicating beer or nonintoxicating craft beer for retail sale to patrons from their licensed premises in a growler for personal consumption only off of the licensed premises and not for resale.

3.4.46.a.1. Prior to a growler sale, the licensee shall verify, using proper identification, that any patron purchasing nonintoxicating beer or nonintoxicating craft beer is 21 years of age or over and that the patron is not visibly intoxicated.

3.4.46.a.2. A licensee may not sell, give or furnish alcoholic liquors, including wine, for consumption off of its licensed premises, unless it is any type of private club licensed to sell sealed wine for consumption off of the licensed premises and meets the requirements set forth in the W. Va. Code §60-8-1 *et seq.*, and in subsection 3.4.5-7. or 3.4.6.b., for the sale of sealed wine growlers, not liquor, and further unless a private club restaurant or private manufacturer club is licensed for sale of liquor in craft cocktail growlers as set forth in subsection 3.4.6.c. and W. Va. Code §60-7-1 *et seq.*

3.4.46.a.3. A licensee shall comply with all the retail sales, payment of taxes and fees, advertising, nonintoxicating beer or nonintoxicating craft beer growler requirements, nonintoxicating beer or nonintoxicating craft beer growler labeling, nonintoxicating beer or nonintoxicating craft beer growler sanitation, nonintoxicating beer or nonintoxicating craft beer growler sampling and limitations provisions of W. Va. Code §11-16-6b and shall be subject to all applicable requirements and penalties in W. Va. Code §11-16-1 *et seq.*

3.4.6.b. Wine Growler requirements. Any type of licensed private club who pays the \$100.00 fee set forth in W. Va. Code §60-8-6d and meets the requirements of this section may offer wine for retail sale to patrons from their licensed premises in a growler for personal consumption only off of the licensed premises, and not for resale.

3.4.6.b.1. Prior to a growler sale, the licensee shall verify, using proper identification, that any patron purchasing wine is 21 years of age or over and that the patron is not visibly intoxicated.

3.4.6.b.2. A licensee may not sell, give or furnish alcoholic liquors, including wine, for consumption off of its licensed premises, unless it is any type of private club licensed to sell sealed wine for consumption off of the licensed premises and meets the requirements set forth in the W. Va. Code §60-8-1 *et seq.*, and in subsection 3.4.5.7. or 3.4.6.b., for the sale of sealed wine growlers, not liquor, and further unless a private club restaurant or private manufacturer club is licensed for sale of liquor in craft cocktail growlers as set forth in subsection 3.4.6.c. and W. Va. Code §60-7-1 *et seq.*

3.4.6.b.3. A licensee shall comply with all the retail sales, payment of taxes and fees, advertising, wine growler requirements, wine growler labeling, wine growler sanitation, wine growler sampling and limitations provisions of W. Va. Code §60-8-6c and §60-8-6d and shall be subject to all applicable requirements and penalties in W. Va. Code §60-8-1 *et seq.*

3.4.6.c. Craft Cocktail Growler requirements.

3.4.6.c.1. Craft cocktail growler defined. - “Craft Cocktail Growler” means a container or jug that is made of glass (may include a howler), ceramic, metal (which does not include a metal growler that is canned), plastic (any plastic must be certified as BPA free and any plastic that generates BPAs in the cleaning and sanitization process, which are hazardous to public health, will not be approved and a plastic cup with a lid will not be approved since it is an open container), or other material approved by the Commissioner, that may be no larger than 128 fluid ounces in size and must be capable of being securely sealed.

3.4.6.c.1.A. The growler is utilized by an authorized licensee for purposes of off-premises sales only of liquor and a nonalcoholic mixer or beverage for personal consumption not on a licensed premise.

3.4.6.c.1.B. A securely sealed craft cocktail growler is not an open container under state and local law. A craft cocktail growler with a broken seal is an open container under state and local law unless it is located in an area of the motor vehicle physically separated from the passenger compartment. A craft cocktail growler is not an original container of liquor, but once sanitized, filled, properly sealed, and sold, all as set forth in this article, is a sealed container.

3.4.6.c.2 Sales of craft cocktail growlers. - A licensed private club restaurant or private manufacturer club is authorized under a current and valid license and meets the requirements of this section may offer a craft cocktail growler in the ratio of up to one fluid ounce of liquor to four fluid ounces of nonalcoholic beverages or mixers, not to exceed 128 fluid ounces for the entire beverage in the craft cocktail growler, for retail sale to patrons from their licensed premises in a sealed craft cocktail growler for personal consumption only off of the licensed premises.

3.4.6.c.2.A. Prior to the sale, the licensee shall verify in-person, using proper identification, that any patron purchasing the craft cocktail growler is 21 years of age or older and that the patron is not visibly or noticeably intoxicated.

3.4.6.c.2.B. There shall be a \$100 non-prorated, non-refundable annual fee to sell craft cocktail growlers.

3.4.6.c.2.C. Every licensee licensed under this section shall comply with all the

provisions of this chapter as applicable to retail sale of liquor at retail liquor outlets, comply with 110% markup specified in W. Va. Code §60-3A-17(e)(2) when conducting sealed craft cocktail growler sales, and shall be subject to all applicable requirements and penalties in this article.

3.4.6.c.2.D. Every licensee licensed under this section shall pay all sales taxes required of retail liquor outlets, in addition to any other taxes required, and meet any applicable licensing provisions as required by chapter 60 and by this rule.

3.4.6.c.2.E. Every licensee licensed under this section may only advertise a particular brand or brands of liquor manufactured by a distillery, mini-distillery, or micro-distillery upon written approval from the distillery, mini-distillery, micro-distillery, or an authorized and licensed broker to the licensee. Advertisements may not encourage intemperance or target minors.

3.4.6.c.3. Craft cocktail growler requirements.

3.4.6.c.3.A. A licensee licensed under this section may refill a craft cocktail growler from a secure area only accessible by the authorized licensee and its staff and not accessible by patrons, subject to the requirements of this section. The Commissioner has discretion to determine a secure area on a case-by-case basis for each authorized licensee.

3.4.6.c.3.B. A licensee licensed under this section must prevent patrons from accessing the secure area where the filling of the craft cocktail occurs or to fill a craft cocktail growler.

3.4.6.c.3.C. A licensee licensed under this section must sanitize, fill, securely seal, and label any craft cocktail growler prior to its sale (See 3.4.6.c.5).

3.4.6.c.3.D. A licensee licensed under this section shall visually inspect any craft cocktail growler before filling or refilling it. A licensee licensed under this section may not fill or refill any craft cocktail growler that appears to be cracked, broken, unsafe, or otherwise unfit to serve as a sealed beverage container.

3.4.6.c.3.E. A secure sealing means using a tamper-evident seal, such as: (1) A plastic heat shrink wrap band, strip, or sleeve extending around the cap or lid of craft cocktail growler to form a seal that must be broken when the container is opened; or (2) A screw top cap or lid that breaks apart when the craft cocktail growler is opened.

3.4.6.c.4. Craft cocktail growler labeling. - A licensee licensed under this section selling craft cocktail growlers shall affix a conspicuous label on all sold and securely sealed craft cocktail growlers listing the name of the licensee selling the craft cocktail growler, the brand of the liquor in the craft cocktail growler, the type of craft cocktail or name of the craft cocktail, the alcohol content by volume of the liquor in the craft cocktail growler, and the date the craft cocktail growler was filled or refilled, and, all labeling on the craft cocktail growler shall be consistent with all federal labeling and warning requirements.

3.4.6.c.5. Craft cocktail growler sanitation. - A licensee licensed under this section shall clean and sanitize all craft cocktail growlers he or she fills or refills in accordance with all state and county health requirements prior to its sealing. In addition, the licensee licensed under this section shall sanitize, in accordance with all state and county health requirements, all taps, tap lines, pipe lines, barrel tubes, and any other related equipment used to fill or refill craft cocktail growlers. Failure to comply with this subsection may result in penalties under this article: *Provided*, That, if the reuse or refilling of a craft cocktail growler would violate federal law such craft cocktail growler must only be used one-time, for

one filling, and be discarded after the one-time use. Any approved craft cocktail growler made from plastic must be certified BPA-free, sanitized at the place of manufacture and prior to filling must remain in the original sanitized package in order to meet sanitization requirements, thus such a one-time use approved craft cocktail growler made from plastic is permissible when meeting the requirements of the Code and rule. A plastic cup with a lid does not qualify as craft cocktail growler.

3.4.6.c.6. Pre-mixing of a craft cocktail. - A licensee licensed under this section may pre-mix the nonalcoholic beverages or mixers in the advance of a craft cocktail growler purchase and sealing, and add the liquor, as set forth in this section, upon a member or guest's purchase of a craft cocktail growler. A licensee licensed under this section must dispose of any expired premixed nonalcoholic beverages or mixers pursuant to Bureau for Public Health requirements when such premixed nonalcoholic beverages or mixers are no longer fit for human consumption. A licensee authorized under W. Va. Code §60-6-8(7) may use a premixed beverage meeting the requirements therein and is also subject to the requirements of this section for a craft cocktail growler.

3.4.6.c.7. Limitations on licensees.

3.4.6.c.7.A. Sales of craft cocktail growlers to member and guests only. A licensee licensed under this section shall not sell craft cocktail growlers to other licensees, but only to its members and guests.

3.4.6.c.7.B. Sales of craft cocktail growlers made: to a person ordering while physically at the licensed premises, to a person ordering by telephone, mobile application, or web-based ordering for in-person or in-vehicle pickup, or any craft cocktail growler sales.

3.4.6.c.7.B.i. A licensee licensed under this section must provide food or a meal along with one sealed craft cocktail growler to a patron, subject to verification that the purchasing person is 21 years of age or older, and not visibly or noticeably intoxicated, and as otherwise specified.

3.4.6.c.7.B.ii. A licensee licensed under this section may only sell one sealed craft cocktail growler to a patron who has not been consuming alcoholic liquors or nonintoxicating beer on its licensed premises or one craft cocktail growler per food or meal in the order delivered per W. Va. Code §60-7-8f.

3.4.6.c.7.C. A licensee licensed under this section shall be subject to the applicable penalties under this article for violations of this article.

3.4.6.c.7.D. A licensee licensed under this section shall be subject to the applicable Bureau for Public Health legislative rules and requirements concerning sanitation.

3.4.6.d. Pre-mixing Permits. - It is generally unlawful for any licensee to sell, furnish, tender, or serve pre-mixed alcoholic liquor that is not in the original container, except:

3.4.6.d.1. Any type of private club licensee may sell, furnish, tender, and serve up to 15 recipes of pre-mixed beverages consisting of alcoholic liquors and nonalcoholic mixer (Examples of pre-mixed cocktails: margarita, sangria, old fashioned, and cosmopolitan), in a manner approved by the Commissioner and in accordance with public health and safety standards;

3.4.6.d.1.A. Any type of private club licensee shall use approved dispensing and storage equipment which shall be cleaned at the end of the day. Failure to clean the dispensing and storage equipment shall result in the immediate suspension or revocation of the permit;

3.4.6.d.1.B. The licensee that obtains a permit shall sanitize and clean the pre-mixing beverage storage equipment after each use or after each batch of the pre-mixed beverage is made; and

3.4.6.d.1.C. The licensee that obtains a permit shall maintain a written record reflecting the cleaning and sanitizing of the storage and dispensing equipment for inspection by the Commissioner and health inspectors;

3.4.6.d.1.D. The licensee that obtains a permit must dispose of any expired premixed alcoholic and nonalcoholic beverages (or mixers) pursuant to Bureau for Public Health requirements when such premixed beverages are no longer fit for human consumption.

3.4.6.d.2. Any type of private club licensee desiring to pre-mix alcoholic beverages shall complete the Pre-Mixing Permit application and list up to 15 drink recipes for pre-mixing approval by the Commissioner, and shall also submit the type of dispensing and storage equipment for each pre-mix recipe for approval by the Commissioner;

3.4.6.d.3. The licensee applying for a pre-mixing permit must specify if alcohol is being added to the pre-mixed recipe before or after storage.

3.4.6.d.4. A violation or violations of this subdivision may result in the suspension or revocation of the permit and may result in additional sanctions under W. Va. Code §60-1-1 *et seq.*

3.4.6.e. Private delivery license for a licensed private club restaurant, private manufacturer club, or a third party; craft cocktail growler delivery requirements; limitations; third party license fee; private cocktail delivery permit; and requirements.

3.4.6.e.1. A licensed private club restaurant or private manufacturer club licensed to sell liquor for on-premises consumption may apply for a private delivery license permitting the order, sale, and delivery of liquor and a nonalcoholic mixer or beverage in a sealed craft cocktail growler, when separately licensed for craft cocktail growler sales as set forth in the Code and rules.

3.4.6.e.1.A. The order, sale, and delivery of a sealed craft cocktail growler is permitted for off-premises consumption when completed by the licensee to a person purchasing the craft cocktail growler through a telephone, a mobile ordering application, or web-based software program, authorized by the licensee's license.

3.4.6.e.1.B. There is no additional fee for a licensed private club restaurant or private manufacturer club to obtain a private delivery license.

3.4.6.e.1.C. The order, sale, and delivery process shall meet the requirements of this section.

3.4.6.e.1.D. The order, sale, and delivery process is subject to the penalties of this article.

3.4.6.e.2. A third party, not licensed for liquor sales or distribution, may apply for a private delivery license for the privilege of ordering and delivery of craft cocktail growlers, from a licensee with a craft cocktail growler license.

3.4.6.e.2.A. The order and delivery of a sealed craft cocktail growler is permitted by

a third party who obtains a license under this section when a private club restaurant or private manufacturer club sells to a person purchasing the sealed craft cocktail growler through telephone orders, a mobile ordering application, or a web-based software program.

3.4.6.e.2.B. The private delivery license nonprorated, nonrefundable annual fee is \$200 for each third party entity, with no limit on the number of drivers and vehicles.

3.4.6.e.2.C. The order, sale, and delivery process shall meet the requirements of this section.

3.4.6.e.2.D. The order, sale, and delivery process is subject to the penalties of this article.

3.4.6.e.3. Sale Requirements.

3.4.6.e.3.A. The craft cocktail growler purchase shall accompany the purchase of prepared food or a meal and the completion of the sale may be accomplished by the delivery of the prepared food or a meal, and craft cocktail growler by the licensed private club restaurant, private manufacturer club, or third party private delivery licensee;

3.4.6.e.3.B. Any purchasing person shall be 21 years of age or older, shall not be visibly or noticeably intoxicated at the time of delivery, and shall meet the requirements set forth in chapter 60 for the sale of alcoholic liquors and as set forth in W. Va. Code §11-16-1 *et seq.*, for nonintoxicating beer or nonintoxicating craft beer;

3.4.6.e.3.C. "Prepared food or a meal" for this article, means food that has been cooked, grilled, fried, deep-fried, air-fried, smoked, boiled, broiled, twice baked, blanched, sautéed, or in any other manner freshly made and prepared, and does not include pre-packaged food from the manufacturer;

3.4.6.e.3.D. An order, sale, and delivery may consist of multiple sealed craft cocktail growlers for each order of food or meal; *Provided*, That the entire delivery order may not contain any combination of craft cocktail growlers of more than 128 fluid ounces total; and

3.4.6.e.3.E. A third party private delivery licensee shall not have a pecuniary interest in a private club restaurant or private manufacturer club licensee. A third party private delivery licensee may only charge a convenience fee for the delivery of any alcohol. The third party private delivery licensee may not collect a percentage of the delivery order for the delivery of alcohol, but may continue to collect a percentage of the delivery order directly related to the prepared food or a meal. The convenience fee charged by the third-party private delivery licensee to the purchasing person shall be no greater than five dollars per delivery order where a craft cocktail growler is ordered by the purchasing person. For any third party licensee also licensed for wine growler delivery as set forth in W. Va. Code §60-8-6c, or nonintoxicating beer or nonintoxicating craft beer growler delivery as set forth in W. Va. Code §11-16-6d, the total convenience fee of any order, sale, and delivery of a sealed growler, wine growler, or craft cocktail growler shall not exceed five dollars.

3.4.6.e.4. Craft Cocktail Growler Delivery Requirements.

3.4.6.e.4.A. Delivery persons employed for the delivery of a sealed craft cocktail growler shall be 21 years of age or older.

3.4.6.e.4.B. The licensed private club restaurant, private manufacturer club, or third party private delivery licensee shall:

3.4.6.e.4.B.i. File each delivery person's name, driver's license, and vehicle information with the Commissioner;

3.4.6.e.4.B.ii. Train delivery persons on verifying legal identification and in identifying the signs of intoxication;

3.4.6.e.4.B.iii. Submit certification of the training to the Commissioner;

3.4.6.e.4.B.iv. Hold a private cocktail delivery permit for each vehicle delivering a craft cocktail growler: *Provided*, that a delivery driver may retain an electronic copy of his or her permit as proof of licensure;

3.4.6.e.4.B.v. Only deliver prepared food or a meal, and a sealed craft cocktail growler order delivered in the county or contiguous counties where the licensed private club restaurant or private manufacturer club is located;

3.4.6.e.4.B.vi. Only deliver prepared food or a meal, and a sealed craft cocktail growler to addresses located in West Virginia;

3.4.6.e.4.B.vii. Account for and pay all sales and municipal taxes;

3.4.6.e.4.B.viii. Not deliver prepared food or a meal, and a sealed craft cocktail growler to any other licensee;

3.4.6.e.4.B.ix. Only make deliveries of prepared food or a meal, and a sealed craft cocktail growler for personal use, and not for resale; and

3.4.6.e.4.B.x. Not deliver and leave the prepared food or a meal, and a sealed craft cocktail growler at any address without verifying a person's age and identification as required by this section.

3.4.6.e.5. Telephone, mobile ordering application, or web-based software requirements.

3.4.6.e.5.A. The delivery person may only permit the person who placed the order through a telephone order, a mobile ordering application, or web-based software to accept the prepared food or meal and a craft cocktail growler delivery, subject to age verification upon delivery with the delivery person's visual review and age verification and, as applicable, either retain a stored scanned image of the purchasing person's legal identification or utilize the alternative method specified in clause 3.4.6.e.5.A.i.;

3.4.6.e.5.A.i. As an alternative to maintaining a stored scanned image of a purchasing person's legal identification, the delivery person may use a national identification validation database, application, platform, software, or system, as approved by the Commissioner, to verify the authenticity of the purchasing person's legal identification and the purchasing person's age, as noted on the legal identification. Further, the licensee's system must maintain a record locator for each order that notes the status of the sale as: a proper sale, a record of the authenticity of the identification and age verification, or a cancelled sale, and further that such record locator is available for inspection by the Commissioner;

3.4.6.e.5.A.ii. Any mobile ordering application or web-based software used shall create a stored record and image of the purchasing person's legal identification or utilize the alternative method and must retain in their records the details of the sale which are accessible by the delivery driver for verification, and the information shall include the delivery driver's name and vehicle information;

3.4.6.e.5.A.iii. Any telephone ordering system shall maintain a log or record of the purchasing person's legal identification and details of the sale, be accessible by the delivery driver for verification, and shall include the delivery driver's name and vehicle information; and

3.4.6.e.5.B. All records are subject to inspection by the Commissioner. The licensed private club restaurant, private manufacturer club, or third party private delivery licensee shall retain records for three years, and may not unreasonably withhold the records from the Commissioner's inspection;

3.4.6.e.6. Private Cocktail Delivery Permit.

3.4.6.e.6.A. The licensed private club restaurant, private manufacturer club, or third party private delivery licensee shall:

3.4.6.e.6.A.i. Obtain and maintain a retail transportation permit for the delivery of prepared food and a sealed craft cocktail growler;

3.4.6.e.6.A.ii. Provide vehicle and driver information, requested by the Commissioner. Upon any change in vehicles or drivers, the licensee shall update the driver and vehicle information with the Commissioner within 10 days of the change; and

3.4.6.e.6.B. Per W. Va. Code §60-6-12, a private cocktail delivery permit shall meet the requirements of a transportation permit and pay the transportation permit fee, \$10 for the first transporting vehicle and a one dollar for every transporting vehicle thereafter, which authorizes the permit holder to transport liquor.

3.4.6.e.7. Enforcement.

3.4.6.e.7.A. The third party private delivery licensee, the private club restaurant, or the private manufacturers club licensed by this section are responsible for any violations committed by their employees or independent contractors, and more than one violation may be issued for a single violation involving multiple licensees, employees, or independent contractors.

3.4.6.e.7.B. Any license or permit granted by this section is subject to the penalties of probation, monetary fines, suspension, and revocation, as set forth in this article, for violations committed by the licensee, its employees, or independent contractors.

3.4.6.e.7.C. It is a violation for any licensee, its employees, or independent contractors to break the seal of a craft cocktail growler. The licensees in violation are subject to the maximum penalties available in this article.

3.4.6.e.7.D. For purposes of criminal enforcement of the provisions of this article, persons ordering, purchasing, and accepting delivery of orders are considered to be purchasers.

3.4.57. Wine bottle requirements. - A license to sell wine granted to any private club entitles the operator to sell and serve wine, for consumption on the premises of the licensee when the sale

accompanies the serving of food or a meal ~~(the serving of food or a meal occurs when the total food purchase, excluding beverage purchases, taxes, gratuity, or other fees is at least \$15.00:~~

3.4.57.a. Any licensed private club for no additional license fee may permit a person over 21 years of age to purchase wine, consume wine, and recork or reseal, using a tamper resistant cork or seal, up to two separate bottles of unconsumed wine in conjunction with the serving of food or a meal to its members and their guests in accordance with the provisions of W. Va. Code §60-8-1 *et seq.* for the purpose of consumption of said wine off-premises;

3.4.57.b. Any licensed private club who shall apply, pay a \$100.00 license fee, and is approved by the Commissioner may offer for sale, for consumption off the premises, sealed bottles of wine to its customers in conjunction with the serving of food or a meal: *Provided, That* no more than one bottle is sold per each person over 21 years of age, as verified by the private club, for consumption off the premises. Such licensees are authorized to keep and maintain on their premises a supply of wine in quantities appropriate for the conduct of operations thereof. Any sale of wine is subject to all restrictions set forth in W. Va. Code §60-8-20.

3.4.7.c. Corkage or uncorking of wine is permitted for a private club restaurant as set forth in the requirements in subsection 2.22.5

3.4.68. Liquor bottle service. - A private club licensed under W. Va. Code §60-7-1 *et seq.*, that is in good standing with the Commissioner may apply for the Commissioner's approval, and shall pay a \$1,000.00 annual fee which is nonrefundable and non-prorated, to sell or serve liquor by the bottle to two or more persons for personal consumption, not for resale, on the licensed premises only in a designated area set forth on the license's approved floorplan.

3.4.79. Operational fee. - All licensees shall pay, with their annual fee, an annual \$100.00 operational fee per type of private club licensed premises.

3.4.810. Reactivation fee. - A licensee that fails to complete a renewal application and make payment of its annual license fee in renewing its license on or before June 30 of any subsequent year, after initial application, shall be charged an additional \$150.00 reactivation fee. The fee payment may not be prorated or refunded. The reactivation fee must be paid prior to the processing of any renewal application and payment of the applicable full year annual license fee. A licensee who continues to operate upon the expiration of its license is subject to all fines, penalties, and sanctions available in W. Va. Code §60-7-13 and W.Va. Code §60-7-13a, all as determined by the Commissioner.

3.4.11. Private outdoor dining and private outdoor street dining.

3.4.11.a. Private outdoor dining. - With prior approval of the Commissioner a private club licensee may sell, serve, and furnish alcoholic liquor and, if also licensed to sell, serve, and furnish nonintoxicating beer or nonintoxicating craft beer to be consumed on premises in a legally demarcated area which may include a temporary private outdoor dining area. The emphasis of this authorization is to permit outdoor dining only. The Commissioner may, at his or her discretion, authorize limited entertainment (ex. recorded music or limited live music, such as a solo musician, for ambiance) or alcoholic beverage service in the private outdoor dining area, however, in the Commissioner's determination, any entertainment or alcohol beverage service that has the appearance or function as a festival, event, concert, or in any other manner exceeds what is necessary for private outdoor dining, then such entertainment or alcoholic beverage service shall be denied.

3.4.11.b. Private outdoor street dining. - With prior approval of the Commissioner a private

club licensee may sell, serve, and furnish alcoholic liquor and, if also licensed to sell, serve, and furnish nonintoxicating beer or nonintoxicating craft beer to be consumed on premises in a legally demarcated area which may include a temporary private outdoor street dining area. The emphasis of this authorization is to permit outdoor street dining only. The Commissioner may, at his or her discretion, authorize limited entertainment (ex. recorded music or limited live music, such as a solo musician, for ambiance) or alcoholic beverage service in the private outdoor street dining area, however, in the Commissioner's determination, any entertainment or alcohol beverage service which has the appearance or function as a festival, event, concert, or in any other manner exceeds what is necessary for private outdoor street dining, then such entertainment or alcoholic beverage service shall be denied.

3.4.11.b.1. A temporary private outdoor street dining area shall be approved by the municipal government or county commission in which the licensee operates. The Commissioner shall develop and make available an application form to facilitate the purposes of this subsection.

3.4.11.c. A private club licensee shall submit to the Commissioner:

3.4.11.c.1. An application available on the Commissioner's website;

3.4.11.c.2. The municipal or county approval of the private outdoor dining area or private outdoor street dining area; and,

3.4.11.c.3. A revised floorplan requesting to sell alcoholic liquors, and when licensed for nonintoxicating beer or nonintoxicating craft beer, then nonintoxicating beer or nonintoxicating craft beer, subject to the Commissioner's requirements, in an approved and bounded outdoor area.

3.4.11.c.4. The approved and bounded area need not be adjacent to the licensee's licensed premises, but in close proximity, for private outdoor street dining or private outdoor dining. For purposes of this subsection, "close proximity" means an available area within 150 feet of a licensee's licensed premises and under the licensee's control and with right of ingress and egress.

3.4.11.d. A private outdoor dining or private outdoor street dining area may be operated in conjunction with a private wine outdoor dining or private wine outdoor street dining area set forth in W. Va. Code §60-8-32a and nonintoxicating beer or nonintoxicating craft beer outdoor dining or outdoor street dining set forth in W. Va. Code §11-16-9.

3.4.11.e. Private outdoor dining and private outdoor street dining include dining areas that are:

3.4.11.e.1. Outside and not served by an HVAC system for air handling services and use outside air;

3.4.11.e.2. Open to the air; and

3.4.11.e.3. Not enclosed by fixed or temporary walls; however, the Commissioner may seasonally approve a partial enclosure with up to three temporary or fixed walls.

3.4.11.e.4. Any area where seating is incorporated inside a permanent building with ambient air through HVAC is not considered outdoor dining pursuant to this subsection.

3.4.11.f. In the absence of legal demarcation by resolution or ordinance of a municipality or county, the Commissioner may, at his or her discretion, provide for temporary legal demarcation based on a written and executed authorization letter from a municipality or county, subject to passage of a

resolution or ordinance for a private outdoor dining area or private outdoor street dining area.

3.5. Bond. - No license will be issued until the applicant has executed a bond in the penal sum of \$5,000.00, payable to the State of West Virginia. The surety on the bond shall be executed by a corporate surety authorized to transact business in the State of West Virginia, which bond will be conditioned on the payment of all fees prescribed by law and on the faithful performance of, and compliance with the provisions of W. Va. Code §60-7-1 *et seq.* and this rule duly promulgated thereunder, and the same shall be done on Alcohol Beverage Control Commissioner's Form No. ABCA 193. Also required is a bond in the penal sum of \$1,000.00, payable to the State of West Virginia for the same surety as above for Nonintoxicating Beer Bond and will be submitted on Alcohol Beverage Control Commissioner's Form No. ABCA-194 Nonintoxicating Beer Bond.

3.6. License not transferable. - A license issued under the provision of this rule will be valid only for the organization named to conduct a private club on the premises thereon described and is not transferable. If there is a change in ownership, the new owners must make application as prescribed, then such violation shall constitute grounds for revocation of their license that they are then operating under.

3.7. License application form. - The application form for a license to sell alcoholic liquors by any private clubs type is available from the Commissioner or on the ABCA website at www.abca.wv.gov.

§175-2-4. Operation of Private Club.

4.1. Sale to members and guests. - No licensee is authorized to sell alcoholic liquor or nonintoxicating beer for consumption on the premises of said licensee except to its members and their guests, while in the company of a member, and said alcoholic liquors must have been purchased from the West Virginia Alcohol Beverage Control Commissioner. No open container or mixed alcoholic liquor drink, including nonintoxicating beer or nonintoxicating craft beer, and or wine, may be carried into or out of any type of private club or any premises licensed by the Commissioner, except as provided in the Code and this rule.

4.2. Age for purchase of alcoholic beverages. - No licensee shall sell any alcoholic beverage or nonintoxicating beer to individuals below the age of 21 years. The licensee must require proof of age by way of at least one of three documents certifying the age of the individual, one form of proof shall be either a valid driver's license, commercial driver's license or Department of Motor Vehicles identification card showing that the holder is at least 21 years of age. The following are considered to be valid proofs of age.

4.2.1. A valid West Virginia driver's license showing that the holder is at least 21 years of age.

4.2.2. A valid West Virginia Commercial Driver's license (CDL) license showing that the holder is at least 21 years of age.

4.2.3. A West Virginia Department of Motor Vehicles identification card showing that the holder is at least 21 years of age.

4.2.4. A driver's license from another state may be accepted if there is no indication or evidence that the license has been altered.

4.2.5. Any other valid means of satisfactory proof with a picture identification showing the individual to be at least 21 years of age.

The failure to produce satisfactory proof of age upon demand entitles the licensee to refuse to sell alcoholic beverages to the individual.

4.3. Age of manager. - No licensee whose manager is under the age of 21 years shall be eligible for license.

4.4. Inspection. - The licensee shall at reasonable times permit the immediate inspection of the licensed premises by the Commissioner, in order to ensure that the laws and rules of the State of West Virginia are enforced. Upon the presentation of credentials the licensee will allow the Commissioner immediate access to the licensed premises, and there shall be no occasion for delay in the conduct of such inspection. No licensee shall personally or by an agent or employee hinder or interfere with an inspection of the licensed premises nor shall any licensee allow patrons or others to hinder or interfere with the inspection.

Any evidence of a violation found during an inspection will be seized and impounded by the Commissioner and shall be admissible into evidence to prove such violation.

4.5. Posting license, door markers, and signage. - Each licensee shall post:

4.5.1. All licenses issued to the licensee pursuant to Chapter 60 of the West Virginia Code in a conspicuous area inside the licensed premises.

4.5.2. At, above, or on the licensee's main entrance to its private club in letters no higher than 6 inches, a statement "ABCC License No. _____" which lists the licensee's license number in the blank space.

4.5.3. In an open and prominent place a blood-alcohol chart in the form prescribed by W. Va. Code §60-6-24 as provided by the Commissioner.

4.5.4. In an open and prominent place the fetal alcohol syndrome warning of birth defects in the manner prescribed by W. Va. Code §60-6-25 in the form as provided by the Commissioner.

4.5.5. The human trafficking notice required by W. Va. Code §15A-2-5.

4.6. Licensee's purchases of alcoholic liquors. - After the granting of any type of private club license, each holder shall purchase alcoholic liquors for resale from a retail liquor outlet. Any private club license type may purchase alcoholic liquors only from the retail liquor outlet in whose market zone it is located or from a retail liquor outlet located in a market zone that is contiguous to the market zone in which the private club is located. Upon a showing of good cause to the Commissioner, any type of private club will be authorized to purchase alcoholic liquors from any retail liquor outlet within the State. Whenever the ABCA continues to operate a retail liquor outlet in a market zone for which no retail liquor outlet license has been issued, all private clubs located in that same market zone are required to purchase all alcoholic liquors from such ABCA licensed retail liquor outlet.

4.7. Hours for sale of alcoholic beverages. - No licensee shall sell, give or dispense alcoholic liquor or nonintoxicating beer, or permit the consumption thereof, on any licensed premises or in any rooms directly connected therewith between the hours of 3:00 a.m. and ~~4:00~~ 4:00 a.m. on any Sunday: *Provided*, That alcohol sales may not begin until 1:00 p.m. in a county that has voted to forbid alcohol sales until that time, as provided in W. Va. Code §7-1-3ss; nor shall any licensee sell, give, or dispense alcoholic liquors or nonintoxicating beer, or permit the consumption thereof, on any licensed premises or in any rooms directly connected therewith, between the hours of 3:00 a.m. and ~~7:00~~ 7:00 a.m. on any weekday. A

private resort hotel holding a license issued pursuant to W. Va. Code §60-7-1 *et seq.* may sell, tender, or dispense nonintoxicating beer, wine, or alcoholic liquors in or on the licensed premises when also licensed under W. Va. Code §29-22A-1 *et seq.* and W. Va. Code §29-22C-1 *et seq.* or W. Va. Code §29-25-1 *et seq.* during hours of operation authorized by those provisions.

4.8. Hours of operation. - The licensed premises of all private clubs shall be closed for operation and cleared of all persons, including employees, 30 minutes after the hours of sale of alcoholic liquors and nonintoxicating beer have expired, except for: (i) a private resort hotel holding a license issued pursuant to W. Va. Code §60-7-1 *et seq.* may sell, tender, or dispense nonintoxicating beer, wine, or alcoholic liquors in or on the licensed premises when also licensed under W. Va. Code §29-22A-1 *et seq.* and W. Va. Code §29-22C-1 *et seq.* or W. Va. Code §29-25-1 *et seq.*; (ii) members and guests staying at a private resort hotel, but the members and guests must clear any bar and restaurant areas 30 minutes after the hours of sale of alcoholic liquors and nonintoxicating beer have expired; and (iii) members and guests staying at a private hotel, but the members and guests must clear any bar and restaurant areas 30 minutes after the hours of sale of alcoholic liquors and nonintoxicating beer have expired. Licensed premises shall not be occupied by persons any sooner than 1/2 hour prior to the hours of sale of alcoholic liquors and nonintoxicating beer, except for: (i) a private resort hotel holding a license issued pursuant to W. Va. Code §60-7-1 *et seq.* may sell, tender, or dispense nonintoxicating beer, wine, or alcoholic liquors in or on the licensed premises when also licensed under W. Va. Code §29-22A-1 *et seq.* and W. Va. Code §29-22C-1 *et seq.* or W. Va. Code §29-25-1 *et seq.*; (ii) members and guests staying at a private resort hotel where the members and guests may not enter any bar and restaurant areas until a 1/2 hour before the hours of sale of alcoholic liquors and nonintoxicating beer; and (iii) members and guests staying at a private hotel where the members and guests may not enter any bar and restaurant areas until a 1/2 hour before the hours of sale of alcoholic liquors and nonintoxicating beer. ~~provided that the licensed premises may be open for food sales at 9:00 AM on any Sunday and alcohol liquor sales at 10:00 AM, except in counties that have voted to forbid alcohol sales until 1:00 p.m., as provided in W. Va. Code §7-1-3ss.~~

4.9. Cessation of entertainment. - All entertainment, both live and mechanical, the latter to include juke boxes, shall completely cease and abate on the licensed premises 1/2 hour prior to the expiration of the hours for sale of alcoholic liquors and nonintoxicating beer as specified in Section 4.8 of this rule.

4.10. Doors. - During the hours for sale of alcoholic liquors and nonintoxicating beer, all doors to and from the licensed premises shall be closed except for the ingress and egress of the members and their guests. However, for legally demarcated deck or other outdoor (not enclosed, having no walls, roof or combination of walls and roof) area of any type of licensed private club in good standing with the State and the ABCA and that meets the requirements of section 2.18. of this rule, the Commissioner may approve, on a case-by-case basis, a limited exception for doors that access only the legally demarcated deck or other outdoor area to be open during the hours of 11 a.m. to midnight. All other doors of entrance and exit of any type of private club obtaining this privilege would still remain closed except for ingress and egress of patrons. Prior to any consideration of this open-door limited exception by the Commissioner, the county or municipality where the private club is located must have authorized this open door limited exception within an ordinance, zoning, or other written authorization by the governing body of a county or municipality. Any type of private club violating this section's requirements shall be subject to the penalties in the Code and rules and cancellation of this privilege, and further all private clubs operating under this open door limited exception shall be in compliance with all state, county, and local noise ordinances and all ordinances or requirements affecting the peace, good order, and quietude of the community. Further, the open-door limited exception may be cancelled for any type of private club that fails to stay in good standing with the State and ABCA or has other violations of the Code and the rules.

4.11. Suitability of kitchen and dining facilities.

4.11.1. Prior to the issuance of any private club license, all kitchen and dining facilities are to be checked by agents or employees of the Commissioner for their suitability in serving food to their members and their guests. Equipment in the kitchen shall be capable of preparing a freshly cooked meal on the licensed premises. In addition, licensees shall have at least enough food to serve 1/4 the number of seats in ~~the~~ any private club at any one time, in addition to any dollar value of food requirement.

4.11.2. A suitable kitchen shall contain equipment as follows, unless otherwise specified by the requirements for licensure:

4.11.2.a. A private club bar that operates primarily as a bar must have a kitchen with at least:

4.11.2.a.1. One range with oven and no fewer than two burners, or a microwave oven which has a variable control and a separate range with two burners;

~~4.11.2.b.a.2.~~ One sink with hot and cold running water;

~~4.11.2.e.a.3.~~ One cold storage unit or refrigerator at least 17 cubic feet in size; ~~and~~

~~4.11.2.d.a.4.~~ Cooking utensils and pots and pans sufficient for preparation of the required meals;

4.11.2.a.5. Food fit for human consumption available to be served during all hours of operation on the licensed premises; and

4.11.2.a.6. Maintain, at any one time, \$500 of food inventory capable of being prepared in the private club bar's kitchen. In calculating the food inventory, the Commissioner shall include television dinners, bags of chips or similar products, microwavable food or meals, frozen meals, prepackaged foods, or canned prepared foods.

4.11.2.b. For a private club restaurant that operates primarily as a restaurant and full kitchen with at least:

4.11.2.b.1. Ovens and four-burner ranges, and a microwave oven or four single or two double burner hot plates will not meet the requirements;

4.11.2.b.2 One - two bowl sink with hot and cold running water;

4.11.2.b.3. Refrigerators or freezers, or some combination of refrigerators and freezers, greater than 50 cubic feet, including a walk-in refrigerator or freezer;

4.11.2.b.4. Cooking utensils and pots and pans sufficient for preparation of the required meals;

4.11.2.b.5. Freshly prepared food fit for human consumption available to be served during all hours of operation on the licensed premises; and

4.11.2.b.6. Maintain, at any one time, \$1,000 of fresh food inventory capable of being prepared in the private club restaurant's full kitchen. In calculating the food inventory, the Commissioner may not include television dinners, bags of chips, or similar products, microwavable meals, frozen meals, prepackaged foods, or canned prepared foods;

4.11.2.c. All other private club types shall meet any kitchen and food requirements set forth in section 2 of this rule or, if not specified, shall meet the kitchen and food requirements of a private club restaurant.

4.11.3. A suitable dining facility shall include food apparatus, such as: ~~the following:~~ Plates (other than of paper or similar construction), metal knives, forks, and spoons, ~~and~~ drinking glasses and cups, and as otherwise determined by the Commissioner, in sufficient quantities to serve no fewer meals than 1/4 the number of membership seats in the any type of private club.

~~4.11.4. A meal may consist of one item or any combination of items. For example, fresh, canned and packaged chili, soup, spaghetti, fresh salad, fresh or prepackaged sandwiches, freshly prepared meats and vegetables and TV dinners are acceptable or items which, by themselves, do not qualify as adequate are packaged potato chips and similar products; packaged crackers; packaged nuts; packaged desserts (fruit pies, cakes, cookies, etc.), and bar sausages and similar products. The key word in the definition of meals is fresh preparation.~~

4.11.54. Meals shall be available from opening of the club until closing. Limited menus will be acceptable after 10:00 PM., for a private club bar, such as Cold sandwiches which can be prepared in advance and refrigerated for use after 10:00 PM is one example of an acceptable limited menu.

4.12. Age of membership. - No licensee shall admit to membership any individual below the age of 21 years, and no individual below the age of 18 years shall be permitted on the licensed premises of a licensee as a guest unless accompanied by the individual's parent or legal guardian, except that a private club restaurant may permit an individual or individuals below the age of 18 years when such individual is seated in the restaurant area of the private club restaurant, and not the bar area.

4.13. Lighting of licensed premises. - The interior of all licensed premises shall be adequately lighted at all times while the licensee is conducting business or has employees on such premises.

4.14. Purchase and delivery of alcoholic beverages.

4.14.1. Retail Liquor Stores Payments For Purchases. - When any duly licensed private club purchases alcoholic liquors from a retail liquor store authorized by W. Va. Code §60-3A-1 *et seq.*, money orders, certified checks, cashier's checks, traveler's checks, and cash are acceptable for payment of a purchase. In addition, a personal check from a duly licensed private club will be treated as cash if a guaranty bond issued from a bonding company licensed to do business in West Virginia is posted in advance with the Commissioner in a sum sufficient to bond the total amount of such purchase(s); provided that such purchase(s) do not exceed the total of the bond and in this regard, purchases, insofar as the bond is concerned shall be treated as cumulative until such time as the check(s) clears and is honored by the bank upon which the check is drawn.

4.14.1.a. Any duly licensed private club may, in addition to the method provided above, purchase by personal check if a line of credit issued by a duly organized national or State banking institution is posted in advance with the Commissioner: *Provided, That* such purchase(s) may not exceed the total of the posted line of credit and in this regard and purchases, insofar as the line of credit is concerned, shall be treated as cumulative until such time as the check or checks clear and be honored by the making bank or the bank upon which the check or checks are drawn.

4.14.1.b. Application for the purpose of purchasing by personal check when guaranteed by a guaranty bond or line of credit shall be obtainable from the Commissioner at his office in Charleston,

West Virginia.

4.14.1.c. In the event that any check is returned for insufficient funds then the Commissioner shall notify the bonding company or bank issuing the line of credit and make demand for payment and they shall be charged a handling fee of \$50.00, such sum to be charged in addition to the amount shown due on the face of the subject check.

4.14.2. Credit by retail liquor stores to private clubs forbidden. - A retail liquor store is authorized to establish its policy of ~~the negotiable~~ instruments allowed to be utilized for payment of purchases by a duly licensed private club. No credit may be extended by the retail liquor ~~store~~ outlet to ~~the any type of~~ duly licensed private club.

4.14.3. Any type of duly licensed private club may, by contract approved by the Commissioner, receive deliveries of ~~alcoholic~~ liquor from a retail liquor ~~store-outlet~~. For the purposes of this activity the provisions of W. Va. Code §60-6-12 and §60-6-13 are not applicable.

4.15. Operation of a private fair and festival. - To be eligible for the license authorized by this subsection, the private fair and festival or other event shall:

4.15.1. Be sponsored, endorsed, acknowledged, or approved by the governing body or its designee of the county or municipality in which the private fair and festival or other event is located;

4.15.2. Make application, including a floor plan, age verification policies and sales policies, with the commission at least 15 calendar days pursuant to the private fair, festival, or other event;

4.15.3. Be approved by the Commissioner to operate the private fair, festival, or other event.

4.15.4. Be for a duration of no more than 10 consecutive calendar days: *Provided*, ~~That~~ no more than six licenses may be issued to the same person or entity in a calendar year.

4.15.5. Offer to sell, sell, and serve nonintoxicating beer and nonintoxicating craft beer sold, furnished, tendered, or served pursuant to the license created by this section, which must be purchased from licensed distributors that services the area in which the private fair and festival is held or from a resident brewer acting in a limited capacity as a distributor, all in accordance W. Va. Code §11-16-1 *et seq.*

4.15.6. Offer to sell, sell, and serve wine sold, furnished, tendered, or served pursuant to the license created by this section which must be purchased from a licensed wine distributor, winery, or farm winery in accordance with W. Va. Code §60-8-1 *et seq.*

4.15.7. Offer to sell, sell, and serve liquor sold, furnished, tendered, or served pursuant to the license created by this section which must be purchased from a licensed retail liquor outlet in the market zone or contiguous market zone where the private fair or festival is occurring, all in accordance with W. Va. Code §60-3A-1 *et seq.* and W. Va. Code §60-7-1 *et seq.*

4.15.8. Utilize bona fide employees or volunteers to sell, furnish, tender, or serve the nonintoxicating beer, nonintoxicating craft beer, wine, or liquor.

4.15.9. Consider permitting licensed representatives of a brewer, resident brewer, beer distributor, wine distributor, wine supplier, winery, farm winery, distillery, mini-distillery, and liquor broker representatives to attend a private fair and festival and discuss their respective products but such

representatives shall not engage in the selling, furnishing, tendering, or serving of any nonintoxicating beer, nonintoxicating craft beer, wine, or liquor.

4.15.10. Be subject to all other provisions W. Va. Code §60-7-1 *et seq.* and the rules and orders of the Commissioner: *Provided*, ~~that~~ the Commissioner may by rule or order allow certain waivers or exceptions with respect to those provisions, rules, or orders as the circumstances of each private fair and festival require and has the right to revoke or suspend immediately any license issued under this section prior to any notice or hearing, notwithstanding W. Va. Code §60-7-13a: *Provided*, however, ~~that~~ under no circumstances may the provisions of W. Va. Code §60-7-12 be waived or an exception granted with respect thereto.

4.16. Operation of a private multi-vendor fair and festival. - To be eligible for the license authorized by this subsection, the private multi-vendor fair and festival shall:

4.16.1. Be sponsored, endorsed, or approved by the governing body or its designee of the county or municipality in which the private multivendor fair and festival or other event is located;

4.16.2. Jointly apply to the Commissioner for the special license at least 15 days prior to the private fair, festival, or other event;

4.16.3. Be approved by the Commissioner to operate the private multivendor fair, festival, or other event;

4.16.4. Be limited to no more than 15 consecutive days;

4.16.5. Offer to sell, sell, and serve nonintoxicating beer and nonintoxicating craft beer sold, furnished, tendered, or served for on-premises consumption pursuant to the license created by this section which shall be purchased from the licensed distributor that services the area in which the private multi-vendor fair and festival will be held or from a resident brewer acting in a limited capacity as a distributor, in accordance with W. Va. Code §11-16-1 *et seq.*;

4.16.6. Offer to sell, sell, and serve wine sold, furnished, tendered, or served for on-premises consumption pursuant to the license created by this section which shall be purchased from a licensed distributor, winery, or farm winery in accordance with W. Va. Code §60-8-1 *et seq.*;

4.16.7. Offer to sell, sell and serve liquor sold, furnished, tendered, or served for on-premises consumption pursuant to the license created by this section which shall be purchased from a licensed retail liquor outlet in the market zone or contiguous market zone where the private multi-vendor fair or festival will be held, all in accordance with W. Va. Code §60-3A-1 *et seq.*;

4.16.8. Use bona fide employees, independent contractors, or volunteers to sell, furnish, tender, or serve the liquor, wine, nonintoxicating beer, or nonintoxicating craft beer for on-premises consumption; *Provided*, that the licensee shall train all employees, independent contractors, or volunteers to verify legal identification and to verify signs of intoxication;

4.16.9. Consider permitting licensed representatives of a brewer, resident brewer, beer distributor, wine distributor, wine supplier, winery, farm winery, distillery, mini-distillery, micro-distillery, and liquor brokers may attend a private multi-vendor festival or fair and discuss their respective products but may not engage in the selling, furnishing, tendering, or serving of any liquor, wine, or nonintoxicating beer or nonintoxicating craft beer; and

4.16.10. Be subject to all other provisions of this article and the rules and orders of the Commissioner: *Provided*, that the Commissioner may, by rule or order, allow certain waivers or exceptions with respect to those provisions, rules, or orders as required by the circumstances of each private multi-vendor fair and festival. The Commissioner may revoke or suspend immediately any license issued under this section prior to any notice or hearing, notwithstanding W. Va. Code §60-7-13a: *Provided*, however, that under no circumstances may the provisions of W. Va. Code §60-7-12 be waived or an exception granted with respect thereto; *Provided*, further, that the Commissioner may, in his or her discretion, authorize current private club licensees who jointly apply with non-licensees to permit members and guests to carry alcoholic liquors or nonintoxicating beer or nonintoxicating craft beer on or off the current private club licensee's floorplan to the private multi-vendor fair and festival's floorplan during the stated hours of operation for the private multi-vendor fair and festival. However, in no event may members or guests carry alcoholic liquors or nonintoxicating beer or nonintoxicating craft beer on or off the private multi-vendor fair or festival's floorplan.

4.17. Operation of a one-day charitable rare, antique, or vintage liquor auction.

4.17.1. For purpose of this section: "Auction or auctioning" means any silent, physical act, or verbal bid auction, where the auction requires in-person bidding at a licensed private club or online internet-based auction bidding, with bidders present at the licensed private club during the nonprofit auction, through a secure internet-based application or website.

4.17.2. To be eligible for the license authorized by this subsection, the one-day charitable rare, antique, or vintage liquor auction shall:

4.17.2.a. Be a one-day special license issued to any licensed private club type in partnership with a duly organized and federally approved nonprofit organization or entity to conduct a charitable auction of rare, antique, or vintage liquor, as determined by the Commissioner, on the licensed private club's licensed premises for consumption off-premises when raising money for athletic, charitable, educational, scientific, or religious purposes;

4.17.2.b. Not receive more than 12 licenses per any type of private club under this section per year;

4.17.2.c. Not receive more than one license per year for any duly organized and federally approved nonprofit organization or entity;

4.17.2.d. Have the licensed private club and nonprofit shall jointly complete an application, at least 15 days prior to the event;

4.17.2.e. Complete an application which may require, but is not limited to, information relating to the date, time, place, and floorplan of the charitable event, and any other information as the Commissioner may require;

4.17.2.f. Include with the application a written signed and notarized statement that at least 80% of the net proceeds from the charitable event will be donated directly to the nonprofit. The Commissioner may audit the licensed private club and nonprofit to verify the 80% requirement has been met;

4.17.2.g. Be in good standing with the Commissioner, and the applicants must receive the Commissioner's approval prior to the charitable event;

4.17.2.h. Submit, and the Commissioner shall review, the applicants' list of rare, antique, or vintage liquor, and the applicants shall submit documentation showing that the liquor was purchased from a licensed retail outlet in accordance with W. Va. Code §60-3A-1 *et seq.* with all taxes and fees paid. Any rare, antique, or vintage liquor with no documentation or that was not purchased in accordance with W. Va. Code §60-3A-1 *et seq.*, may be approved for auction, if all taxes and fees are paid to the Commissioner in accordance with W. Va. Code §60-3A-1 *et seq.* Any undocumented rare, antique, or vintage liquor approved for charitable auction by the Commissioner must be labeled in the interest of public health and safety: "Purchase and consume at your own risk, as the authenticity or source of manufacture of this bottle has not been verified".

4.17.2.i. Not deliver, mail, or ship sealed or unsealed rare, antique, or vintage liquor bottles;

4.17.2.j. Require the winning bidder of the auctioned rare, antique, or vintage liquor to pay and receive the sealed rare, antique, or vintage liquor bottle before the conclusion of the event; and

4.17.2.k. Not conduct multiple events on consecutive days.

4.17.3. Exceptions.

4.17.3.a. A nonprofit's charitable auctioning of sealed rare, antique, or vintage liquor bottles, as determined by the Commissioner, is permitted on the private club's licensed premises, notwithstanding the bingo, raffle, and lottery provisions of W. Va. Code §47-20-10, §47-21-11, and §61-10-1 *et seq.*, but in compliance with the auction requirements of W. Va. Code §19-2c-1 *et seq.*

4.17.3.b. The nonprofit, upon licensure by this section, is permitted a limited, one-time exception of the requirement to be a licensed retail outlet and hold a retail license issued pursuant to W. Va. Code §60-3A-1 *et seq.* to sell liquor; and

4.17.3.c. The private club, upon licensure by this section, is provided a limited, one-time exception from W. Va. Code §60-7-12(a)(1) and §60-6-8(6), to permit the licensed nonprofit to sell at auction the sealed rare, antique, or vintage liquor bottles for off-premises consumption, to permit the carrying onto, the sale of, and the carrying off of the licensed premises the approved sealed liquor bottles. Any private club or nonprofit licensed pursuant to this section are subject to all penalties for violations committed under W. Va. Code §60-3A-1 *et seq.*, W. Va. Code §60-7-1 *et seq.*, and this rule.

§175-2-5. Violations.

5.1. Prohibited acts.

5.1.1. No licensee, nor any agent, employee or member thereof, shall on such licensee's premises:

5.1.1.a. Sell, offer for sale, tender, or serve any alcoholic liquors other than by the individual drink, or nonintoxicating beer other than from the original package or container, exceptions to liquor by the drink are in the following circumstances:

5.1.1.a.1. Any private club who has: applied (on a form provided by the Commissioner), paid the bottle service fee, and been approved by the Commissioner, may sell or serve liquor by the bottle to two or more persons for consumption on the licensed premises only in a designated area, as required by the Commissioner, and any liquor bottle sold by such a private club shall be sold at retail for personal use, and not for resale, to a person for not less than 300% of the private club's cost, and no such liquor bottle

shall be removed from the licensed premises by any person or the licensee and such bottle must be removed from the licensed premises by being disposed of in the trash and not reused by the licensee.

5.1.1.a.2. A Class A licensee licensed under W. Va. Code §60-7-1 *et seq.* and W. Va. Code §60-8-1 *et seq.* may sell or serve wine by the bottle to two or more persons for consumption on the licensed premises only, unless such licensee has obtained a license or privilege authorizing off-premises wine bottle sales when patrons purchase food or a meal.

5.1.1.a.3. Any private club who maintains a written record reflecting daily emptying, cleaning, and sanitizing of a frozen drink machine may sell, furnish, tender, or serve pre-mixed alcoholic liquor consisting of alcoholic liquors, nonalcoholic mixer, and ice that is not in the original container if the pre-mixed alcohol liquor is dispensed from the frozen drink machine: *Provided*, That such written records are readily available for inspection by the Commissioner and health inspectors.

5.1.1.a.4. Any private club that has obtained a growler license is permitted to break the seal of the original container for the limited purpose of filling a growler or providing complimentary samples as provided in this section. Any unauthorized sale of nonintoxicating beer or nonintoxicating craft beer or any consumption not permitted on the licensee's licensed premises is also subject to penalties under W. Va. Code §11-16-1 *et seq.*

5.1.1.b. In so far as these activities are prohibited by law, authorize or permit any disturbance of the peace; or any obscene, lewd, immoral or improper entertainment, conduct or practice; gambling or any slot machine, multiple coin console machine, multiple coin console slot machine, or device in the nature of a slot machine: *Provided*, That various games, gaming, and wagering conducted by duly licensed persons of the West Virginia State Lottery Commission; charitable bingo games conducted by duly licensed charitable or public service organization (or its auxiliaries), pursuant to W. Va. Code §47-20-1 *et seq.*; and charitable raffle games conducted by a duly licensed charitable or public service organization (or its auxiliaries), pursuant to W. Va. Code §47-21-1 *et seq.* are permissible on a licensee's licensed premises when operated in accordance with the West Virginia Code and Code of State Rules.

5.1.1.b.1. Guidelines for strippers entertainment, conduct, or practice.

5.1.1.b.1.A. Entertainers in "a state of undress" must be apart and separate from patrons.

5.1.1.b.1.B. There can be no physical contact during a performance between the entertainers and the patrons or employees of the club. This means no patron or employee may touch a performer.

5.1.1.b.1.C. Actions by the entertainers may not include the actual accomplishment of any sexual acts, which would be considered inappropriate for public view by the public generally.

5.1.1.b.1.D. All acts during which entertainers are in a state of undress will take place on stage, which must be separate and apart from patrons and/or employees. Upon leaving the stage, entertainers must go directly to the assigned dressing room where he or she must dress adequately by covering himself or herself prior to mingling among patrons and other employees.

5.1.1.c. Sell, give away, or permit the sale of, gift to, consumption of or the procurement of any alcoholic liquors or nonintoxicating beer, for any person under the age of 21 years, any person who is mentally incompetent, or any person who is visibly physically incapacitated due to the consumption of alcoholic liquor or nonintoxicating beer or the use of any controlled substance as specified in W. Va.

Code §60A-1-1 *et seq.*

5.1.1.d. Permit the consumption by, or serve, on the licensed premises, any alcoholic liquors or nonintoxicating beer, to any person under the age of 21 years.

5.1.1.e. With the intent to defraud, alter, change, or misrepresent the quality, quantity, or brand name of any alcoholic liquor or nonintoxicating beer.

5.1.1.f. Have a drive-through (including, but not limited to a window, pass through, garage, etc.) or sell or permit the sale of alcoholic liquors, including wine and nonintoxicating beer, through such a drive-through;

5.1.1.g. Sell, offer for sale, give away, facilitate the use of, or allow the use of carbon dioxide, cyclopropane, ethylene, helium, or nitrous oxide for purposes of human consumption except as authorized by the Commissioner.

5.1.1.h. ~~Employ any person who is less than 18 years of age in a position where the primary responsibility for such employment is to sell, furnish, tender, serve, or give nonintoxicating beer, wine, or alcoholic liquors to any person.~~ Employ any person who is less than 16 years of age in a position where the primary responsibility for such employment is to sell, furnish, tender, serve, or give nonintoxicating beer, wine, or alcoholic liquors to any person;

5.1.1.i. ~~Employ any person who is between the ages of 18 and 21 who is not directly supervised by a person aged 21 or over in a position where the primary responsibility for such employment is to sell, furnish, tender, serve, or give nonintoxicating beer, wine, or alcoholic liquors to any person.~~ Employ any person who is between 16 years of age and younger than 21 years of age who is not directly supervised by a person aged 21 or over in a position where the primary responsibility for such employment is to sell, furnish, tender, serve or give nonintoxicating beer, wine, or alcoholic liquors to any person;

5.1.1.j. Violate any reasonable rule of the Commissioner.

5.1.2. No licensee, nor any agent, servant, or employee of said licensee, may at any time violate any of the foregoing provisions. Any violation by said licensee, agent, servant, or employee shall be grounds for revocation or suspension of its private club license.

5.1.3. Any holder of a private club license who has its license suspended shall cease and desist from any and all operation as a private club during the period of suspension.

5.1.4. A licensee shall notify, in a timely manner, emergency medical services or law enforcement if a licensee knows, or has reason to know, of a life-threatening medical emergency occurring on the licensed premises. In addition to the grounds for revocation, suspension, or other sanction of a license set forth in this section, the Commissioner may, in his or her discretion, revoke, suspend, or otherwise sanction a licensee for failing to comply with the provisions of this subsection.

5.1.4.a. If a life-threatening medical emergency occurs on a licensee's private premises requiring notification of emergency medical services or law enforcement under W. Va. Code §60-7-13(d), the licensee shall notify the Commissioner within 48 hours of the emergency's occurrence.

5.1.4.b. As used in this section, a life-threatening medical emergency includes, but is not limited to, respiratory distress or cessation of breathing, severe chest pains, shock, uncontrolled bleeding,

poisoning, prolonged unconsciousness, overdose, any complaint or observation which indicates significant head or spinal injury, and life-threatening physical injury caused by a crime of violence against the person on or emanating from the licensed premises.

5.2. Public nuisance. - If it is determined by law that any club which is licensed pursuant to W. Va. Code §60-7-1 *et seq.* and this rule constitutes a public nuisance to any church, school, hospital, public institution, or otherwise, then such license may be revoked or suspended, the same being at the sound discretion of the Commissioner, until such nuisance is abated.

5.3. Upon a determination by the Commissioner that a licensee has: (i) violated the provisions of W. Va. Code §11-16-1 *et seq.*, Chapter 60 of the West Virginia Code, or this rule; (ii) acted in such a way as would have precluded initial or renewal licensure; or (iii) violated any rule or order of the Commissioner, the Commissioner may impose any one or a combination of the following sanctions:

5.3.1. Revoke the licensee's license;

5.3.2. Suspend the licensee's license;

5.3.3. Place the licensee on probationary status for a period not to exceed 12 months; and

5.3.4. Impose a monetary penalty not to exceed \$1,000 for each violation, where revocation is not imposed.

§175-2-6. Hearing and Appeal Procedure.

6.1. Order refusing license, suspending or revoking same. - If the Commissioner refuses to issue a license or suspends or revokes a license, he or she shall make and enter an order to that effect and mail by certified mail, return receipt requested, a copy of the order to the licensee, or serve it as provided for the service of legal process in accordance with the West Virginia Rules of Civil Procedure.

6.2. Petition for hearing. - Any applicant or licensee adversely affected by an order of the Commissioner shall have the right to a hearing before the Commissioner or a person designated by him or her as hearing examiner. A petition in writing requesting a hearing must be served upon the Commissioner within 10 calendar days following the receipt of the order by the applicant or licensee.

6.3. Petition requirements. - The petition for a hearing shall be in writing. An original and one copy of the petition shall be served upon the Commissioner. It shall be complete in itself so as to fully state the issues. No telegram, facsimile transmission, electronic mail, telephone call, letter, or similar communication will be regarded as a petition. The petition must contain the following:

6.3.1. A clear and concise assignment of each error that the petitioner alleges to have been committed by the Commissioner in the determination of a licensee's violation or denial of application for license, with each assignment of error being shown in separately numbered paragraphs.

6.3.2. A clear and concise statement of fact upon which the petitioner relies as sustaining its assignment of error.

6.3.3. A prayer setting forth the relief sought.

6.3.4. The signature of the petitioner or its officers signing such petition.

6.3.5. A verification by the petitioner.

6.4. Form for petition. - A petition for hearing shall be in the form set forth below.

Petition for Hearing

To: West Virginia Alcohol Beverage Control Administration Commissioner
900 Pennsylvania Avenue, 4th Floor
Charleston, WV 25302

(For Commission Use Only)

Docket No. _____

Date of Order of Suspension or Revocation
or Denial of Application for License:
Whether Suspension or Revocation
or Denial of Application for License

In the Matter of: Petitioner's Business Name
Petitioner's ABCA License No.
Address

The above named against whom you have issued an order of (Revocation or Suspension or Denial of Application for License), and in support of such petition avers as follows:

First: Your petitioner admits as true and correct all of the determinations made by the Commissioner and set forth in the above order and basis thereof, except the following: (Specify here each error which the petitioner alleges to have been made by the Commissioner.)

Second: (Set forth clear and concise statements of fact upon which the petitioner relies as sustaining the assignment of error.)

Wherefore, your petitioner prays (insert relief sought, i.e., this order be set aside).

State of _____)

Business Name _____)

SS Signature of Affiant _____)

County Of _____)

Title _____, being duly sworn according to law, deposes and says that the facts alleged in this petition, including any sheets attached hereto, are true and affiant is the petitioner or is duly authorized to represent the petitioner.

By: _____

Sworn to and subscribed before me this _____ day of _____, 20__ at _____.

Notary Public

My commission expires _____
Notary Public

6.5. Hearings. - Cost deposit. - The person demanding a hearing shall give security for the cost of the hearing in the amount of \$300.00. The cost deposit will be advanced by certified check, cashier's check, or money order and shall accompany the petition demanding a hearing.

6.6. Subpoenas and subpoenas duces tecum. - In all hearings held under W. Va. Code §60-7-1 *et seq.* and this rule, the evidence of witnesses and the production of documentary evidence may be required through the use of subpoenas and subpoenas duces tecum. Such subpoenas or subpoenas duces tecum may be issued at the request of the Alcohol Beverage Control Commissioner or by the licensee, the same to be issued by either the Commissioner or his duly appointed hearing examiner.

6.6.1. Every such subpoena and/or subpoena duces tecum shall be served at least five calendar days before the return date thereof, either by personal service made by any person 18 years of age or older or by registered mail, but a return acknowledgment signed by the person to whom the subpoena or subpoena duces tecum is directed shall be required to prove service by registered or certified mail.

6.6.2. All subpoenas and subpoenas duces tecum will be issued in the name of the Alcohol Beverage Control Commissioner, but any party requesting their issuance must see that they are properly served. Service of subpoenas and subpoenas duces tecum issued at the insistence of the Alcohol Beverage Control Commissioner are to be the responsibility of the Commissioner. Any person who serves any such subpoena or subpoena duces tecum is entitled to the same fee as sheriffs who serve witness subpoenas for the circuit courts of this State, and fees for the attendance and travel of witnesses shall be the same as for witnesses before the circuit courts of this State W. Va. Code §55-1-1 *et seq.*

6.6.3. All such fees shall be paid by the Commissioner if the subpoena or subpoena duces tecum is issued, without the request of an interested party, at the insistence of the Commissioner.

6.6.4. All such fees related to any subpoenas or subpoena duces tecum issued at the insistence of a licensee shall be paid by the licensee who asks that such subpoena or subpoena duces tecum be issued, out of the hearing deposit.

6.6.5. All requests by the licensee or the Commissioner for subpoena and subpoena duces tecum shall be in writing and shall contain a statement acknowledging that the requesting party agrees to pay such fees.

6.6.6. Any person receiving a subpoena or subpoena duces tecum issued hereunder shall honor the same as though it was issued by a circuit court of the State and shall appear as witness and/or produce such books, records, or papers in response to the subpoena or subpoena duces tecum. In case of disobedience or neglect of any subpoena or subpoena duces tecum served on any person or the refusal of any witness to testify to any matter regarding which he or she may be lawfully interrogated, the circuit court of the county in which the hearing is being held or the judge thereof in vacation, upon application by the Commissioner, shall compel obedience by attachment proceedings for contempt as in the case of disobedience of the requirements of a subpoena or subpoena duces tecum issued from such circuit court or a refusal to testify therein.

6.7. Stay of suspension or revocation order. - The service of a petition for hearing upon the Commissioner shall operate, other than herein provided, to suspend the execution of any revocation of suspension of a private club license with respect to which a hearing is being demanded except:

6.7.1. An order suspending a license for failure of said license to keep the bond, required by W. Va. Code §60-7-4 in full force and effect.

6.7.2. A suspension or revocation order issued pursuant to Section 4.2. of this rule, and

6.7.3. A suspension order suspending a license in the interest of public safety, as specified in W. Va. Code §60-7-13a.

6.8. Hearing date. - The Commissioner shall set a date for any hearing demanded and notify the person demanding the hearing of the date and time of the hearing.

6.9. Place of hearing. - Hearings will be held in Charleston, West Virginia, unless the Commissioner determines otherwise.

6.10. Continuances. - Hearings will not be delayed by a motion for continuance, unless it is timely made and sets forth good and sufficient cause. Conflicting engagements of counsel or the employment of new counsel will never be regarded as good ground for a continuance, unless set forth in a motion filed promptly after the notice of hearing has been mailed, or unless extenuating circumstances are shown which the Commissioner deems adequate.

6.11. Absence of petitioner, counsel or his representative. - The absence of the petitioner, his legal counsel or his representative at a hearing, after service of notice of time, place and date, shall not be the occasion for delay or continuance. The hearing shall proceed and the case be regarded as having been submitted for decision on the part of the absent petitioner or petitioners.

6.12. Hearing. - ~~The Alcohol Beverage Control~~ Commissioner may designate a hearing examiner to conduct the hearing.

6.12.1. The petitioner may appear individually, or by legal counsel, or by duly authorized representative. In the absence of the petitioner, written evidence of a representative's agent's authority must be presented to the satisfaction of the Commissioner.

6.12.2. The petitioner or his or her duly authorized representative or agent, may with the approval of the Commissioner, waive the right to a hearing and agree to submit the case for decision upon the petition and record, with or without a written brief. Such waivers and agreements are to be in writing or upon the record.

6.13. Argument and briefs. - Petitioners will be given an opportunity for argument within the time limits fixed by the Commissioner following submission of evidence. The Commissioner may accept briefs in lieu of argument. Briefs must be filed within 10 calendar days after receipt of the record of the hearing or as otherwise specified by the Commissioner or the designated hearing examiner, or as otherwise agreed to by the parties.

6.14. Evidence admissible at hearing. - The Commissioner may admit any relevant evidence, except that he or she shall observe the rules of privilege recognized by law relating to communications and topics. A finding is to be supported by the kind of evidence commonly relied upon by reasonably prudent men in the conduct of their affairs, whether or not the evidence would be admissible before a jury. The Commissioner may exclude any evidence, which is irrelevant, unduly repetitious, or lacking in substantial probative effect.

6.15. Record of proceedings. - There shall be a record made at all hearings held pursuant to W. Va. Code §60-7-1 *et seq.* and this rule.

6.16. Commissioner's decision. - After the conclusion of the hearing or within 10 calendar days of receipt of the transcript, the person designated by the Commissioner as hearing examiner shall prepare a recommended decision supported by findings of fact and conclusions of law affirming, modifying, or vacating the earlier order of the Commissioner. Thereafter, the Commissioner, within 10 calendar days of receipt of the recommended decision, shall either accept or reject the recommended decision. If he or she accepts the decision, he or she shall sign and acknowledge the same as his or her own after having reviewed the transcript and all exhibits attached and affixed thereto. If he or she rejects the decision, he or she shall, within 10 calendar days of receipt of the recommended decision, prepare a decision setting forth his or her own findings of fact and conclusions of law. In either event, the order signed by the Commissioner shall be final unless vacated or modified upon judicial review. A copy of the order shall be served upon each party to the hearing and attorneys of record, if any, in person or by registered or certified mail.

6.17. Appeal to circuit court. - An appeal may be taken by the applicant or licensee to the Circuit Court of Kanawha County, West Virginia, or as specified W. Va. Code §60-7-13a, if filed within 30 calendar days after the charge upon which the party received notice of the final order of the Commissioner.