

# LIQUOR NEWS

## Honolulu Liquor Commission

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### IMPORTANT DATES

#### Holidays

Our office will be closed on:

**Friday, August 16, 2019**

Statehood Day

**Monday, September 2, 2019**

Labor Day

**Replacement server training dates:**

Thursday, September 5, 2019



### Quarterly Stats for

#### April to June 2019:

Total active licenses:	1,482
Special licenses issued:	155
Server Training attendees:	1,117
Certificates of Registrations Issued:	2,806
Premise Inspections:	942
Violations:	104
Warnings Issued:	19

### Administrator’s Message

**Franklin “Don” Pacarro, Jr.**



July 1, 2019 marked the first day of our new Fiscal Year 2020. With this new beginning, I would like to provide you with a few agency updates:

**Mark Your Calendar:** We are excited to present the 2019 State Administrators Conference at the Prince Waikiki, tentatively scheduled

from September 29 – October 2, 2019. We have guest speakers discussing leadership, technology trends, liquor law and safety, and new projects from the Honolulu Liquor Commission. A networking hour is also planned, so attendees can meet other industry leaders and liquor agency representatives from all four counties. Currently, we are in the planning stages of this conference and will have an agenda completed in the near future.

**Prevention of Underage Drinking Campaign:** We are continuing to partner with various agencies on our “Don’t Drown Your Future” initiative. Our most recent media event with the U.S. Coast Guard reminded residents to be safe during the summer and not to consume alcohol if you are under 21. At this time, I’d also like to remind all our liquor licensees to be mindful in checking ID’s when selling or serving liquor.

**Liquor Commission Information System:** Licensees are once again able to use our new information system, LCIS, to file their Annual Gross Liquor Sales (GLS) Reports and submit payments online. To access LCIS, go to: <https://www.honolulu.gov/liq>.

Our LCIS Team is continually working to add additional functions and features to LCIS. The foundation has been set to develop the largest part of our system, which will allow you to submit online applications for new licenses and permits, temporary licenses, special licenses, as well as various requests. For updates, please visit our LCIS web page at: [www.honolulu.gov/liq/lcis.html](http://www.honolulu.gov/liq/lcis.html).

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I would like to recognize Anna Hirai, Liquor Control Assistant Administrator, who was recently elected 1<sup>st</sup> Vice President of the Executive Committee of the National Conference of State Liquor Administrators. The Committee, comprised of State Liquor Administrators and national industry representatives, is responsible for guiding NCSLA and the public by furthering effective beverage alcohol policies and regulation through communication and education of its members.

***Congratulations, Anna!***

Finally, I would like to thank all of our 1,467 licensees who renewed their FY20 liquor license by the deadline. We look forward to working with all of you this year.



*-Don Pacarro, Jr.*

## Host/Hostess Liquor Cards

The Rules of the Liquor Commission defines a "Host" or "Hostess" as a person who is either compensated or not compensated and allowed to sit with patrons, whether or not the individual, employee or entertainer is consuming nonalcoholic beverages while in the company of the patrons.

Per HRS §281-31, a host or hostess, as defined above, shall only be allowed to be employed or utilized under a class 5 dispenser, category 4 license. The position on a certificate of registration (liquor card) must state "Host" or "Hostess."

However, under class 2 (restaurant), class 12 (hotel), class 13(b) (caterer), or class 14 (brewpub) licenses, a host or hostess describes a person who meets, greets, or seats customers. The position on a certificate of registration must state "General Staff."

Please ensure your employees are registered for the correct position and possess the correct card.

**Phone:** (808) 768-7333

**Email:** [liq-training@honolulu.gov](mailto:liq-training@honolulu.gov)

## Gross Liquor Sales (GLS) Reports

**FY19 GLS REPORTS DUE:  
WEDNESDAY, JULY 31, 2019**

Your annual GLS report and additional license fee payment, if applicable, for the license year FY2019 (July 1, 2018 to June 30, 2019) is due Wednesday, July 31, 2019. FY2019 GLS report forms are available on our web page at: <http://www.honolulu.gov/liq/gls.html>. You may also access our online Liquor Commission Information System (LCIS) to review and submit your annual GLS report

Your completed GLS Report and additional license fee, if applicable, must either be submitted to the Honolulu Liquor Commission (HLC) no later than **Wednesday, July 31, 2019, at 4:30p.m.**, or postmarked and mailed by **Wednesday, July 31, 2019**.

**REMINDER:** Two common audit-related violations comes from §3-81-17.56 of the Rules of the Liquor Commission: 1) failure to file an accurate gross sales report; and 2) failure to maintain complete and accurate records."

To avoid receiving this type of violation, be sure to keep a copy of your completed FY19 GLS report and **all supporting records** used to prepare that report.

In addition, you must keep these records for a period of four (4) years, and be able to produce your books and records **within three (3) calendar days of an audit request**. Please refer to §3-81-17.54(d) of the Rules of the Liquor Commission.

## Gross Liquor Sales Workshop

Thank you to all the licensees who attended our GLS Workshops. If you would like to attend our last Workshop on Friday, July 26, 2019, please RSVP by calling or emailing us at:

**GLS Information Line:** (808) 768-7343

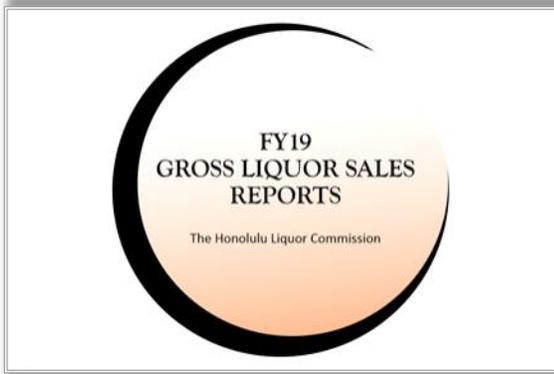
**Email:** [liq-auditing@honolulu.gov](mailto:liq-auditing@honolulu.gov)

The presentation and handouts are available on our website: <https://www.honolulu.gov/liq/gls.html>

## HLC Training Modules

HLC created a short, visual training module to simplify information on the FY19 Gross Liquor Sales Reports. This module is two minutes long and can be found on our website or the YouTube channel. Please go to the link provided to view.

<https://www.youtube.com/watch?v=bB3wovyyOUu>



Our YouTube channel also contains videos of our weekly Commission Hearings, public service announcements, and other informational presentations.

## Conditions of Premises

### Rule §3-84-72.1 Sanitation Requirements.

Licensed premises, including all furnishings, equipment, and paraphernalia on the premises, shall be kept in a clean and sanitary condition, and drinking glasses shall be effectively sanitized. The licensee shall also comply with all rules of the **State Department of Health**. Restaurant, hotel, condominium hotel, club, cabaret, dispenser, brewpub, winery, bring-your-own beverage, and small craft producer pub licensees shall also provide access to adequate toilet facilities which have been approved by the **State Department of Health**.

FYI: According to Department of Health (DOH) effective August 8, 2018, all events including our Catering and Special (for-profit and non-profit) licenses, are required to obtain the DOH special Event permit. For more information please visit the Department of Health website (link below).

DOH Website: <http://health.hawaii.gov>

## Reporting Changes to a Company's Officers/Directors/Managers/Members

If your company is a partnership, limited partnership, limited liability partnership, or a limited liability company, any change(s) to your principals shall be reported in writing to the Liquor Commission within 30 days from the date of the admission or withdrawal.

*[Refer to HRS §281-41(e) for details.]*

If your company is a corporation, any changes to any officers or directors, shall be reported in writing to the Liquor Commission within 30 days from the date of the election.

*[Refer to HRS 281-41(i) for details.]*

We have PDF fillable forms on our website to help you report these changes. Please visit our website at: <https://www.honolulu.gov/liq/default.html>

Click on the "Forms/Documents" tab, and scroll down to the "**017 Checklist**" for the Change of Corporate or Club Officer/Director or LLC, Partnership or Unincorporated Association Member/Manager/Partner Packet.

Change of Corporate or Club Officer/Director or LLC, Partnership or Unincorporated Association Member/Manager/Partner CHECKLIST		
Notification must be submitted within 30 days of the change in Corporate Officer/Director or LLC Member/Manager/Partner		
SUBMIT YOUR APPLICATION PACKET IN THE FOLLOWING ORDER:	Form Number	HLC Initial
<input type="checkbox"/> Notification of Authorized Agent (if applicable)	LIQ-UC-106	
<input type="checkbox"/> Corporation or Club: Add or Delete Officers/Directors <b>OR</b>	LIQ-UC-103	
<input type="checkbox"/> LLC, Partnership or Unincorporated Association: Add or Delete Members/Managers/Partners	LIQ-UC-104	
<input type="checkbox"/> For Corporation or Club, provide minutes confirming the new officer/director's name, title and % of stock held.		
<input type="checkbox"/> For LLC, Partnership or Unincorporated Association, provide official documentation confirming the new Member/Manager/Partner's name, title and % of shared interest held.		
<input type="checkbox"/> Personal History & Affidavit (PHA) Required for all Officers, Directors, 25%+ Stockholders, Member(s) of Member-Managed LLC, Manager(s) & Member(s) of Manager-Managed LLC, Partners	LIQ-UC-129	
<input type="checkbox"/> Criminal History Record Clearance Required for all Officers, Directors, 25%+ Stockholders, Member(s) of Member-Managed LLC, Manager(s) & Member(s) of Manager-Managed LLC, Partners Payment required at or prior to fingerprint appointment.	LIQ-UC-132	
<input type="checkbox"/> Read and review instructions for submitting a Fingerprint Card. Fingerprinting is required for all Officers, Members, Managers and Partners except "Club" type Licensees with a Liquor License number beginning with "F".	LIQ-UC-147	

Note: Any application that is inaccurate or incomplete will be returned.  
No fee incurred for a Change of Corporate Officer/Director or LLC, Partnership or Unincorporated Association Member/Manager/Partner.  
For questions about forms, please email: [liq-licensing@honolulu.gov](mailto:liq-licensing@honolulu.gov)

Questions?

Email: [liq-licensing@honolulu.gov](mailto:liq-licensing@honolulu.gov)