



STATE OF ARKANSAS  
**Department of Finance  
and Administration**

ALCOHOLIC BEVERAGE CONTROL  
1515 West 7<sup>th</sup> Street,  
Suite 503  
Little Rock, Arkansas 72201  
Phone: (501) 682-1105  
Fax: (501) 682-2221  
<http://www.dfa.arkansas.gov/offices/abc>

MEMORANDUM

TO: ABC Permit Holders

FROM: Doralee Chandler, Director 

RE: Server Awareness Form

---

Section 1.84 of the ABC Rules, adopted by the ABC Board on December 15, 1989, requires that every employee in a permitted outlet, upon commencement of such employment, acknowledge by their signature that they have read and understood the contents of the "Server Awareness Form". This rule does not apply to kitchen or custodial personnel.

The form sets forth key rules which servers should be aware of that affect a beverage outlet in Arkansas and is produced on the back of this memorandum.

Under Section 1.84, the permittee shall duplicate this form as necessary. Once the forms are signed, they must be maintained, available for inspection, in the personnel records of the permittee.

***If such records are not maintained on the permitted premises or otherwise are unavailable for routine inspection, copies are to be maintained on the premises and available for inspection.***

Section 1.79(31) of the ABC Rules provides that it is a violation for the permittee to fail to have the employees sign the form or to fail to maintain the form in the personnel file of each employee. Please note that the form is to be signed by **both** the employee and the permittee.

## ALCOHOLIC BEVERAGE SERVER AWARENESS FORM

As an employee in the permitted outlet, I understand that there are certain things that I cannot do, or certain actions that I cannot allow to occur, in the outlet. Accordingly, I understand and acknowledge that the following activities are in violation of ABC Rules:

1. Allowing any person under the age of 21 to purchase, possess or consume any alcoholic beverages in the outlet;
2. Selling to any adult when I know, or reasonably believe, the alcoholic beverages will be given to a person under the age of 21;
3. Selling or serving alcoholic beverages to, or allowing the consumption of alcoholic beverages by, any person who is already intoxicated;
4. Providing free alcoholic beverages to consumers;
5. Allowing open containers of alcoholic beverages to be taken out of the outlet;
6. Possessing any illegal drugs or narcotics on the permitted premises, or to knowingly allow the possession of any illegal drug or narcotic by any patron on such premises;
7. Coming to work in an intoxicated state, or drinking alcoholic beverages while I am on duty;
8. Engaging in or permitting gambling or allowing any gambling device to be on the premises;
9. (for private clubs only) Allowing anyone under the age of 21 to enter the private club when there is no food service available from kitchen facilities in the private club;
10. Allowing any person to purchase, possess or consume alcoholic beverages at any time prohibited by state or local law.

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE

\_\_\_\_\_  
DATE ENTERED EMPLOYMENT

\_\_\_\_\_  
PERMITTEE'S/ON-SITE REPRESENTATIVE SIGNATURE