

Date: [Insert Date]

To: [Management/Staff/Stakeholders]

Subject: NOTICE OF MENU CHANGE AND LIQUOR LIABILITY EXPANSION

Dear [Name/Team],

This letter serves as formal notification of upcoming changes to our food and beverage operations, effective [Insert Date].

### **1. Menu Changes**

We are updating our offerings to include [Briefly describe changes, e.g., high-alcohol content pairings or shared drink platters]. These changes are intended to enhance the guest experience but require adjusted service protocols.

### **2. Liquor Liability Expansion**

With the introduction of these new menu items, our liquor liability risk has increased. We must strictly adhere to all state and local alcohol laws to mitigate the risk of "Dram Shop" claims, personal injury lawsuits, and license revocation.

### **3. Required Compliance Measures**

To manage this expanded liability, all staff must comply with the following:

- Mandatory age verification for every customer appearing under age 30.
- Strict monitoring of alcohol consumption rates for patrons ordering from the new menu.
- Immediate cessation of service to any individual showing signs of intoxication.
- Proper documentation of any alcohol-related incidents in the daily log.

### **4. Training**

A mandatory training session regarding these specific menu updates and liability risks will be held on [Insert Date/Time]. Attendance is required for all front-of-house staff.

Failure to follow these protocols puts our liquor license and the business at significant risk. Please sign below to acknowledge receipt of this warning and your commitment to these safety standards.

Sincerely,

[Your Name]

[Your Title]

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Employee/Recipient Signature