

TOURISM (REGISTRATION AND LICENSING OF FOOD, BEVERAGE AND ENTERTAINMENT ENTERPRISE) REGULATIONS, 2016 (L.I. 2238)

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Tourism (Registration and Licensing of Food, Beverage and Entertainment Enterprise) Regulations, 2016

IN exercise of the power conferred on the Minister responsible for Tourism by paragraph (k) of subsection (1) of section 48 of the Tourism Act, 2011 (Act 817) and acting on the recommendations of the Board, these Regulations are made this 22nd day of June, 2016.

Registration and licensing of food, beverage and entertainment enterprise

Regulation 1—Prohibition of unlicensed operations

(1) Subject to regulation 21, a person shall not operate a food, beverage or entertainment enterprise unless that person is registered and licensed by the Authority in accordance with section 25 to 28 of the Act to offer a food, beverage or entertainment service.

(2) A person who contravenes subregulation (1) commits an offence and is liable on summary conviction to the penalty specified in section 25 (3) of the Act.

Regulation 2—Categorisation of food, beverage and entertainment enterprises

(1) For purposes of these Regulations, the established categories of food, beverage and entertainment enterprises are “A”, “B” and “C”.

(2) A food, beverage or entertainment enterprise is a category “A” enterprise if that enterprise is a formal food and beverage enterprise which comprises

(a) a restaurant including

(i) cafe,

- (ii) cafeteria,
- (iii) brasserie,
- (iv) bistro,
- (v) coffee or tea shop,
- (vi) salad bar,
- (vii) grill or steak house,
- (viii) fast food establishment,
- (ix) food court or specialty restaurant;
- (b) an airline and offshore catering;
- (c) a contract catering; or
- (d) a rest stop.

(3) A food, beverage or entertainment enterprise is a category “B” enterprise if that enterprise is an informal food and beverage enterprise which comprises

- (a) a traditional catering;
- (b) a drinking bar;
- (c) a local fast food vendor;
- (d) a snack bar; or
- (e) an outdoor catering.

(4) A food, beverage or entertainment enterprise is a category “C” enterprise if that enterprise is an entertainment enterprise which comprises

- (a) a night club;
- (b) a movie house;
- (c) a lounge or pub;
- (d) a theatre;
- (e) an entertainment centre; or
- (j) a cinema.

Regulation 3—Qualification for operating a formal food and beverage enterprise

Subject to section 29 of the Act, a person qualifies to be registered and licensed to operate a formal food and beverage enterprise if

- (a) that person is registered by the Authority;
- (a) that person has a manager registered and licensed by the Authority;
- (b) that person has not been convicted of a serious offence or an offence that involves fraud or dishonesty..
- (e) that person has literate staff;
- (j) the staff of that person have acquired professional training and experience;
- (g) the staff of the enterprise are provided with uniforms;
- (h) the staff of the enterprise are supervised; and
- (i) that person has complied with the minimum requirements specified in the First Schedule.

Regulation 4—Qualification for operating an informal food and beverage enterprise

A person qualifies to be registered and licensed to operate an informal food and beverage enterprise if

- (a) that person is registered by the Authority;
- (b) the person has acquired professional training or experience in the tourism industry or has employed a person who has the appropriate professional training or experience;
- (c) the person provides uniforms for staff; and
- (d) the person complies with the minimum requirements specified in the Second Schedule.

Regulation 5—Qualification for operating an entertainment enterprise

A person qualifies to be registered and licensed to operate an entertainment enterprise if

- (a) that person is registered by the Authority;
- (b) that person has a manager registered and licensed by the Authority;
- (c) that person has literate staff;
- (d) the staff of that enterprise have acquired professional training or experience in the tourism industry;
- (e) the staff of the enterprise are provided with uniforms;
- (f) the staff of the enterprise are supervised; and
- (g) that person has complied with the minimum requirements specified in the Third Schedule.

Regulation 6—Registration and application for licence

- (1) A person who qualifies for registration and licencing under regulation 3, 4 or 5 shall register with the Authority, when applying to the Authority, to be issued a licence.

(2) An application for a licence for a formal food and beverage enterprise shall be made in writing as set out in Form A of the Fourth Schedule.

(3) An application for a licence for an informal food and beverage enterprise shall be made in writing as set out in Form B of the Fourth Schedule.

(4) An application for a licence for an entertainment enterprise shall be made in writing as set out in Form C of the Fourth Schedule.

(5) An applicant for a licence for a formal food and beverage enterprise and an entertainment enterprise shall submit the application together with

(a) the business registration documents;

(b) an environmental health report;

(c) a food hygiene permit from the Food and Drugs Authority in the case of an airline or an offshore catering enterprise;

(d) a Police Report on the security of the premises and the criminal record of the operator or manager;

(e) a certificate of registration for a tax identification number;

(f) a fire certificate from the Ghana National Fire Service;

(g) a fee determined by the Minister for Finance in accordance with the Fees and Charges (Miscellaneous Provisions) Act, 2009 (Act 793).

(6) An applicant for a licence for an informal food and beverage enterprise shall submit the application together with

(a) business registration documents;

(b) a District Assembly permit for the structure;

(c) an environmental health report or certificate; and

(d) a fee determined by the Minister for Finance in accordance with the Fees and Charges (Miscellaneous Provisions) Act, 2009 (Act 793).

Regulation 7—Grant of licence

(1) The Authority may grant or refuse an application for a licence in accordance with section 27 of the Act.

(2) A person whose application for a licence is refused may lodge an appeal with the Tourism Appeal Panel which shall, within thirty days after receipt of the appeal, take a decision on the matter.

(3) A person may pursue the matter in court in accordance with section 34 of the Act if that person is dissatisfied with the decision of the Tourism Appeal Panel or where the thirty days has expired without a decision being made by the Tourism Appeal Panel.

Regulation 8—Renewal of licence

A licensed operator of a food, beverage or entertainment enterprise who intends to continue operating the food, beverage or entertainment enterprise after the licence of that operator has expired shall, renew the licence in accordance with section 30 of the Act.

Regulation 9—Suspension or modification of licence

(1) The Authority shall suspend or modify the licence of an operator of a food, beverage or entertainment enterprise in accordance with section 31 of the Act.

(2) The Authority shall suspend or modify a licence if

(a) in the opinion of the Authority, the holder of that licence does not meet the minimum requirements specified in the First Schedule, Second Schedule or Third Schedule;

(b) the Authority receives persistent complaints of poor services from patrons of that operator of services that do not meet the standards set under these Regulations; or

(c) the operator is convicted of a serious offence or an offence that involves fraud or dishonesty.

(3) Where the Authority suspends a licence, the Authority shall require the holder of that licence to remedy the breach that caused the suspension within the period specified in the notice of suspension.

(4) Where the Authority is satisfied that the holder of the licence has remedied the breach, the Authority shall restore the licence, otherwise the licence shall be cancelled.

Regulation 10—Cancellation of licence

(1) The Authority shall cancel the licence of an operator of a food, beverage or entertainment enterprise, after giving ninety days' written notice to that operator, if

(a) a person who holds majority shares in that enterprise is convicted in the country or elsewhere, of an offence involving fraud or dishonesty money laundering or drug trafficking;

(b) the licence is cancelled in accordance with section 31 of the Act;

(c) the enterprise becomes insolvent or goes into liquidation; or

(d) in the opinion of the Authority, the licence was obtained by fraud or misrepresentation or non-disclosure of any material fact.

(2) The Authority shall consider a representation or objection made by the operator of the food and beverage enterprise before the cancellation is made.

Regulation 11—Registration of premises

(1) A person who intends to use premises for a food, beverage or entertainment enterprise shall register the premises in accordance with this regulation.

(2) The Authority shall register the premises where the person provides

(a) proof of ownership or tenancy;

(b) a report from the Environmental Health Division of the Metropolitan, Municipal or District Assembly, approving of the premises;

(c) a Police Clearance Certificate in respect of the security of the premises; and

(d) a Fire Safety Certificate.

Regulation 12—Powers of inspectors

(1) Sections 39, 40 and 41 of the Act relating to inspectors apply to these Regulations.

(2) An inspection report shall be made in writing as set out in the Fifth Schedule

(a) in Form A for a formal food and beverage enterprise;

(b) in Form B for an informal food and beverage enterprise; or

(c) in Form C for an entertainment enterprise.

Regulation 13—Grading of category “A” formal food and beverage enterprise

(1) For the purpose of these Regulations, a category “A” formal food and beverage enterprise, in addition to satisfying the requirements in the First Schedule, shall be graded as follows:

(a) Grade One, if

(i) it has excellent quality furnishing, fixtures and fittings;

(ii) there is a wide variety of cuisine;

(iii) there is a wide selection of alcoholic and non-alcoholic beverages;

(iv) patrons are escorted to the table and seating courtesies accorded;

(v) linen and napkins are replaced after use;

(vi) staff have the knowledge to explain menu items to guests;

(vii) staff make menu recommendations on request;

(viii) the menu and drink or wine list is detailed and professionally presented;

(ix) high quality glassware and tableware are provided;

(x) paper, plastic and styrofoam plates are not used;

(xi) there is soothing music playing in the background;

- (xii) there is an atmosphere of elegance and grandeur in terms of decoration and furnishing;
- (xiii) there is a professionally trained chef;
- (xiv) there is a well laid out and equipped kitchen;
- (xv) kitchen hygiene is strictly observed.
- (xvi) cleanliness is impeccable throughout the establishment;
- (xvii) extractor hoods are cleaned twice a year;
- (xviii) the kitchens, walls and floors are of washable and impermeable material;
- (xix) kitchen equipment and machines are maintained and kept clean and in good working order;
- (xx) the kitchen has different stations depending on the cuisine offered;
- (xxi) there is a kitchen line equipped with garnish, plates and rack for order tickets;
- (xxii) customer service is attentive but not invasive;
- (xxiii) staff are trained to be courteous and professional in service delivery;
- (xxiv) a high level of professional service is provided; and
- (xxv) various styles of service are provided;

(b) Grade Two, if

- (i) it has good quality furnishing, fixtures and fittings;
- (ii) there is a good selection of cuisine, alcoholic and non-alcoholic beverages;
- (iii) the menu and drink or wine list is professionally presented;
- (iv) professional service is provided;
- (v) there is a comfortable ambience conducive to dining;
- (vi) there is a kitchen line equipped with garnish, plates and holder for order tickets;
- (vii) there is an adequately equipped kitchen;
- (viii) kitchen hygiene is strictly observed;
- (ix) cleanliness is maintained throughout the establishment;
- (x) kitchen equipment and machines are maintained and kept clean and in good working condition;
- (xi) there is a trained cook or supervisor; and
- (xii) staff are courteous, skilled and offer a high level of service; or

(c) Grade Three, if

- (i) there is a limited selection of cuisine, alcoholic and non-alcoholic beverages;
- (ii) the menu is well presented;
- (iii) the atmosphere is modest;
- (iv) the kitchen is well fitted;
- (v) kitchen hygiene is strictly observed;
- (vi) kitchen equipment is maintained in a good working condition;
- (vii) there is a trained cook;
- (viii) staff are courteous and offer a satisfactory level of service; and
- (ix) there is a servery.

(2) For purposes of this regulation, “styles of service” include a silver service, a family service and a plated service.

(3) The additional requirements for a tea or coffee shop are as follows:

- (a) there shall be offered only non-alcoholic beverages, snacks and light meals;
- (b) there shall be adequate natural and artificial lighting throughout the premises;
- (c) there shall be adequate natural or artificial ventilation or both;
- (d) grounds and floors shall be maintained clean and tidy;
- (e) fire fighting facilities and guidelines shall be clearly indicated;
- (f) provision of a safe alternative power source;
- (g) there shall be a well fitted kitchen kept in a good hygienic condition;
- (h) there shall be facilities for cold and hot preservation of food and food items;
- (i) there shall be an efficient running water and water storage facility;
- (j) sanitary installations shall be kept in a good hygienic condition;
- (k) there shall be a washroom for the exclusive use of males and another for the exclusive use of females maintained in good hygienic condition;
- (l) kitchen staff shall wear uniforms and protective gear;
- (m) crockery, pots and utensils used in preparation and production of food for service shall be cleaned and stored in a tidy manner in designated areas;
- (n) staff shall undergo half-yearly medical examination;
- (o) a first aid kit shall be provided;

- (p) a menu card shall be provided;
- (q) there shall be a car park to accommodate at least fifty per cent of total seating capacity;
- (r) provision of dry and wet storage facilities;
- (s) food safety practices and guidelines shall be clearly displayed; and
- (t) provision of staff facilities.

(4) The additional requirements for a rest stop are as follows:

- (a) there shall be an adequate parking area;
- (b) grounds and floors shall be maintained clean and tidy;
- (c) there shall be a pay washroom for the exclusive use of males and another for the exclusive use of females maintained in a good hygienic condition;
- (d) sanitary installations shall be kept in a good hygienic condition;
- (e) there shall be multi-purpose private areas;
- (f) there shall be an efficient running water and water storage facility;
- (g) there shall be a convenience store;
- (h) directional signage shall be displayed conspicuously;
- (i) provision of a first aid kit;
- (j) a regular cleaning schedule of the rest rooms shall be kept; and
- (k) provision of staff facilities.

(5) The additional requirements for an airline, offshore or contract catering are as follows:

- (a) there shall be a well-fitted and equipped kitchen;
- (b) an area shall be designated for packaging;
- (c) there shall be a facility for cold and hot preservation of food and food items;
- (d) there shall be a washroom for the exclusive use of male staff and another for the exclusive use of female staff maintained in a good hygienic condition;
- (e) kitchen staff shall wear uniforms and appropriate protective gears;
- (f) crockery, pots and utensils used in the preparation and production of food shall be cleaned and stored in a tidy manner in designated areas;
- (g) all departments shall be clean and tidy;
- (h) staff shall undergo half-yearly medical examination;

- (i) record books shall be maintained and updated regularly;
- (j) provision of a first aid kit;
- (k) there shall be an office for administrative purposes; and
- (l) a suitable vehicle shall be provided for operations.

Regulation 14—Register of food, beverage and entertainment enterprises

- (1) The Authority shall maintain a register of food, beverage and entertainment enterprise in which the Authority shall record particulars of registered enterprises.
- (2) The Authority shall, on request by a person and after payment of the required fee determined in accordance with the Fees and Charges (Miscellaneous Provisions) Act, 2009 (Act 793), permit that person to make a copy of the register.

Regulation 15—Registration and licensing of manager

- (1) A person shall not be engaged as a manager of a food, beverage or entertainment enterprise unless that person is registered in accordance with section 29 of the Act and is licensed under these Regulations.
- (2) A person registered as a manager qualifies to be licensed by the Authority if that person
 - (a) holds a minimum qualification of a Diploma in hotel, catering and institutional management, hospitality management, tourism management or a tourism-related subject awarded by an institution recognised by the Authority; or
 - (b) has a minimum of three years working experience in the industry and has undergone relevant training determined by the Authority; and
 - (c) has obtained a Police Clearance Certificate specifying the criminal record, if any, of that person.
- (3) The Authority shall compile a list of tourism and hospitality training institutes accredited by the National Accreditation Board.
- (4) A person who contravenes subregulation (1) commits an offence and is liable on summary conviction to the penalty specified in section 48 (2) of the Act.

Miscellaneous

Regulation 16—Complaint on services provided by operator

A person who is dissatisfied with the services provided by a food, beverage or entertainment enterprise may lodge a complaint with the Authority in accordance with section 32 of the Act.

Regulation 17—Appeals against decisions of the Authority

A person who is aggrieved with a decision of the Authority under these Regulations may appeal against that decision in accordance with section 34 of the Act.

Regulation 18—Operator names and signs

An enterprise shall not use the word “tourist” or “visitor” or “traveler” as part of the name of a food, beverage or entertainment enterprise without the permission of the Authority.

Regulation 19—Interpretation

In these Regulations, unless the context otherwise requires,

“airline catering” means an establishment that offers food and beverage service to airlines;

“business registration documents” means

(a) certificate of business registration;

(b) certificate of incorporation, commencement and company regulations, in the case of a business registered as a company; and

(c) certificate of registration for a tax identification number;

“cinema” means a place or auditorium where motion pictures are screened to an audience for entertainment;

“contract catering service” means an establishment which provides food and beverage services on a large scale basically for functions such as banquets, conferences and exhibitions among others;

“entertainment centre” means an establishment which has two or more facilities for entertainment, recreation or leisure and is operated by one entity or management and which has attractions including

(a) thrill rides or go-kart racing;

(b) a small bar and fast food;

(c) inflatables such as bowing castles;

(d) kiddie rides;

(e) a movie house;

(f) music and dancing;

(g) a miniature golf course;

(h) a play ground equipment and climbing structures;

(i) a restaurant;

(j) an artificial lake with a boat, canoe or paddle riding;

(k) a theatre; and

(l) a cinema;

“entertainment enterprise” means an establishment which has facilities for entertainment, recreation or leisure such as a night club, pub, movie house, cinema or theatre;

“food and beverage enterprise” means an enterprise that provides a food and beverage service;

“formal catering enterprise” includes a restaurant, a tea room or spot and a rest stop;

“informal catering enterprise” means any establishment basically fitted for the preparation and serving of local food and beverage for consumption, and comprises

- (a) a traditional catering enterprise;
- (b) a drinking bar;
- (c) a snack bar;
- (d) an outdoor catering enterprise; and
- (e) a local fast food vendor;

“movie house” means an entertainment facility that provides private rooms for viewing motion pictures at a defined rate based on the movie rented;

“night club” means an establishment where late night entertainment is offered to a guest in comfortable surroundings together with a wide range of alcoholic and non-alcoholic beverages, and food items may be offered;

“offshore catering” means an establishment that offers remote site catering or housekeeping services or both to offshore platforms including rigs, barges, vessels, drilling installations and subsea construction sites;

“operator” means the owner of a food, beverage or entertainment enterprise;

“outdoor catering enterprise” means an establishment which provides food and beverage services on a medium or a small scale for events;

“pub” means a place licensed for the sale and consumption of alcoholic and non-alcoholic beverages, often also providing light meals within a casual atmosphere or setting with soothing, unobtrusive music;

“restaurant” includes specialty restaurants;

“rest stop” means a food and beverage facility located along a highway at which drivers and passengers can rest or eat with facilities including a parking area, a fuel station, an auto-mated teller machine, a pay phone and a recreational facility;

“specialty restaurant” means a restaurant which serves food prepared from a menu that is influenced by or developed from the culture of a particular people;

“tea or coffee shop” means a place that occupies a building or part of a building which offers a variety of non-alcoholic beverages, snacks and salads to its customers in a casual, peaceful and comfortable atmosphere or setting; and

“theatre” means a place for housing dramatic presentation or stage entertainment shows for an audience where the seating is in rows, each row usually higher than the one in front.

Regulation 20—Revocation and savings

(1) Parts IV and VIII of the Accommodation and Catering Enterprises Regulations, 1979 (L.I. 1205) are revoked.

(2) Despite the revocations in subregulation (1), any registration or licence issued under the revoked enactment and which was in force immediately before the commencement of these Regulations is deemed to be issued under these Regulations subject to necessary modifications, and shall continue in force until its expiration or revocation.

Regulation 21—Transitional provisions

A person who before the commencement of these Regulations operated a food and beverage enterprise or an entertainment enterprise without being registered and licensed by the Authority shall, within one year from the commencement date of these Regulations, apply to the Authority to be registered and licensed in accordance with these Regulations.

SCHEDULE

FIRST SCHEDULE

(regulations 3 (i) and 9 (2)(a))

MINIMUM REQUIREMENTS FOR OPERATING A

“CATEGORY A” ENTERPRISE

1. An operator of a food, beverage or entertainment enterprise qualifies for registration and licensing by the Authority as a “Category A” enterprise if the facility provided by the operator for the enterprise meets the following minimum requirements in addition to the requirements stated in regulation 3:

- (a) the facility is serviced by a properly maintained access road;
- (b) provision of a car park to accommodate at least fifty per cent of total seating capacity;
- (c) provision for dining rooms with
 - (i) satisfactory ambiance or decor;
 - (ii) a sitting area of suitable size according to the grade;
 - (iii) table seating and spacing that facilitates easy movement and comfort of patrons or guests and staff;

- (iv) a condiment set or cruet;
 - (v) table linen, tableware, crockery, glassware, napkins, cutlery;
 - (vi) insect-proof fixtures;
 - (vii) satisfactory natural cross or artificial ventilation or both;
 - (viii) hand washing facilities;
 - (ix) washroom facilities;
 - (x) good lighting;
 - (xi) a menu card or list, and a drink or wine list;
 - (xii) a station table;
 - (xiii) professional and skilled staff;
 - (xiv) staff with the ability to explain the composition of the menu to guests;
 - (xv) appealing food presentations in terms of taste and texture appearance;
 - (xvi) polite and pleasant waiters and waitresses;
 - (xvii) satisfactory supervision;
 - (xviii) attention to individual requirements;
 - (xix) an effective electronic or manual billing system; and
 - (xx) an order book;
- (d) a suitably equipped kitchen or food preparation area with
- (i) cooking equipment;
 - (ii) preparation equipment;
 - (iii) a food cabinet or cupboard;
 - (iv) a smoke or steam extractor or hood;
 - (v) a layout that facilitates easy movement of staff;
 - (vi) dry and wet storage facilities;
 - (vii) a good supply of utensils and kitchen cloth;
 - (viii) insect proof fixtures;
 - (ix) uniformed staff with protective covering and hair restraints;
 - (x) a washable lined waste bin with cover and pedal;

- (xi) food safety practices and guidelines that are clearly displayed; and
- (xii) a hand wash basin with soap dispensers and paper towels or a hot air hand dryer;
- (e) staff and staff facilities with
 - (i) a changing room, a bath or shower, and toilet facilities for the exclusive use of male staff and another for the exclusive use of female staff, both both[sic] maintained in a good hygienic condition;
 - (ii) secured lockers;
 - (iii) at least fifty per cent of total number of staff with training in food handling, and food and beverage service;
 - (iv) uniformed staff who wear identification badges; and
 - (v) a register of particulars of staff including permanent residential address;
- (f) a storage area of a store with
 - (i) shelves;
 - (ii) good ventilation;
 - (iii) good lighting;
 - (iv) floor platforms;
 - (v) table linen and napkins;
 - (vi) stock cards or tally cards;
 - (vii) detergents, cleaning materials and equipment;
 - (viii) supplies with proper documentation; and
 - (ix) stock management system including First In First Out (FIFO);
- (g) a pantry with
 - (i) running water;
 - (ii) a drying rack;
 - (iii) drainage; and
 - (iv) a washable lined waste bin with cover and pedal;
- (h) a guest toilet with
 - (i) washable and impermeable floors and walls;
 - (ii) a water closet or urinal bowl;

- (iii) a mirror;
- (iv) hand washing facilities;
- (v) soap; and
- (vi) an air freshener;
- (i) utilities with
 - (i) firefighting equipment;
 - (ii) alternate lighting;
 - (iii) a water storage tank;
 - (iv) pest control measures; and
 - (v) properly displayed signage;
- (j) an office with
 - (i) a staff register and personnel records;
 - (ii) Value Added Tax and Tourism Levy Invoice Books; and
 - (iii) menu;
- (k) medical measures including
 - (i) a half-yearly medical report on all staff, copies of which shall be submitted to the Authority; and
 - (ii) the provision of a first aid kit.
- (l) adequate security measures instituted and maintained;
- (m) an area designated for smoking;
- (n) adequate signage; and
- (o) regular cleaning schedules provided.

2. In addition to the stated minimum requirements, three different grades shall apply to a “Category A” formal food and beverage enterprise.

SECOND SCHEDULE

(regulations 4(d) and 9 (2)(a))

MINIMUM REQUIREMENTS FOR OPERATING A

“CATEGORY B” ENTERPRISE

1. An operator of a food, beverage or entertainment enterprise qualifies for registration and licensing by the Authority as a “Category B” enterprise if the facility provided by the operator for the enterprise meets the minimum requirements in addition to the requirements stated in regulation 4:

(a) a wholly or partly enclosed or completely open premises with a well-defined service point and an insect proof fixture;

(b) access to premises;

(c) a clearly inscribed sign post;

(d) a servery with

(i) display shelves or areas for food;

(ii) a service counter made with a washable top;

(iii) service trays, bottle openers, tot measures, napkins and kitchen cloth;

(iv) drinking glasses;

(v) plates, cutlery, crockery and earthenware bowls;

(vi) adequate natural cross ventilation;

(vii) facilities for washing of hands;

(viii) adequate lighting;

(ix) sanitizers and cleaning agents; and

(x) a station table;

(e) a sitting area with

(i) lounge chairs and tables or dining chairs and tables;

(ii) adequate natural cross ventilation and lighting;

(iii) a clean environment; and

(iv) a clear display of the menu;

(f) a cooking or food processing area with

(i) cooking equipment;

(ii) preparation or work surface made of teflon or white formica;

(i) napkins and kitchen cloth;

(ii) a good supply of utensils, and ladles;

(iii) running water or water storage facilities;

- (iv) cement floors and walls;
- (v) covered and marked waste disposal bins;
- (vi) adequate ventilation;
- (vii) disposal packs and cutlery;
- (viii) washing or cleaning facilities; and
- (ix) equipment for freezing;
- (g) a store with
 - (i) shelves;
 - (ii) wooden floor platforms; and
 - (iii) freezing or cold storage equipment;
- (h) a washroom facility for the exclusive use of males and another for the exclusive use of females with
 - (i) washable floors and walls;
 - (ii) soap and hand tissue;
 - (iii) a hand wash basin; and
 - (iv) an air freshener;
- (i) alternate lighting and water storage tank;
- (j) fire fighting equipment;
- (k) a first aid box with supplies; and
- (l) adequate security measures.

2. The operator of the enterprise shall, in addition to the requirements of paragraph 1, ensure that the enterprise

- (a) has professionally trained staff;
- (b) has a good customer service;
- (c) has a good standard of hygiene and cleanliness;
- (d) supervises staff of the enterprise;
- (e) medically examines staff of the enterprise once in every six months and submits a copy of the medical report to the Authority;
- (f) has covered lined waste bins;

- (g) has protective clothing and uniform for staff; and
- (h) keeps good records in respect of the operation of the enterprise.

THIRD SCHEDULE

(regulations 5(h) and 9 (2)(a))

A. MINIMUM REQUIREMENTS FOR OPERATING

A “CATEGORY C” ENTERPRISE

An operator of an entertainment enterprise qualifies for registration and licensing by the Authority, as a “Category C” enterprise if the facility provided by the operator for the enterprise meets the following minimum requirements in addition to the requirements stated in regulation 5:

- (a) the facility is accessible;
- (b) there is a well-fitted and furnished reception;
- (c) there is a suitable natural and or adequate artificial lighting throughout the premises;
- (d) grounds are maintained clean and tidy;
- (e) fire fighting equipment and guidelines are clearly indicated;
- (j) in-house regulations and tariffs are prominently displayed;
- (g) there are provided safe alternative power devices;
- (h) day and night security services are provided on the premises;
- (i) there is an efficient running water and water storage facility;
- (g) sanitary installations are kept in hygienic condition;
- (k) staff are employed in adequate numbers;
- (l) there is provided an office for administrative and records keeping purpose;
- (m) a washroom facility for the exclusive use of males and another for the exclusive use of females;
- (n) all departments are kept clean and tidy; and
- (o) a well stocked first aid kit is provided.

B. ADDITIONAL REQUIREMENTS FOR NIGHTCLUB

1. The Building

The night club shall be sound-proof.

2. Entrance

The entrance shall have

- (a) a ticket booth; and
- (b) bouncers with security screening equipment such as metal detectors.

3. Dancing floor

The dancing floor shall have

- (a) an adequate lighting system; and
- (b) a sitting area.

4. Music equipment

There shall be a disc jockey box and music equipment.

5. Ventilation

The ventilation shall consist of

- (a) air conditioning units with individual controls;
- (b) fans with controls; and
- (c) extractors.

6. Utilities

The utilities shall consist of

- (a) firefighting equipment or alarm systems;
- (b) alternate lighting source;
- (c) water storage tanks;
- (d) waste disposal methods;
- (e) a first aid box;
- (f) an emergency exit;
- (g) storage facilities; and
- (h) a freezing and chilling equipment.

7. Bar or eatery

The bar or eatery shall consist of

- (a) a service counter;
- (b) a counter stool;

- (c) a priced drinks list;
- (d) a well-stocked drinks and glasses bar; and
- (e) a washing sink with running water.

8. Washroom

The washroom facilities shall consist of

- (a) a washroom facility for the exclusive use of males and another for the exclusive use of females;
- (b) a urinal provided in the male washroom;
- (c) a water closet with a seat and a cover;
- (d) a soap and tissue dispenser, and a hand sanitizer;
- (e) a toilet roll holder;
- (f) an air freshener in the water closet;
- (g) a hand wash basin; and
- (h) a wall mirror.

9. Office

There shall be provided

- (a) an office for administrative purposes; and
- (b) a record book.

10. Medical

There shall be half yearly medical reports on staff especially staff that come into direct contact with food and customers.

11. Security

Security measures shall consist of the following:

- (a) adequate security measures shall be instituted and maintained;
- (b) surveillance cameras shall be installed;
- (c) there shall be security personnel at post; and
- (d) an emergency exit shall be available.

12. Kitchen

There shall be a well-fitted and equipped kitchen.

13. Staff

There shall be

- (a) trained staff; and
- (b) uniforms and name tags for staff.

C. ADDITIONAL REQUIREMENTS FOR A MOVIE HOUSE

Grading of Movie Houses

For the purpose of these Regulations, a movie house shall be graded as a Movie House One and a Movie House Two.

Movie House One

A movie house shall occupy a whole building or part of a building and shall have a minimum of two private rooms.

1. Reception area

A reception area shall have the following facilities but pornographic material shall not be displayed:

- (a) a reception desk and lounge shall be provided;
- (b) provision of a visitors' waiting sofa;
- (c) the floor of the reception and lounges shall be tiled or carpeted;
- (d) a movie rate or tariff and in-house instructions displayed boldly;
- (e) a local wall hanging; and
- (f) a washroom facility for the exclusive use of males and another for the exclusive use of females.

2. Movie library

A movie library shall have the following facilities:

- (a) a comprehensive list of movies and music videos shall be displayed;
- (b) DVDs and VCDs shall be displayed on shelves;
- (c) posters of movies shall be displayed; and
- (d) the rental rate and durations of a movie shall be displayed.

3. Private rooms

A private room shall have the following facilities but a bed shall not be provided in the room:

- (a) there shall be a minimum of two rooms;
- (b) each room shall be comfortable and spacious;

- (c) each room shall have a television with a minimum size of forty-two inches with a remote control;
- (d) a home theatre system;
- (e) comfortable sofas or arm chairs;
- (f) good lighting;
- (g) a carpeted or tiled floor;
- (h) a local wall hanging;
- (i) a covered lined waste bin;
- (j) full blinds across windows and other openings;
- (k) a display of in-house instructions;
- (l) an intercom or service bell; and
- (m) air conditioning units with individual controls.

4. Washroom

A washroom shall have the following facilities:

- (a) a water closet with a seat and a cover;
- (b) a soap dispenser;
- (c) a toilet roll holder;
- (d) a toilet roll and a spare toilet roll;
- (e) an air freshener in the water closet;
- (f) a hand wash basin; and
- (g) a wall mirror.

5. Food and beverage service

A food and beverage service and room service shall be provided on request.

6. Bar

At least one properly ventilated bar shall be provided.

7. Guest information or notices

There shall be guest information or notices in the nature of

- (a) movie tariffs or rates and other charges prominently displayed in each movie room, together with a list of services, fire safety instructions, meal hours and charges;

- (b) information material on the prevention and control of sexually transmitted disease; and
- (c) tourism information material and guide books.

8. Security, safety, hygiene and insurance

There shall be security, safety, hygiene and insurance measures comprising

- (a) fire-fighting equipment and safety measures and notices;
- (b) adequate security;
- (c) burglar-proof fixed for ground floor windows;
- (d) safe alternate power supply;
- (e) garbage collected daily from premises;
- (f) a garbage disposal area and bins kept in adequate sanitary condition;
- (g) movie rooms and all areas of the house subjected to appropriate pest control measures; and
- (h) the premises, property and guests being fully insured against fire, theft and other perils;

9. Car Park

An adequate car park shall be provided with adequate lighting and open areas.

10. Staff

The requirements for staff are the following:

- (a) staff shall wear identification badges and uniforms;
- (b) staff conveniences shall be provided in sufficient numbers and shall be hygienically maintained; and
- (c) changing rooms shall be provided for the staff and shall be hygienically maintained.

B. Movie House Two

A Movie House Two shall have minimum of two private rooms.

1. Reception Area

A reception area shall have the following facilities but pornographic material shall not be displayed in that area:

- (a) a reception desk and lounge;
- (b) a visitors' waiting sofa;
- (c) the floor of the reception and lounge shall be covered with suitable material;
- (d) a movie rate or tariff and in-house instructions shall be displayed boldly;

- (e) a local wall hanging; and
- (f) a public washroom.

2. Movie library

A movie library shall have the following facilities:

- (a) a list of movies and music videos shall be displayed;
- (b) a display of DVDs and VCDs on shelves;
- (c) a poster or flier shall be provided; and
- (d) the rental rate and duration of a movie shall be displayed.

3. Private rooms

A private room shall have the following facilities but a bed shall not be provided in the room:

- (a) the room size shall be spacious or comfortable;
- (b) a television with a minimum size of thirty-two inches;
- (c) a home theatre system;
- (d) a comfortable sofa or arm chair;
- (e) a good illumination;
- (f) a suitable floor carpet or a tiled floor;
- (g) a local wall hanging;
- (h) a covered waste bin with a liner;
- (i) a window curtain;
- (j) a display of in-house regulations;
- (k) an intercom or service bell;
- (l) a fan; and
- (m) each room shall have natural cross ventilation.

4. Washroom

A washroom shall have the following facilities:

- (a) a water closet with seat cover and lid;
- (b) a soap and tissue paper dispenser;
- (c) a toilet roll holder;

- (d) a toilet roll and a spare toilet roll;
- (e) an air freshener and a hand sanitizer;
- (f) a hand wash basin; and
- (g) a wall mirror.

5. Food and beverage service

A food and beverage service and room service shall be provided on request.

6. Bar

A bar service shall be provided.

7. Guest information

There shall be guest information or notices in the nature of

- (a) movie rates and other charges prominently displayed in each movie room, together with a list of services, fire safety instructions, meal hours and charges;
- (b) information material on the prevention and control of sexually-transmitted diseases; and
- (c) tourism information materials and guide books provided.

8. Security, hygiene and insurance

There shall be security, hygiene and insurance measures consisting of

- (a) the clear display of fire-fighting equipment and safety instructions;
- (b) provision of a burglar-proof fixed for ground floor windows;
- (c) provision of a safe alternate power supply;
- (d) the collection of garbage daily from premises and the garbage disposal area and keeping bins in a sanitary condition;
- (e) movie rooms and all areas of the house being subjected to appropriate pest control measures; and
- (f) the premises, property and guest being fully insured against fire, theft and other perils.

9. Car park

An adequate car park shall be provided with adequate lighting and open areas.

10. Staff

The requirements for staff are the following:

- (a) staff shall wear clean and comfortable uniforms in good repair:

- (b) staff shall be trained and shall wear identification badges;
- (c) staff washrooms shall be provided in sufficient numbers and shall be hygienically maintained;
and
- (d) changing rooms shall be provided for the staff and shall be hygienically maintained.

D. ADDITIONAL REQUIREMENTS FOR A LOUNGE OR A PUB

A lounge or pub shall have the following facilities:

- (a) a sitting area for customers;
- (b) provision of background music;
- (c) air conditioning units with individual controls for enclosed pubs or a ceiling fan with controls;
- (d) staff who shall wear clean uniforms with identification badges;
- (e) staff changing rooms;
- (f) adequate parking space;
- (g) adequate lighting;
- (h) fire-fighting equipment;
- (i) a safe alternate power source;
- (j) a water storage tank;
- (k) waste disposal bins with lids;
- (l) a first aid box;
- (m) an emergency exit and safety notices;
- (n) a service counter with stools;
- (o) beverages shall be stocked in adequate quantities and variety;
- (p) provision of well-stocked glassware and crockery in adequate quantity;
- (q) a washing sink with running water;
- (r) a washroom facillite[sic] for the exclusive use of males and another for the exclusive use of females with a soap dispenser and a tissue dispenser and a sanitizer;
- (s) a urinal in the male washroom;
- (t) a well-fitted and equipped kitchen for the preparation of light meals;
- (u) freezing and chilling facilities;
- (v) there shall be a half-yearly staff medical examination;

(w) signages;

(x) adequate security measures; and

(y) professionally trained staff,

1. Access

The facility shall be accessible,

2. Parking

An adequate secured parking area or space shall be provided.

3. Lobby

The lobby area shall

(a) be spacious and be able to accommodate at least fifty per cent of seating in the auditorium;

(b) have comfortable sofas or couches for patrons;

(c) have information and notices on upcoming events displayed;

(d) have a counter for a ticket sales clerk and have a cash register available;

(e) have a designated area for smoking; and

(f) have facilities designed to accommodate physically-challenged persons.

4. Office

An administrative office shall be provided.

5. Seating

Seating arrangements shall be as follows:

(a) comfortable seating arranged so as not to interfere with free access to the exits;

(b) seats in the form of either

(i) fixed chairs available with customized stands for food service or a notepad at the desk;

(ii) a recliner sofa with service tables on the right;

(iii) folding writing pad chairs for a cinema hall with an auditorium or conference hall;

(iv) plush upholstery or covers; or

(v) exclusive chairs with a pocket and a headset including a microphone and a headphone embedded in the chairs;

(c) seating be arranged to shall facilitate the movement of patrons; and

(d) seats arranged in rows with each row higher than the one in front.

6. Ventilation

An air conditioner shall be installed.

7. Stage

An operator shall provide for each stage, the following facilities in each washroom:

- (a) the stage floor shall be flat with a resilient surface;
- (b) portable risers shall be provided;
- (c) an acoustically deadened or muffled stage floor;
- (d) a steel pipe or gridiron suspended over the stage area to accommodate lighting, scenery, and curtains;
- (e) adjustable and movable stage lighting;
- (f) duplicate lighting controls fitted at the rear of the auditorium;
- (g) as areas for wing space, trap rooms (below the stage), fly space (above a stage) and rear stage (at the back of the stage), Orchestra pit; and
- (h) a spot light.

8. Backstage

(1) Backstage spaces may include

- (a) dressing rooms;
- (b) actors' lounges; and
- (c) rehearsal rooms.

(2) Production services shall include

- (a) design studios;
- (b) shops for building costumes;
- (c) scenery;
- (d) stage properties; and
- (e) a space for musicians to play music before, during and after a performance.

9. Washroom

An operator shall provide the following facilities in each washroom:

- (a) a water closet with a seat and a cover;
- (b) washable and impermeable walls and floors;

- (c) a soap dispenser;
- (d) a toilet roll and a toilet roll holder;
- (e) an air freshener in the water closet; and
- (f) a hand wash basin and a mirror.

10. Security

Adequate security measures shall be instituted and maintained.

11. Staff and staff facilities

The requirements for staff are the following:

- (a) a changing room with shower and toilet facilities for both sexes;
- (b) a well-stocked first aid kit;
- (c) a secured locker;
- (d) staff shall be uniformed and shall wear name tags; and
- (e) a staff register and particulars of staff names and residential address.

12. Utilities

The following utilities shall be made available:

- (a) fire-fighting equipment;
- (b) an alternate source of power or lighting
- (c) a water storage tank;
- (d) pest control measures; and
- (e) properly displayed signage.

F. ADDITIONAL REQUIREMENTS FOR A CINEMA

1. Building

A cinema centre shall occupy the whole or a part of a building, which shall have the following;

- (a) a plush interior;
- (b) kids-friendly areas;
- (c) a waiting lounge;
- (d) a sound absorbent room; and
- (e) a designated area for smoking.

2. Seating

Seating arrangements shall be as follows:

- (a) seating arrangements shall be comfortable and so arranged as not to interfere with free access to the exits;
- (b) seats shall be in the form of either
 - (i) fixed chairs available with customized stands for food service or a notepad at the desk,
 - (ii) a recliner sofa with service tables at the right side, or
 - (iii) folding writing pad chairs for a cinema hall with an auditorium or a conference hall,
- (c) plush upholstery or covers;
- (d) exclusive chairs with a pocket, and a head set including a microphone and a head phone embedded in the chairs; and
- (e) seating arrangements shall facilitate the ease of movement of patrons

3. Ventilation

An air conditioner shall be installed.

4. Screen, projection and sound

The following facilities shall be available:

- (a) a screen shall be in the form of either a silver screen or a white screen or three and five dimension screens to project movies;
- (b) a screen size shall be commensurate to the hall size and the project room distance;
- (c) there shall be a clear picture viewing projection; and
- (d) an excellent digital sound quality.

5. Ticket booth

The following facilities shall be available:

- (a) a ticket booth and booking system shall be available; and
- (b) the booth shall be manned by trained and courteous staff.

6. Cafeteria

A snack bar shall be available to provide drink and snack services.

7. Washroom

An operator shall provide the following facilities in each washroom:

- (a) a washroom facility for the exclusive use of males and another for the exclusive use of females;
- (b) a water closet with a seat and a cover;
- (c) washable and impermeable walls and floors;
- (d) a soap dispenser;
- (e) a toilet roll and a toilet roll holder;
- (f) an air freshener in the water closet; and
- (g) a hand wash basin and mirror.

8. Security

Adequate security measures shall be instituted and maintained.

9. Staff and staff facilities

The requirements for staff are the following:

- (a) a changing room with a shower and toilet facilities for the exclusive use of males and another for the exclusive use of females, each maintained in a hygienic condition;
- (b) a well-stocked first aid kit;
- (c) a secured locker; and
- (d) uniforms and wear name tags shall be provided to staff.

10. Utilities

The following utilities shall be made available:

- (a) fire-fighting equipment;
- (b) an alternate source of power or lighting;
- (c) a water storage tank;
- (d) pest control measures; and
- (e) properly displayed signage.

11. Movie schedules, posters or functional marquee shall be provided.

12. Cinema regulations shall be provided.

13. Tariff display shall be provided.

FOURTH SCHEDULE

Form A

Report from the Police (CID) on the security of premises
Criminal records Proprietor/Manager and Key personnel of unit
Suitability report from the Ghana Fire Service
Environmental Health Suitably report from
District/Municipal/Metropolitan Assemblies
For Official Use only

App. Receipt No.:.....

Reg. Receipt No.:.....

Remarks

Officer's Name:

I APPLY FOR THE REGISTRATION OF AND
DECLARE THAT THE INFORMATION GIVEN IS TRUE AND COMPLETE

DATE: APPLICANTS SIGNATURE:

DESIGNATION:.....

INFORMATION PROVIDED IS CONFIDENTIAL

Form B

(regulation 6 (3))

Registration and Application for Licence as Informal Food and Beverage Enterprise

GHANA TOURISM AUTHORITY

REGISTRATION AND APPLICATION FOR LICENCE AS

INFORMAL FOOD AND BEVERAGE ENTERPRISE

File No.:

APPLICANT

Name of Applicant:

Business Name:

Street/Road

Location:

Postal Address:

Town/City

Postal Code

Region:

Telephone No.:

Email:

Bankers:

Branch:

OWNERSHIP

SOLE PROPRIETORSHIP:

Name:

Address:

Tel:

PARTNERSHIP:

Name:

Address:

Tel:

No. of Partners:

Fax:

LIMITED LIABILITY COMPANY:

Name:

Address:

Tel:

No. of Directors:

Fax:

NATURE OR BUSINESS (Tick)

Traditional Catering:

Local Fast Food Vendor:

Drinking Bar:

Snack Bar:

Outdoor Catering:

STRUCTURE

Kiosk:

Summer hut:

Concrete:

Container

MANDATORY DOCUMENTS TO BE SUBMITTED (COPIES SUBMITTED)

Business Registration Certificate

Business Operating Permit of unit

FOR OFFICIAL USE ONLY

App. Receipt No.: Reg. Receipt No.: Remarks:.....

Officer's Name Officer's Signature:

I APPLY FOR THE REGISTRATION OF AND
DECLARE THAT THE INFORMATION GIVEN IS TRUE AND COMPLETE.

DATE: APPLICANT'S SIGNATURE:.....

DESIGNATION:

INFORMATION PROVIDED IS CONFIDENTIAL

Form C

(regulation 6 (4))

Registration and Application for Licence as Entertainment Enterprise

GHANA TOURISM AUTHORITY

REGISTRATION AND APPLICATION FOR LICENCE AS

ENTERTAINMENT ENTERPRISE

File No.

APPLICANT

Name of Applicant:

Postal Address: Town/City Postal Code Region:

Telephone No.: Fax No.:

E-mail Address:

Name and Address(es) of Banker(s):

TYPE OF OWNERSHIP

SOLE PROPRIETORSHIP CO-OPERATIVE LIMITED LIABILITY COMPANY

PARTNERSHIP ASSOCIATION OTHERS,

PARTICULARS OF SHAREHOLDERS

NO.	NAMENATIONALITY	PROFESSION/ OCCUPATION	SHAREHOLDING
%	AMOUNT PAID		
	GH¢		

i

ii

iii

iv

PARTICULARS OF DIRECTORS

NO.	NAMENATIONALITY	PROFESSION/OCCUPATION	DOMICILE
-----	-----------------	-----------------------	----------

i

ii

iii

iv

PARTICULARS OF PROJECT

TYPE OF BUSINESS:	Night Club	Pub/Lounge	Theatre
	Movie House	Cinema	Entertainment Centre

NAME OF ESTABLISHMENT:

LOCATION:

STREET: HOUSE NO.:

MAJOR LAND MARK:

PROJECT FACILITIES: NO. OF ROOMS: (MOVIE HOUSES)

DISTRICT: REGION:

NATURE OF PROJECT

PLANNED: EXPANSION:

REHABILITATION: OTHER SPECIFY:

SIZE OF LAND:

STATUS OF PROJECT

ONGOING

COMPLETE

ESTIMATED TOTAL COST OF PROJECT:

Mandatory documents to be submitted (attach copies)

Certificate of Incorporation (Business Registration Certificate)

Certificate to Commence Business

Company Regulations

Evidence of Ownership of Premises (indenture / Lease / Tenancy Agreement)

Report from the Police (CID) on the security of premises and criminal records of Proprietor/Manager and Key Personnel of unit

For Official Use Only

App. Receipt No.: _____

Reg. Receipt No.: _____

Remarks _____

Officers Name: _____

I APPLY FOR THE REGISTRATION OF
AND DECLARE THAT THE
INFORMATION GIVEN IS TRUE AND COMPLETE

DATE: _____ APPLICANTS

SIGNATURE: _____

DESIGNATION: _____

FIFTH SCHEDULE

Form A

(regulation 12 (2) (a))

Inspection Schedule for Formal Food and Beverage Enterprise

GHANA TOURISM AUTHORITY

INSPECTION REPORT FOR

FORMAL FOOD & BEVERAGE ENTERPRISE

NAME OF ENTPTRISE:

LOCAL:

SPECIFIC LANDMARK:

INSPECTORS

- 1. _____
- 2. _____
- 3. _____

TEAM CONDUCTED ROUND BY:

DESIGNATION:

SIGNATURE: _____

CURRENT DETAILS

Postal Address:

Telephone: Fax No.:

Email address: Website:

Seating Capacity: Cuisine:

Tariffs (Average per person): Hours Open:

Guest Toilets: Female Male

MANAGER'S DATA

Name of Manager:

Age: Gender: Male Female

Educational Qualification:

Professional Experience etc.:

FIRST IMPRESSIONS

ITEMS	AVAILABILITY	ACCEPTABILITY
YES	NO	

YES	NO
-----	----

1.

Motorable access road

2.

Sign posting and labelling

3.

Car Park

4.

External Security Lighting

Comments (State of Care):

State of Care:

DINNING AREA

ITEMS

AVAILABILITY

ACCEPTABILITY

YES NO YES NO

i

FURNISHING

ii

LAYOUT

iii

WAITERS

iv

TRAINING

v

APPEARANCE (uniform and badge)

vi

SKILL

Comments:

.....
WASHROOMS

ITEMS

AVAILABILITY

ACCEPTABILITY

YES

NO

YES

NO

i.

GENTS

ii.

LADIES

Comments:

.....
BAR

ITEMS

AVAILABILITY
ACCEPTABILITY

YES

NO

YES

NO

i.

RUNNING WATER

ii.

STOCKS (DRINKS, GLASSES)

iii.

WASH UP FACILITIES

iv.

PRICED WINE AND BAR LIST

COMMENTS:

.....
.....
.....
.....

KITCHEN

ITEMS

AVAILABILITY

ACCEPTABILITY

YES NO YES NO

COOKING EQUIPMENT

FREEZING EQUIPMENT

PREPARATION BOARDS

DRY STORAGE

VENTILATION

EXTRACTORS

RUNNING WATER

DISPOSAL BIN

FLOORS

WALLS

UNTENSILS

PANTRY

FLY PROOF WINDOWS/DOORS

PROTECTICE CLOTHING

HAIR RESTRAINT

Comments:

.....
.....
.....
.....

STAFF

ITEMS

AVAILABILITY

ACCEPTABILITY

YES NO YES NO

CHANGING ROOM

LOCKERS

WC/SHOWERS

GENERAL APPEARANCE OF STAFF

STAFF TRAINING

Comments:

.....
.....
.....
.....

UTILITIES

ITEMS

AVAILABILITY

ACCEPTABILITY

YES NO YES NO

FIRST AID BOX

WATER STORAGE

ALTERNATE LIGHTING

FIRE EXTENGUISHER/ALARM SYSTEM ETC.

Comments:

.....
.....
.....
.....

STOCK

ITEMS

AVAILABILTY

ACCEPTABILITY

YES NO YES NO

Linen

Provisions

Drinkables

Foodstuffs

Fittings, Fixtures, Furniture etc.

Store-Room

Comments:

.....
.....

.....
.....
.....
.....
.....
.....
.....
.....

RECOMMENDATIONS (SUBJECT TO APPROVAL)

The operator should be given a licence
given licence

The operator should not be

Recommended grade:

STAFF DATA

POSITION

NO.

EDUCATIONAL BACKGROUND

CERTIFICATE OBTAINED

SEX

AGE

SALARY

MANAGER

SUPERVISOR

COOKS

UTILITY PERSONAL

WAITERS

BARMEN

SECURITY PERSONAL

OTHERS

Form B

Inspection Schedule for Informal Food and Beverage Enterprise

(regulation 12 (2) (b))

GHANA TOURISM AUTHORITY

INSPECTION REPORT FOR

INFORMAL FOOD AND BEVERAGE ENTERPRISE

NAME OF ENTERPRISE:

LOCATION:

SPECIFIC LANDMARK:

INSPECTION DATE:

INSPECTORS

1. _____

2. _____

3. _____

TEAM CONDUCTED ROUND BY:

DESIGNATION:

SIGNATURE: _____

CURRENT DETAILS

Postal Address:

Telephone: Seating Capacity:

Type of establishment:

Cuisine:

Tariffs (Average per person): Hours Open:

Guest Toilets: Female Male

Staff Strength Female Male

MANAGEMENT DATA

Name of Proprietor/Owner:

Gender: Female Male 51-above

Supervisor:

Gender: Female Male

Age of Manager/Supervisor: Below 18 18-28 29-39 40-50 51-above

Highest Educational Qualification:

Professional Experience:

FIRST IMPRESSIONS

SIGN POSTING AND LABELING: YES NO

Access Route YES NO

Comments: _____

BAR

YES NO

Display Shelves

Counter

Ventilation

Fridge/Freezing Equipment

Crockery (glasses, plates, cutle

Serving Trays

Bottle Openers

Napkins

Washing up Facility

Cleaning detergents

STOCK

ITEMS

AVAILABILITY

ACCEPTABILITY

YES NO YES NO

i.

FURNISHING

ii.

LAYOUT

iii.

FLOOR

iv.

VENTILATION

WAITERS

i.

TRAINING

ii.

APPEARANCE (Uniform and badges)

STOCK

ITEMS

AVAILABILITY

ACCEPTABILITY

YES NO YES NO

i.

COOKING EQUIPMENT

ii.

FRIDGE

iii.

PREPARATION BOARD

iv.

DRY STORAGE

v.

VENTILATION

vi.

RUNNING WATER

vii.

WASTE DISPOSAL BIN WITH LID

viii.

FLOORS

ix.

WALLS

x.

UTENSILS

xi.

PANTRY/WASHING UP AREA

KITCHEN

Comments:

.....
.....
.....
.....

UTILITIES

ITEMS

AVAILABILITY

TYPE

YES NO

WATER STORAGE FACILITY

LAYOUT

FLOOR

Comments:

.....
.....
.....

STATE OF CARE

ITEMS

COMMENTS

BAR

DINNING AREA

TOILET/URINAL

KITCHEN

STATE OF CARE

ITEMS

AVAILABILITY

ACCEPTABILITY

.....
.....
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RECOMMENDATIONS (SUBJECT TO APPROVAL)

The unit should be given a licence

The unit should not be given licence

Recommended grade:

STAFF DATA

POSITION

NO.

EDUCATIONAL BACKGROUND

CERTIFICATE OBTAINED

SEX

AGE

SALARY

MANAGER

SUPERVISOR

COOKS

UTILITY PERSONNEL

WAITERS

BARMEN

SECURITY PERSONNEL

OTHERS

Form C

(regulation 12(2)(c))

Inspection Schedule for Entertainment Enterprise

GHANA TOURISM AUTHORITY

INSPECTION REPORT FOR

ENTERTAINMENT ENTERPRISE

NAME OF UNIT:

LOCATION:

SPECIFIC LANDMARK:

INSPECTORS

- 1. _____
- 2. _____
- 3. _____

TEAM CONDUCTED ROUND BY:

DESIGNATION:

SIGNATURE:.....

CURRENT DETAILS

Postal Address:

Telephone: Fax No.:

Email Address: Website:

Guest Toilets: Female Male

GTA Licence (Current Grade)

VAT Invoice

MANAGER'S DATA

Name of Manager:

Age: Gender: Male Female

Educational Qualification:

Professional Experience etc.:

STAFF

TRAINING: Vocational/Professional

STAFF CONVENIENCES: Changing room: Male Female

Toilets: Male Female

APPEARANCE: Uniform Name badges

FIRST IMPRESSION

ITEMS

AVAILABILITY

ACCEPTABILITY

YES NO YES NO

1. Motorable access road
2. Sign posting and labeling
3. Car park
4. External security lighting

Comments (State of Care):

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UTILITIES

ITEMS

AVAILABILITY

ACCEPTABILITY

YES NO YES NO

1. First Aid Box
2. Water Storage

3. Alternate Lighting
4. Fire Extinguisher/Alarm System etc.
5. Waste Disposal Methods

Comments:.....
.....

MOVIE HOUSE 1

Room rates:

FACILITIES SPECIFIC FACILITIES Please Tick

RECEPTION High reception desk and lounge

Visitors waiting couch

Hourly rate (display)

MOVIE LIBRARY Comprehensive list of movies and music videos

Shelves filled with DVDs and VCDs

Movie posters

Rental rates (display)

OFFICE General office

PUBLIC TOILETS Male

Female

MOVIE ROOMS Flat screen colour TV (minimum size 32") with remote control

Home theater set with a DVD player

High sofa for at least double occupancy covered with high quality leather

Soft lighting suitable for movie

High floor carpet or tiled floor

Local wall hanging

Covered waste bin with liner

Full blinds across windows

VENTILATION Air conditioning unit

Natural cross ventilation

WATER CLOSET Water closet with seat and a lid

Toilet soap/toilet roll and spare

Air freshener in water closet

Hand wash basin

Wall mirror

SECURITY 24-hour security surveillance

Comments:

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MOVIE HOUSE 2

Room rates:

FACILITIES SPECIFIC FACILITIES Please Tick

RECEPTION High reception desk and lounge

Visitors waiting couch

Hourly rate (display)

MOVIE LIBRARY Comprehensive list of movies and music videos

Shelves filled with DVDs and VCDs

Movie posters

Rental rates (display)

OFFICE General office

PUBLIC TOILETS Male

Female

MOVIE ROOMS Flat screen colour TV (minimum size 32") with remote control

Home theater set with a DVD player

High sofa for at least double occupancy covered with high quality leather

Soft lighting suitable for movie

High floor carpet or tiled floor

Local wall hanging

Covered waste bin with liner

Full blinds across windows

VENTILATION Air conditioning unit

Natural cross ventilation

WATER CLOSET Water closet with seat and a lid

Toilet soap/toilet roll and spare

Air freshener in water closet

Hand wash basin

Wall mirror

SECURITY 24-hour security surveillance

Comments:

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NIGHT CLUB/PUB

Entrance fees

BAR AVAILABILITY ACCEPTABILITY

YES NO YES NO

- i. Running Water
- ii. Stocks (Drinks, Glasses)
- iii. Wash up Facilities
- iv. Priced Wine and Bar List

WAITERS

- i. Training
- ii. Appearance (uniform and badge)
- iii. Skill

MUSIC EQUIPMENT

- i. D.J. Box and music equipment

DANCING FLOOR

Dancing floor

Lighting

ENTRANCE GATE

- i. Bouncers at gate
- ii. Screening equipment (metal detectors)
- iii. Ticketing booth

WASHROOM

- i. Gents
- ii. Ladies

STAFF CHANGING ROOM

- i. Lockers
- ii. WC>Showers
- iii. Staff training

Comments:

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ENTERTAINMENT CENTRE

Is a centre that has three (3) or more entertainment activities and this could include casino, theatre, night club, cinemas, swimming pool etc.

Reception Desk

Multipurpose rooms	No.	Seating Capacity
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RESTAURANT:

No.	Types:	Capacity:
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Basic lunch/Dinner tariff

KITCHEN Adequate professional equipment

Impermeable floor and wall

Adequate ventilation (smoke/extractor)

Well –partitioned kitchen

Pantry with running water

Freezer

Storeroom

SPORTS:

Swimming pool

Depth indicators

Safety instructions

Life guard

Changing room and toilets

Gymnasium

Adequate Training equipments

Changing rooms and toilets

Instructor

Tennis court

Volley

Squash

Sauna

ENTERTAINMENT

Nigh Club/Pub

Games (specify)

Casino

Gaming equipment

Priced bar and wine list

Uniformed staff

MEDICAL SERVICE

First Aid box

Sickbay

First Aid Box

MEDICAL SERVICE

Sickbay

IDENTIFIED DEFECTS

STAFF DATA

POSITION	NO.	EDUCATIONAL BACKGROUND	CERTIFICATE OBTAINED	SEX
AGE	SALARY			

MANAGER

ACCOUNTANT

HOUSEKEEPER

ROOM ATTENDANTS

FRONT DESK PERSONNEL

PORTERS

CHEFS

COOKS

CLEANERS

BARMEN

WAITERS

LAUNDRY MEN

SECURITY MEN

POOL ATTENDANT

GARDENER

UTILITY PERSONNEL

OTHERS

RECOMMENDATIONS:

RECOMMENDATIONS (SUBJECT TO APPROVAL)

The Entertainment Enterprise should be given a licence

The Entertainment Enterprise should not be given a licence

ELIZABETH OFOSU-ADJARE (MRS.)

Minister responsible for Tourism, Culture and Creative Arts

Date of Gazette Notification: 24th June, 2016.

Entry into force: 28th July, 2016