



RULES AND REGULATIONS RESTAURANTS AND FUNCTION ROOMS

I. DEFINITIONS.

1. Full Menu Dining Establishment. A restaurant which has a full menu dining area with a service bar or service bar and separate waiting area set aside as a waiting/overflow area where food and/or alcoholic beverages may be served while patrons are waiting to be seated in the main dining area or a function area pre- approved by the License Commission.
2. Service Bar. An area where alcoholic beverage orders are filled by qualified servers and is accessible exclusively by the establishment's wait staff.
3. Seating Capacity. In determining whether a facility meets the minimum seating capacity as set forth in M.G.L. c.138, §11(E) the License Commission shall apply the standards set forth in the State Building Code, 780 Code of Massachusetts Regulation, Article 10; and, Section II, paragraph 23, below.

II. REGULATIONS

1. Hours for sale of alcoholic beverages:
 - a. Monday through Saturday 11:00 a.m. to 12:30 a.m. the next day
 - b. Sundays 12:00 noon to 12:00 a.m. the next day
 - c. Hours of service maybe extended through a special application to Commission
2. There shall be no sale of alcoholic beverages on Christmas Day before 12:00 noon.
3. Last call shall be at least fifteen (15) minutes before closing time. Any alcoholic beverage served prior to the closing time must be consumed and cleared from the tables no later than one-half hour after closing time.
4. Alcoholic beverages shall be served no later than one-half hour after the full food menu has been discontinued.
5. All tables and bars must be cleared of all glasses, bottles and containers of alcoholic beverages, within one-half hour after closing time and all customers must be off the premises by that time. Licensees are not permitted to allow any patron or any guest or any employee to enter the premises after the closing time or prior to the time of

opening posted on the license. No employee or owner shall serve any alcoholic beverages before the opening time or after the closing time.

6. Owners and employees must be off the premises no later than sixty (60) minutes after closing time, provided however, that such owners and employees may be on the premises at any time for the purpose of cleaning, making emergency repairs, providing security for such premises, or preparing food for the next day's business or opening or closing the business in an orderly manner, but they may not dispense or consume any alcoholic beverage on the licensed premises during such non-public hours; nor may they remain upon the premises outside of the regular hours of operation any longer than necessary to complete their work. No owner or employee shall consume any alcoholic beverages during working hours.
7. Sales and service of alcoholic beverages are prohibited in any areas or locations not identified on the approved floor plan or not expressly approved by the License Commission.
8. There shall be no alcoholic beverages taken from the licensed areas of the premises, except as permitted by 204 C.M.R. 2.18 (resealing of partially consumed bottles of wine), or brought into the licensed premises (other than stock)
9. No pitchers of malt beverages may be served later than one (1) hour before closing time. No pitchers of malt beverages may contain more than sixty (60) ounces and must be served to at least two or more persons.
10. No more than (2) alcoholic beverages may be sold to or placed in front of a patron at any one time.
11. Each licensee hereunder shall appoint a manager who is of good moral character and a responsible person. The manager will be in charge during open hours acting for and on behalf of the licensee who shall be responsible for the conduct of employees and patrons, and who shall be accountable for keeping order and the prevention of undue noise and disturbances on the licensed premises, including the parking areas, and the neighborhood.
12. No cocktail lounges or bars shall be permitted in the City of Woburn.
13. There shall be no indecent or immoral entertainment on the licensed premises.
14. The manager, bartender, or server shall refuse to serve any patron under the age of twenty-one (21). In accordance with M.G.L. c.138, §34B, valid forms of identification are:
 - a. A Massachusetts Driver's license;
 - b. A Massachusetts Identification card;
 - c. A Passport issued by the United States or a country recognized by the United States;
 - d. A Passport Issued by the United States or a government that is officially recognized by the United States;

- e. A Passport Card for a Passport issued by the United States; and
 - f. A Military Identification Card.
15. The bartender or manager shall refuse service to a patron who is intoxicated or approaching a condition of “under the influence.”
 16. The licensed premises shall be subject at all times to inspection by agents of the License Commission, Police Department, Fire Department, and the Board of Health during hours of operation.
 17. The Licensed premises must be well lighted at all times.
 18. No advertising matter, screen, curtain or other obstruction, which prevents a clear view of the interior of the restaurant, shall be maintained in or on any window or door.
 19. The license is subject to suspension, revocation or forfeiture for breach on any of its conditions, regulations or any law of the Commonwealth of Massachusetts and/or the City of Woburn.
 20. No license shall be “pledged” and/or transferred to another party or location, without approval of the License Commission.
 21. Annual license fees: \$2,500.00 All Alcohol
\$2,500.00 Beer & Wine Only
 22. A plan of existing or proposed building, plus a capacity of said restaurant and parking facilities shall be kept on file and open to inspection.
 23. Seating capacity: 100 or more persons for establishments licensed to serve all alcoholic beverages
50 or more persons for establishments licensed to serve beer and wine;
A schematic of the seating plan shall be posted in a conspicuous location within the licensed premises.
 24. Only servers who has received the beverage from person in charge of making alcoholic beverages shall serve same.
 25. No alcoholic beverages shall be served to, carried by, or consumed by any person who is not seated, except within such areas of the licensed premises as shall be specifically designated on a plan approved by the License Commission. Approved Standing licenses as determined by the Woburn Building Department and with approval of the License Commission, shall be posted in a conspicuous location in or near the standing area; capacity listed and including a schematic of said area.

26. All licenses to serve alcohol shall be posted in a conspicuous location within the licensed premises along with a copy of the Rules and Regulations of the License Commission of the City of Woburn.
27. Alcoholic Beverage Control Commissions informational signs shall be posted in a conspicuous location within the licensed premises.
28. These rules and regulations may be superseded by rules and regulations adopted by Massachusetts Alcohol Beverage Control Commission.
29. The Commission shall have the authority to impose specific conditions on any license, which conditions, if more stringent than these Rules and Regulations, shall control.

WOBURN LICENSE COMMISSION

Paul A. Medeiros, Chairman

David I. Gilgun, Member

Thomas Skeffington, Member

Approved September 15, 2016 and effective January 1, 2017