



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 AM the next day
 - b. Sundays 12:00 noon to 12:00 AM
 - 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. (amended 11/20/2014)
3. Alcoholic beverages must be cleared from tables within one half hour of closing of alcoholic beverage sales.
4. No Licensee for the sale of Alcoholic Beverages shall permit any disorder, disturbance, or illegality of any kind to take place in or around the licensed premises including the parking areas thereof. He shall also prevent undue noise or disturbance to the neighborhood. The Licensee shall be responsible therefore, whether present or not.
5. There shall be no indecent or immoral entertainment on the licensed premises.
6. There shall be no alcoholic beverages taken from the licensed areas of the premises or brought into the premises (other than stock).
7. The manager, bartender, or server shall refuse to serve any patron under the age of twenty-one (21). Valid forms of ID are:

- a. Massachusetts driver's license
 - b. Massachusetts Registry of Motor Vehicles liquor identification card
 - c. Passport issued by the United States or a country recognized by the United States
 - d. Valid military identification card
 - e. Passport Card
 - f. Other valid forms adopted by Massachusetts Alcohol Beverage Control Commission
8. The bartender or manager shall refuse service to a member or guest who is intoxicated or approaching a condition of “under the influence.”
9. The licensed premises shall be subject to inspection by agents of the Licensing Commission, Police Department, Fire Department, and the Board of Health during hours of operation.
10. The Licensed premises must be well lit at all times.
11. 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.
12. 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 and/or subdivision thereof.

No license shall be “pledged” and/or transferred to another party or location, without approval of the License Commission.
13. Annual license fee shall be: \$3,000 All Alcohol; \$3,000 Beer & Wine
14. 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.
15. Seating capacity must be 50 or more persons for all alcohol licensed establishments and 25 or more persons for beer and wine licensed establishments and schematic of plan posted in a conspicuous location within the licensed premise. (amended 6/17/2021)
16. Only server who has received the beverage from person in charge of making alcoholic beverages shall serve same.
17. 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 set forth 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.
18. Server Training
 - A. Any employee involved in liquor service at a licensed establishment to sell alcohol, including but not limited to on and off premises licensees holding all-alcohol, including one-day licenses, beer and wine licenses, private club licenses or retail package store licenses, shall obtain certification in TIPS, ServSafe, or an equivalent course designed to

train management, bartenders, and employees in the methods of observation and detection to avoid selling or serving to intoxicated persons and/or minors.

B. Any employee involved in food service at an establishment with a Common Victualer's license shall obtain certification in ServSafe or an equivalent course designed to train management, bartenders, servers and any other employees in the methods of safe handling of comestibles. (added 6/23/22)

19. All licenses to serve alcohol shall be posted in a conspicuous location along with a copy of the Rules and Regulations of the License Commission of the City of Woburn within the licensed premise.
20. Alcoholic Beverage Control Commissions informational signs shall be posted in a conspicuous location within the licensed premise.
21. These rules and regulations are subject to be superseded by rules and regulations adopted by Massachusetts Alcohol Beverage Control Commission.
22. The Commission shall have the authority to impose particular conditions on any license, which conditions, if more stringent than these Rules and Regulations, shall control.

WOBURN LICENSE COMMISSION

Thomas M. Skeffington, Chairman

David I. Gilgun, Member

William Pappalardo, Member