

**APPLICATION FOR TEMPORARY EXTENSION OF PREMISES
OF ALCOHOL LICENSE to SIDEWALK OR PRIVATE PROPERTY**

Section 1

Corporation Name: _____	
Business Name (d/b/a): _____	
Address of Premises: _____	Zip Code: _____
Manager of Record: _____	
Phone No. of Premises: _____	Hours of Operation: _____

Section 2

<u>Person who can be contacted regarding this Application:</u>	
Name: _____	
Address: _____	
Phone Number: _____	Email Address: _____

Section 3

<p>Give a full and complete description of the extension premises to be licensed for the service of alcohol, including location of all entrances and exits and proposed barriers to use to enclose the outdoor area (a barrier may be a fence, rope or other means to prevent access by the public). Please include a drawing of the area with layout of the tables and chairs (can be hand drawn). See ABCC Guidelines, attached.</p>

Section 4

Do you own the premises to be licensed? Yes (<input type="checkbox"/>) No (<input type="checkbox"/>)
(If no, provide the following information for the landlord)
Name: _____ Phone No.: _____
Address: _____

BY CHECKING THIS BOX, THE LICENSEE HOLDER ACKNOWLEDGES THAT THEY HAVE READ, UNDERSTOOD AND WILL COMPLY WITH THE 2015 ALCOHOLIC BEVERAGES CONTROL COMMISSION GUIDELINES FOR EXTENSION OF PREMISES TO PATIO AND OUTDOOR AREAS.

False information or failure to disclose are reasons to revoke a license or deny a license application.

Signed and subscribed to under the penalty of perjury, this _____ day of _____, 20_____.

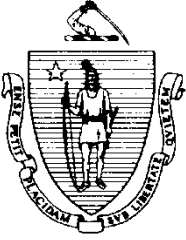
Applicant's Signature

Date

Applicant's Printed Name

All applications must include the following:

- Completed and signed application.
- Drawing that shows tables, chairs and barriers.
- Certificate of Liability Insurance with Liquor Liability.
- Signed release and indemnification form (required for sidewalk seating only).



*Commonwealth of Massachusetts
Department of the State Treasurer
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114*

Deborah B. Goldberg
Treasurer and Receiver General

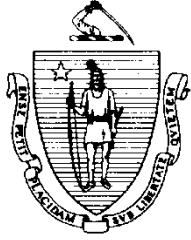
Kim S. Gainsboro, Esq.
Chairman

**ALCOHOLIC BEVERAGES CONTROL COMMISSION ADVISORY REGARDING
GUIDELINES FOR EXTENSION OF PREMISES TO PATIO AND OUTDOOR AREAS**

On July 28, 2015, at a public meeting, the Alcoholic Beverages Control Commission approved amendments to its "Guidelines for Extension of Premises to Patio and Outdoor Areas." These amended guidelines supersede the previously issued Guidelines from August 22, 1989. A copy of the amended Guidelines are attached to this Advisory.

As a reminder, all licensees must ensure that they are in compliance with the Laws of the Commonwealth of Massachusetts and that sale of alcoholic beverages take place only as authorized by applicable law. Questions concerning this Advisory can be directed to Ralph Sacramone, Executive Director of the Massachusetts Alcoholic Beverages Control Commission at (617) 727-3040 x 731.

(Issued August 6, 2015)



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**GUIDELINES FOR EXTENSION OF PREMISES TO
PATIO AND OUTDOOR AREAS**

1. Alcoholic beverages cannot be served outside of a licensed establishment unless and until an application to extend the licensed premises has been approved.
2. An application to extend the premises must describe the area in detail, including dimensions, seating capacity, and maximum occupancy.
3. The premises must be enclosed by a fence, rope, or other means to prevent access from a public walkway.
4. The outdoor area must be contiguous to the licensed premises with either (a) a clear view of the area from inside the premises, or, alternatively (b) the licensee may commit to providing management personnel dedicated to the area.
5. The applicant must have a lease or documents for the right to occupy the proposed area.
6. The licensing authorities should consider the type of neighborhood and the potential for noise in the environs.
7. Preferred are outdoor areas where alcohol is served to patrons who are seated at the tables and where food is also available.