

# Town of Barnstable



**ANNUAL LICENSING MEETING**

**OFF PREMISE LIQUOR  
LICENSES**

# Regulatory Services Consumer Affairs



**Richard Scali, Regulatory Services Director**

**Elizabeth G. Hartsgrove, Consumer Affairs Supervisor**

**Therese Gallant, Consumer Affairs Officer**

**Maggie Flynn, Administrative Assistant**

200 Main Street  
8:30am-4:30pm  
508-862-4674

# Agenda

Licensing Rules and Regulations

Inspections/Compliance

ABCC

Q&A

# Rules and Regs

Revised on October 17, 2016.

Copy must be kept on licensed  
premise.

All Employees must read and  
comply with all rules and laws.

# Current List of Employees

Shall maintain  
current list of all  
employees and  
available at all times.

# Posting of All Licenses

All licenses must be posted in a conspicuous place easily seen by the public.

All Licenses may not be covered in any way

# Dress Code



- Sign must be posted at entrance with specific requirements or restrictions.

# Admission to Premise

Cannot discriminate

May regulate the admission to minors, if premise has rules that are posted.



# Entrance Refusal

May refuse entrance to person who appears intoxicated or unruly.

May evict patron and will call the police.

Will offer assistance to an intoxicated person.

# Staff Training

Formal Training  
required every  
three years

Management  
Personnel

Manager &  
Alt. Managers

In-house  
training  
required

All employees  
who verify  
identification

All employees  
who sell or  
deliver

Verification  
of training  
must be  
maintained  
in-house  
and  
available  
for  
inspection.

# Operations

Not permitted to lock front door until last patron has exited premise.

All premises shall be kept clean and sanitary.

Patrons and guests are not allowed on premise prior to opening hours or after closing hours that are posted on license.

# Sale of Alcohol

Do

- Maintain schedule of prices, effective for not less than one calendar week.

Don't

- Allow coupons or discounted deals towards the purchase of alcohol.
- Deliver or transport orders prior to an order being received at the licensed business.

# Tastings



Wine 1 oz.



Malt 2 oz.



Cordials &  
Liqueurs  $\frac{1}{4}$  oz.



All other  $\frac{1}{4}$  oz.

# Handicap Parking

All parking lots for customers or visitors should have accessible spaces for vehicles with proper identification.

There should be a permanent sign at each space showing the accessibility symbol. Van accessible spaces should have an additional sign below it saying "VAN ACCESSIBLE".

**If your handicap parking space does not have a sign, it is not compliant.**



# Record of Deliveries Including Kegs

Must have permit from  
ABCC to deliver

Shall not deliver to any  
person unless valid  
Massachusetts ID is  
presented.

Must keep written record  
of name, ID number and  
expiration date, and  
address of every person to  
whom a delivery is made  
outside of the premise

Record must include  
information on what was  
delivered, date and time,  
and signature of person  
receiving delivery.

Records must be  
maintained for at least one  
year from last entry and  
available for inspection by  
Licensing Agent.

Inside or outside the premise,  
licensees may be held in violation for:

Noise

Disturbance

Misconduct

Disorder



# Illegal Activity

Will make all reasonable efforts that illegal activity does not occur on premise.

Frequently monitor bathrooms.

Will call Police for assistance to protect patrons.

# Closing Establishment

Letter must be submitted to Licensing Division with dates of closing and tentative re-opening **at least 3 weeks prior to closing.**

Durations longer than 2 weeks requires Licensing Authority approval.

Durations longer than 4 weeks requires appearance before Licensing Authority for approval.

Massachusetts  
Alcoholic Beverages Control Commission



**JAMIE T. BINIENDA**  
**INVESTIGATOR**

# Inspections/ Compliance



# Compliance Checks

Rules and Regulations

List of Employees

Employee Training List

# Compliance Checks

Underage

Verifying Identification

Overserving

# Code Compliance

Any violation made by business may jeopardize licenses issued by Licensing Authority



Health



Weights &  
Measures



Building



Other

# Police Inspections

Will not hinder or  
delay a Police Officer  
or other authorized  
agents of Licensing  
Authority



# Plastic Bag Ordinance §195

Began October 3<sup>rd</sup>, 2016

Any Business selling items to public, includes eating establishments and take-out

**Single-use Plastic Bag**, less than 3.0mils with integral handles **Prohibited**





# WANT TO DISPLAY A SIGN OR FLAG?

Whether it is permanent or temporary, only certain types of signs and flags are permitted in certain areas of town.

- Some may be prohibited.
- Some may be allowed and require a permit or approval from Historic.
- All illegal signs are subject to fines and possible Licensing Authority review.



## Check with the Building Department First!



# Questions & Answers

