

**THIS MUST BE POSTED AS TO BE EASILY OBSERVED**

**LICENSE COMMISSION FOR THE CITY OF WORCESTER  
RULES AND REGULATIONS**

**LICENSE for SALE of ALCOHOLIC BEVERAGES to be DRUNK on PREMISES**

**YOU MUST BE FAMILIAR WITH ALL OF THE BELOW**

The sale of Alcoholic, Wine and Malt beverages governed by Chapter 138, of the Acts of 1993, any amendments, and any rules and regulations of the Commission now or hereafter in force.

**RULE #1**

**HOURS OF RESTAURANTS, CLUBS, HOTELS AND GENERAL ON PREMISES ARE:** Sunday 10:00 a.m. to 2:00 a.m. the following morning or as otherwise specified on the license (Sales to cease at 1:45 a.m. or 15 minutes before the specified closing time), Monday, Tuesday, Wednesday, Thursday, Friday and Saturday, 8:00 a.m. to 2:00 a.m. the following morning or as otherwise specified on the license (Sales to cease at 1:45 a.m. or 15 minutes before closing time. All patrons off the premises by closing hour. **HOURS FOR TAVERNS:** Monday, Tuesday, Wednesday, Thursday and Friday, 8:00 a.m. to 1:00 a.m. (Sales to cease at 12:45 a.m.) Saturday, 8:00 a.m. to 12:00 midnight (Sales to cease at 11:45 a.m.) Closed on Sundays. All patrons off the premises by closing hour. **CLEARANCE HOURS:** Unconsumed beverages must be cleared at closing hour as stated above. (Licensees and employees may remain upon such premises at any time for the purpose of cleaning, making emergency repairs to, or providing security for such premises or preparing food for the next day's business or opening or closing the business in an orderly manner). **MAIN DOOR** cannot be locked until all patrons have left the premises.

**RULE #2**

No license can be transferred or surrendered without authority of the Commission. Stock in a corporation shall not be transferred without permission from the Commission.

**RULE #3**

No interior renovations or alterations shall be made without prior approval of the Commission.

**RULE #4**

No license shall be issued to a person who is not a citizen.

**RULE #5**

All licenses shall be posted in a protective container on the premises specified in a public area so that the same may be easily observed.

RULE #6

Records of all alcoholic beverages sold and purchased must be kept and made available when called for by the Commissioner or their agents.

RULE #7

Sales to persons under twenty-one (21) are prohibited and are punishable by fine or imprisonment of both. (Chapter 138, Section 34.)

RULE #8

Each corporate licensee must appoint a manager satisfactory to the Commission by a written vote of their directions, giving such manager full authority and control of the premises. (Chapter 138, Section 26). Immediate notice of vacancy of stockholder and/or manager and appointment of new manager must be approved by the Commission.

RULE #9

The licensed premises shall be subject to inspection by the Police, the Alcoholic Beverages Control Commission, the License Commission and their authorized agents, the Health Department and Building Department to ascertain the manner in which the licensee conducts its business.

RULE #10

No Alcoholic Beverages shall be sold or kept for sale on premises not specified on license.

RULE #11

Each patron may be served only one drink at a time. Exceptions to this rule must be done on an individual basis. The sale of alcoholic beverages in bottles or original containers with seal unbroken is prohibited in Restaurants, Taverns, General On Premises, Clubs and public rooms of Hotels.

RULE #12

The use of booths, stalls or enclosures of any description whatever which are closed by curtains, screens or any other devices that the persons therein cannot be seen at all times by persons in such restaurants, tavern or place, unless such enclosure is approved by the License Commission, and the use of barred or barricaded entrances or exits thereto or other devices or appliances designed to impede access thereto by the authorized agents of the License Commission or other Law Enforcement body is a violation of Chapter 272, Section 25. Measurements of new booths to be 40" or less in height.

RULE #13

No alcoholic beverages shall be sold or delivered to an intoxicated person on any premises licensed under this chapter. (Chapter 138, Section 69).

RULE #14

Managers of all licensed liquor establishments shall be responsible for all violations or infractions of the law occurring on the premises whether present or not. The licensee is

responsible for any disorder, disturbance or illegality of any kind taking place on licensed premises whether present or not.

**RULE #15**

Premises must at all times be kept clean, neat and sanitary in accordance with the Health Department.

**RULE #16**

ALL SIGNS AND ADVERTISEMENTS must be kept neat and dignified. All admissions or cover charges must be posted in letters not under one inch (1") in height on outside of premises. (Chapter 140, Section 183D) and receipts must be given to all patrons for cover charges.

**RULE #17**

Taverns, Restaurants, General On-Premises, Hotels and Clubs are prohibited from purchasing alcoholic beverages, other than malt and wine, in bottles or original containers holding less than 1/5 of a gallon or .75 liters. Taverns, Restaurants, General On-Premises, Hotels and Clubs are prohibited making sales by bottles or PACKAGE to be taken away from the premises. No alcoholic beverages to be consumed except in areas specified on the license.

**RULE #18**

Club doors shall be kept closed and locked. Entrance to be by key, card or ringing of bell by member. Membership list to be available at all times. Admittance is restricted to members and to guests introduced by such members and to no others, or rental hall to members and to guests of members and to no others.

**RULE #19**

No gambling permitted on the premises. Any use of any coin operated amusement devices for gambling purposes shall result in suspension and/or revocation of both the alcoholic beverages license as well as the amusement device license.

**RULE #20**

WINDOW OBSTRUCTIONS AND INTERIOR LIGHTING: Taverns, Restaurants and General on Premises shall be governed by the provisions of Section 1 of Chapter 138 and all amendments thereto now and in the future. Restaurants and General On-Premises must provide a clear view of interior. Taverns must provide a clear view of interior from sidewalk level. No window facing a public way shall be obstructed by any screen or other object extending more than five feet above the sidewalk level. Correct lighting must meet with the License Commission's approval.

**RULE #21**

Entertainment within the licensed premises may be licensed as is provided by Massachusetts General Laws and City Ordinances. Application for such license may be issued according to the procedures of Massachusetts General Laws Chapter 140, Section

183A. The License Commission may revoke or suspend a license in accordance with the procedures in Chapter 140, Section 183A.

**RULE #22**

No one under eighteen may be employed in the direct handling and selling of alcoholic beverages or alcohol. No clearing of empty glasses used for alcoholic beverages by persons under eighteen years of age allowed. (Chapter 138, Section 14).

**RULE #23**

No license for the sale of alcoholic beverages shall be granted for the portion of any building or premises licensed for the purpose of bowling, or any game similar, thereto regardless of its designation. (Chapter 138, Section 16D).

**RULE #24**

No person, corporation, association or other combination of persons directly or indirectly, or through any agent, employee, stockholder, officer or other person of any subsidiary whatsoever, licensed under the provision of eighteen or nineteen of Chapter 138 shall be granted a license under this section.

**RULE #25**

Separate toilet and lavatory facilities for men and women required on premises.

**RULE #26**

All alcoholic beverages licenses issued under Chapter 138, Section 14, shall be issued only upon proof of non-profit status of applicants.

**RULE #27**

All licensed premises shall conform to the number of persons allowed on their building and/or occupancy permits.

**RULE #28**

Managers and all persons involved in the service of liquor are required to attend a server training program within thirty calendar days of each person's first day of work, except that persons serving under the authority of one day special license shall be server trained prior to serving any alcoholic beverages. A copy of the manager's certificate must be on file at the License Commission office. A copy of the server training certificate of each employee or volunteer involved in the service of liquor shall be kept on the premises.

**RULE #29**

In the event that a disturbance or breach of the peace occurs on the licensed premises resulting in physical injury to any person (s), the Licensee or responsible person shall promptly notify the police and shall take all reasonable steps to assist such injured persons and shall cooperate with police in their investigation.

#### RULE # 30

Licensed premises with an occupancy over 99 occupants must have a certified crowd manager and must comply with the following:

- a. One crowd manager for every 250 occupants.
- b. The crowd manager Certificate of Successful Completion should be kept at the Licensed Premises at all times and shall be submitted to the License Commission.
- c. Crowd managers must fill out the Crowd Manager Fire and Building Safety Checklist every day the Licensed Premises is open for business and keep the documents on file at the Licensed Premises for three (3) years.

#### RULE #31

Licensed premises must comply in all respects with the requirements of the Massachusetts State Building Code including concerning occupancy limits, egress requirements and sprinkler system requirements.

#### RULE #32

Any establishment that has received an A2/NC (assembly use nightclub) designation on the certificate of occupancy from the Building Commissioner or allows admission to persons under the age of twenty-one (21) years after midnight, shall submit a plan to the License Commission describing how persons under the age of twenty-one (21) years will be identified and prevented from consuming alcoholic beverages on the licensed premises. Licensees who choose to permit minors onto the licensed premises shall employ sufficient security personnel to enforce said identification plan. The License Commission may restrict admission at any such establishment, so that persons under the age of twenty-one 21 are not allowed on the licensed premises, if underage drinking violations occur or where the approved identification plan is not followed. Licensees who do not have the ability to adequately monitor the activities of minors at the premises may voluntarily agree to limit admissions to persons aged twenty-one (21) or older.

#### RULE #33

Any licensee that has received an A2/NC designation, as defined herein, shall provide security personnel during all hours of operation and shall conduct background investigations for security personnel and at a minimum must comply with the following:

- a. Licensees must CORI check all applicants for security positions.

- b. Licensees may not employ as security personnel a person who has a felony conviction in the past seven (7) years.
- c. Licensees must provide the License Commission with a list of all security personnel and must update the list with the Commission every time there is a change.

#### RULE #34

All licensed premises that have received an A2/NC designation and employ security personnel shall provide training to security staff on an annual basis.

#### RULE #35

Live entertainment, including dancing, must be confined to the designated area provided for in the plan submitted with the application to the License Commission. No alterations shall be made to the floor plan without the approval of the License Commission.

#### RULE #36

Any licensee holding a promoted event must notify the License Commission and the Worcester Police Department fourteen (14) days prior to the event. A promoted event shall include when a person or entity (“Promoter”) contracts with a licensee to hold an event at the licensed premises, including performing artists, advertising services, and entertainment performances such as live performances and amplified presentations, and said Promoter has a financial interest in the event by receiving a portion of the profit by renting the licensed premises from licensee, or by receiving a portion of gross receipts from the door or bar.

- a. Promoters must use the licensed premises’ security staff; they may not bring in their own staff.
- b. Licensees shall, on a monthly basis, email a list of all events to be held at the licensed premises to the Worcester Police Department at [alcohol@worcesterma.gov](mailto:alcohol@worcesterma.gov) and to the License Commission at [license@worcesterma.gov](mailto:license@worcesterma.gov).

#### Rule #37: Bottle Service

The sale of alcoholic beverages by the bottle for on-site consumption at licensed liquor establishments shall be allowed only upon express approval by the Commission, in accordance with the following requirements.

(a) Definitions.

1. "Bottle Host" shall mean an employee of the licensed liquor establishment, who is TIPS certified, and is responsible for maintaining direct control of a bottle sold to a seated group of patrons.
2. "Bottle Service" shall mean the sale of distilled spirits by the bottle, to a group of patrons.

(b) Approval required.

1. Licensees authorized to allow on-premises consumption of alcohol pursuant to M.G.L. chapter 138 may provide Bottle Service to two or more patrons if granted approval from the Commission.
2. Bottle Service Application-Official Form. The Commission shall issue an application form for approval of Bottle Service containing the following:
  - i. A list of required documents to be submitted with the application.
  - ii. A Bottle Service Plan
  - iii. A Plan (diagram) of the Licensed Premises and the areas where Bottle Service will be offered, describing the number of tables and number of patrons allowed at each table.
3. Applicant must submit a "Bottle Service Plan" illustrating how Licensee's proposal conforms to the Worcester License Commission rules and regulations, the Liquor Control Act and any regulations promulgated by the ABCC.
4. The Bottle Service Plan should address, at minimum, the following:
  - i. Applicant's request related to frequency during which Bottle Service will be offered.
  - ii. Proposal to ensure applicant is adequately staffed to provide bottle service.
  - iii. Proposal to ensure that bottles are monitored and remain under the Bottle Host's direct control at all times, such as assigning bottle hosts to individual tables and/or locked storage at the table.
  - iv. The total number of patrons and tables that will be offered bottle service at any given time.

(c) Minimum Operation Requirements

1. When providing Bottle Service, a licensee must provide a "bottle host" who is responsible for handling and exercising control of the bottle at all times and ensuring the bottle is not left unattended or under the direct control of patrons.
2. An applicant can propose a plan for locked storage containers at the table.
3. All alcoholic beverages must be served by a Bottle Host of the licensed liquor establishment. Alcoholic Beverages may not be served or dispensed by patrons.
4. The bottle must be sold at a price proportionate to its size to avoid violation of the Happy Hour Regulations.

(d) Renewal. Approval to offer Bottle Service by the Commission shall constitute a condition on the license subject to review by the Commission.

**THIS LICENSE IS SUBJECT TO REVOCATION OR SUSPENSION FOR BREACH OF  
ANY OF ITS CONDITIONS OR ANY LAW OF THE COMMONWEALTH.**

License Commission

Attest:

Revised: March 28, 2024.