

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

**CITY OF WORCESTER LICENSE COMMISSION RULES AND REGULATION for the  
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 is governed by Massachusetts General Laws Chapter 138, any amendments, and any rules and regulations of the License Commission now or hereafter in force.

**RULE #1**

HOURS OF RESTAURANTS, CLUBS, HOTELS AND GENERAL ON PREMISES ARE: Sunday 11:00a.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 License Commission. Stock in a corporation shall not be transferred without permission from the License Commission.

**RULE #3**

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

**RULE #7**

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

**RULE #8**

Each corporate licensee must appoint a manager, satisfactory to the License Commission, by a written vote of their directors, 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 License 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 the 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 whatsoever 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 shall 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 chapter 138. (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 Rules and Regulations.

**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 the outside of premises. (Chapter 140, Section 183D). 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 guests introduced by such members, and to no others, or, to rental hall members and to their guests, 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 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 the License Commission's approval.

**RULE #21**

Entertainment within the licensed premises may be licensed pursuant to Massachusetts General Laws Chapter 140, Section 183A and City Ordinances. 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.

**RULE #23**

**Intentionally Deleted**

**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 Chapter 138, section 12.

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

**RULE #28**

Managers and all persons involved in the service of liquor are required to submit a Server Training Program certification, approved by the Worcester Police Department, within thirty calendar days of each person's first day of work, except for persons serving under the authority of a one-day special license who shall have received such certification prior to serving any alcoholic beverages. Licensees shall submit a copy of the record manager's Server Training certificate to the License Commission for filing. 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.

This rule is intended to comply with the regulations set forth in the Fire Safety Code, 527 CMR 1.00, including but not limited to the exemptions set forth in section 20.1.5.6.1 regarding facilities that feature fixed seating, such as theaters, auditoriums, concert halls or similar places of assembly.

### **RULE #31**

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

### **RULE #32**

- (a) 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 (hereinafter referred to as "Identification Plan").
- (b) Licensees who choose to allow minors onto the licensed premises shall employ sufficient security personnel to enforce said identification plan.
- (c) If underage drinking violations occur, or the approved identification plan is not followed, 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..

- (d) 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 age 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, via email, 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 [wpd@alcohol@worcesterma.gov](mailto:wpd@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, except for malt beverages and wines as defined in Chapter 138 of the Massachusetts General Laws, shall not be allowed in the City of Worcester

License Commission

Attest:

Revised: August 10, 2023