

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 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 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 unless they are a U.S. citizen or a lawfully present non-citizen eligible for licensure under federal and state law.

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 who meets the qualifications established by the Commission and applicable laws, by a written vote of their directors, giving such manager full authority and control of the premises. (Chapter 138, Section 26). Immediate notice of a vacancy in the position of manager must be provided to the Commission and the appointment of a new manager must be approved by the Commission. Changes in stockholder ownership that result in a transfer of control or beneficial interest in the license must be reported to the Commission in accordance with Chapter 138, Section 23

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 comply with local sign ordinances and must not contain misleading or obscene content. All admission or cover charges must be posted outside the premises in letters at least one inch (1") in height (Chapter 140, Section 183D). Patrons must be provided with a receipt for any admission or cover charge.

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 person under 18 years of age may be employed in the direct handling, selling or service of alcoholic beverages (Chapter 138, Section 34). No person under 18 years of age may clear empty glasses used for alcoholic beverages.

RULE #23

Liquor licenses for establishments offering bowling or similar games shall be reviewed on a case-by-case basis by the License Commission, subject to applicable local and state laws.

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 must complete a server training program approved by the License Commission prior to serving any alcoholic beverages and in all cases, within thirty (30) calendar days of their first day of work. Persons serving alcohol under a one-day special license must be trained prior to service. The manager's training certificate must be filed with the License Commission

prior to the commencement of alcohol service at the premises. Copies of each employee or volunteer's server training certificate must be kept on the licensed premises and made available upon request.

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 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 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.

Rule #37 Bottle Service

- a. A section 12 on-premises licensee shall be permitted to provide bottle service of distilled spirits to two or more patrons. For the purposes of this Rule “Bottle Service” shall mean, the sale of liquor (distilled spirits) by the bottle, to a group of patrons, of a section 12 licensed establishment.
- b. When providing bottle service, a licensee must provide a “bottle host” who is responsible for handling the bottle at all times. A “bottle host” is defined as an employee of the licensed liquor establishment, who is TIPS certified, and handles the liquor. A bottle host may not leave the bottle unattended at a table at any time.
- c. All alcoholic beverages must be served, dispensed or sold by the bottle host or an employee or owner of the licensed liquor establishment. Alcoholic beverages may not be served or dispensed by patrons.
- d. The bottle must be sold at a price proportionate to its size to avoid violation of the Happy Hour Regulations.

Rule #38 ID’s

The following identifications may reasonably be relied upon for proof of age:

- Massachusetts Driver's License;
- Massachusetts Liquor Identification Card;
- Massachusetts Identification Card;
- Passport issued by the United States or a government that is officially recognized by the United States;
- United States Military Identification Card;
- Valid Driver's License issued by another state; and
- Global Entry Card issued by United States Customs and Border Protection

Reliance on the validly on the above issued forms of identifications listed by must reasonable.

Rule #39

Violation Hearings

(a) Mandatory In-Person Appearance.

Any license holder in receipt of a notice of violation hearing related to an alleged violation of Massachusetts General Laws Chapter 138, or the rules and regulations of the Worcester License Commission, shall be required to appear in-person before the License Commission at the scheduled hearing concerning such violation. An in-person appearance shall include the license holder, or a duly authorized representative with decision-making authority, unless otherwise directed by the Commission.

(b) Failure to Appear.

Failure of a license holder to appear in person upon due notice as required by this Rule may be grounds for the Commission to proceed with the hearing in the license holder's absence and may be considered as an aggravating factor in the Commission's determination of appropriate enforcement action.

(c) Request for Exemption or Reasonable Accommodation.

The License Commission may, in its discretion, grant an exemption from the in-person appearance requirement upon request of the license holder. A license holder seeking such an exemption shall submit a written request to the Commission in advance of the scheduled hearing, setting forth the basis for the request.

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

License Commission

Attest: January 22, 2026