



OFFICE OF SELECT BOARD
333 WASHINGTON STREET
BROOKLINE, MA 02445
(617) 730-2200

**APPLICATION TO TEMPORARILY EXTEND LICENSED PREMISES FOR OUTDOOR SEATING
(COMMONWEALTH OF MASSACHUSETTS COVID-19 ORDER NOS. 35 AND 50)**

DATE: _____

ADDRESS OF LICENSED PREMISES: _____

APPLICANT: _____

INDIVIDUAL/PARTNERSHIP/CORPORATION

D/B/A: _____

TYPE OF LIQUOR LICENSE: _____ All Kinds _____ Beer and Wine _____ None

LIQUOR LICENSEES: PLEASE ATTACH PROOF THAT THE LICENSEE'S LIQUOR LIABILITY INSURANCE POLICY REQUIRED BY MASSACHUSETTS GENERAL LAWS c. 138, s. 12 AND SECTION B(6) OF THE TOWN'S LIQUOR REGULATIONS COVERS THE PROPOSED EXTENDED PREMISES, AND THAT THE TOWN IS LISTED AS AN ADDITIONAL INSURED.

ARE YOU SEEKING AN EXTENSION OF PREMISES WITH REGARD TO AN **EXISTING** ENTERTAINMENT LICENSE? _____ NO _____ YES _____ TYPE OF ENTERTAINMENT

DAYS AND HOURS OF OUTDOOR TABLE SERVICE:

DAYS: _____ HOURS: _____

DAYS: _____ HOURS: _____

DAYS: _____ HOURS: _____

NUMBER OF OUTDOOR TABLES AND SEATS: _____

NUMBER OF INDOOR SEATING DURING MONTHS OF OUTDOOR SERVICE: _____

LOCATION OF OUTDOOR TABLES AND SEATS: _____

PROPOSED EXTENDED PREMISES MUST COMPLY WITH ALL STATE AND LOCAL COVID-19 REQUIREMENTS, INCLUDING THE COVID-19 ORDER NOS. 35 AND 50 OF GOVERNOR CHARLES D. BAKER, AND THE COMMONWEALTH'S "SAFETY STANDARDS AND CHECKLIST: RESTAURANTS". FOR MORE INFORMATION, SEE "TOWN OF BROOKLINE PHASE 1-4 REOPENING PACKET – RESTAURANTS", FOUND AT: <https://www.brooklinema.gov/DocumentCenter/View/21901>.

PROPOSED EXTENDED PREMISES MUST COMPLY WITH ALL OTHER LEGAL REQUIREMENTS, INCLUDING, BUT NOT LIMITED TO: THE TOWN OF BROOKLINE'S PREPARED FOOD SALES REGULATIONS, THE TOWN OF BROOKLINE'S SALES OF ALCOHOLIC BEVERAGES REGULATIONS AND THE ABCC'S PATIO GUIDELINES, IF THERE WILL BE ALCOHOL SALES; AND THE LAWS GOVERNING ACCESS BY PEOPLE WITH DISABILITIES.

The applicant may be fined or be subject to disciplinary action for any violations occurring on the premises. The applicant must obtain and maintain any and all other permits, licenses, authorizations, etc. to allow the expansion of the premises.

RESTAURANTS WITH EXISTING REGULAR SEASONAL OUTDOOR SEATING APPLYING FOR A COVID-19 TEMPORARY EXTENSION OF PREMISES TO CONTINUE POST-SEASON OUTDOOR SEATING:

Please check any of the outdoor seating elements proposed for your outdoor seating area:

- | | |
|---|--|
| <input type="checkbox"/> Propane heater (additional permit required from Fire Department) | <input type="checkbox"/> Semi-permanent outdoor seating structure or protective barriers |
| <input type="checkbox"/> Electric heater | <input type="checkbox"/> Outdoor lighting elements (e.g. string lights) |
| <input type="checkbox"/> Tent, canopy, or awning (Less than 120 sq.ft.) | <input type="checkbox"/> Planters |
| <input type="checkbox"/> Tent, canopy, or awning (Greater than 120 sq.ft.) | <input type="checkbox"/> Umbrellas |

Please describe here and attach a sketch or plan of the proposed extended premises with the proposed outdoor seating (with measurements written into the sketch or plan), including any of the items indicated above, as well as the following: access and egress; size/type of tables, seats, service stations, and any other items proposed to be placed in the proposed premises extension, such as barriers, planters, fans and heaters; fencing or other barriers to separate patrons from high traffic areas including public sidewalks, if 6' separation is not possible; fencing or other barriers to separate the premises extension from an abutting vehicle travel lane (for those seeking a premises extension into a parking lane); existing signs, street lights, parking meters, street furniture and other items in the extended premises; ramps to be provided for access by people with disabilities; slope of the sidewalk; 4' path of travel on public sidewalk and to required restaurant patron amenities such as restrooms; property line between Town and private property; and location of buildings in relation to property line, along the entire façade of the building. Indicate if you are

proposing a tent, awning, or other covering for the premises extension, and describe it, including its dimensions and placement. Use additional sheets if necessary.

RESTAURANTS WITH EXISTING COVID-19 TEMPORARY PREMISES EXTENSIONS WHO SEEK APPROVAL FOR CHANGES TO PREMISES NOT REFLECTED IN THEIR ORIGINAL APPLICATION (e.g., addition of canopies, use of heaters, etc.):

Please check any outdoor seating elements proposed for your outdoor seating area, which were not included in your original temporary outdoor seating application:

- | | |
|---|--|
| <input type="checkbox"/> Propane heater (additional permit required from Fire Department) | <input type="checkbox"/> Semi-permanent outdoor seating structure or protective barriers |
| <input type="checkbox"/> Electric heater | <input type="checkbox"/> Outdoor lighting elements (e.g. string lights) |
| <input type="checkbox"/> Tent, canopy, or awning (Less than 120 sq.ft.) | <input type="checkbox"/> Planters |
| <input type="checkbox"/> Tent, canopy, or awning (Greater than 120 sq.ft.) | <input type="checkbox"/> Umbrellas |

Please describe here and attach a sketch or plan of the proposed premises with the proposed changes (with measurements written into the sketch or plan), including the addition of any heaters and associated equipment. If you are proposing a tent, canopy, awning, or other covering for the premises extension, describe it, including its dimensions and placement. Please carefully review the attached guidelines, especially regarding canopies, tents, awnings, and outdoor heating elements, before submitting your application. Use additional sheets if necessary.

Proposed expansions onto the private property of third parties: Please provide proof of consent by the third party to such use, such as a lease or other agreement.

Proposed expansions onto Town property: The following additional requirements apply to proposed expansions of licensed premises onto Town property:

- 1) A license agreement between the Town and the applicant may be required. Please enquire of Tiffany Souza, tsouza@brooklinema.gov.
- 2) This application must be accompanied by proof that the applicant has secured, and that there is in effect during the premises expansion, a general liability policy naming the Town as an additional insured in a minimum amount of \$250,000.00/\$500,000.00.

- 3) The applicant must obtain a DPW occupancy permit if it proposes to install any permanent or semi-permanent item in the public way.

Any approval of this application may be exercised immediately upon filing of the Town's notice of approval with the Town clerk.

By signing this application, the applicant absolves the Town and its officials, officers, employees, agents and representatives (the "Town") from all liability in connection with the extension of the licensed premises requested by this application and attachments hereto. By signing this application, the applicant agrees to indemnify, defend and hold the Town harmless for claims of any nature arising from the extension of the licensed premises or a breach of this agreement, including, but not limited to, claims of personal injury or property damage.

APPLICANT SIGNATURE: _____ TITLE: _____

NAME (PRINT): _____ 24-HOUR PHONE (CELL): _____

EMAIL ADDRESS: _____