

OFFICE OF THE SELECT BOARD



TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

SPECIAL ALCOHOL LICENSE APPLICATION

Name of Applicant: Edward W. Gordon, Director of Museum Programs

Address, phone & e-mail contact information: Old Schwamb Mill, 17 Mill Lane,
Arlington, MA 02476 781-643-0554 edwardwgordon@aol.com

Name & address of Organization for which license is sought: Old Schwamb Mill, 17 Mill Lane,
Arlington, MA 02476

Does this Organization hold nonprofit status under the IRS Code? ☒ **X** **Yes** ☐ **No**

MA Taxpayer ID 11623654

Name of Responsible Manager of Organization (if different from above):

Address, phone & e-mail contact information: 781-643-0554 edwardwgordon@aol.com

Has the Applicant or Organization applied for and/or been granted a special liquor license this calendar year? **NO** If so, please give date(s) of Special Licenses and/or applications and title of event(s). _____

Is this event an annual or regular event? If so, when was the last time this event was held and at what location? **YES, annual event, last held on October 13, 2018 at Old Schwamb Mill**

24-Hour contact number for Responsible Manager of Alcohol Event date: 781-643-0554

Title of Event: Oktoberfest

Date/time of Event: Saturday, October 5, 2019, 12 noon – 4 pm

Location of Event: Old Schwamb Mill, 17 Mill Lane and Mill Pond Park, Arlington Heights

Location/Event Coordinator: Edward W. Gordon

Method(s) of invitation/publicity for Event: Posters, postcards, social media, e-news, lawn signs, sandwich boards, articles/listings in Arlington Advocate, Your Arlington, Boston Globe, etc.

Number of people expected to attend: approximately 500-700 over 4 hours (200-250 at any one time)

Expected admission/ticket prices: \$5 for individuals /\$15 for families

Expected prices for food and beverages (alcoholic and non-alcoholic): range of \$2 - \$10 per item (water in bottles, beer, bratwurst, pastries, soup, etc. Plus free apple cider while it lasts.)

Will persons under age 21 be on premises? yes

If "yes," please detail plan to prevent access of minors to alcoholic beverages.

Aeronaut Brewery staff will sell special beer tickets and provide wrist bands to those IDed as over 21 years. Only people with wrist bands will be able to purchase beer at a table separate from the food booths.

Have you consulted with the Department of Police Services about your security plan for the Event?
No

OFFICE USE ONLY

For Police Chief, Operations Commander, or designee:

Your signature below indicates that you have discussed this event with the applicant, you have reviewed the applicant's security plan, and any necessary police details have been arranged for the Event.

Off. Corey J. Rabeau Date 8-5-19
Off. Corey J. Rabeau
Printed name/title

POLICE COMMENTS:

Request 2 police safety details. Volunteers do not have the authority to direct vehicular traffic.

What types of alcoholic beverages do you plan to serve at the Event? (Note: By State Law, all-alcohol Special Licenses are available only to nonprofit organizations.) BEER only

What types of food and non-alcoholic beverages do you plan to serve at the Event?
Water in bottles, beer, bratwurst, pastries, soup, etc. Plus free apple cider while it lasts.

Who will be responsible for serving alcoholic beverages at the Event? Aeronaut Brewery staff

What training or certification in responsible alcohol service does this person have? Please attach certificate or other proof of training for at least one person who will have responsibility for serving alcoholic beverages at each point of service and who will be present for the entire Event.

Please list the names and dates of birth for all people who will be responsible for serving alcoholic beverages at the Event. Anyone serving alcoholic beverages must be at least 21 years of age.

Henry Barker	
Sarah Fizer - 3	

Name of the Massachusetts wholesaler who will deliver to site? (Full supplier list available on the ABCC website: www.mass.gov/abcc) Aeronaut Brewing Co.

Date of Delivery: Sat, October 5, 2019
Alcohol Serving Time (s): 12 noon – 4 pm

How, when, and by whom will excess alcoholic beverages obtained for the Event be disposed of?
Aeronaut Brewing Co. will remove all remaining beer and serving equipment from the Old Schwamb Mill site after the event closes at 4 pm on the same day.

Date of Pick-Up: Sat, October 5, 2019

Please provide details (insurance company, type of policy, name of insured, and policy limits) of any relevant insurance coverage for the Event, included but not limited to General Liability and Liquor Liability insurance. (You may be asked to supply a certificate or other proof of adequate insurance coverage.)

See attached insurance coverage for Old Schwamb Mill and Aeronaut Brewing Co, and two TIPS certificates.

Please submit this completed form and filing fee to the Select Board at least 21 days before your Event. Failure to provide complete information may delay the processing of your application.

I HAVE READ AND UNDERSTAND ALL RULES AND REGULATIONS:

Signature: 

Printed name: Edward W. Gordon

Printed title & Organization name: Director of Museum Programs, Old Schwamb Mill

Email: edwardwgordon@aol.com info@oldschwambmill.org

Security Plan for Oktoberfest – Saturday, October 5, 2019, noon – 4 pm

The Old Schwamb Mill is sponsoring its third annual Oktoberfest on Saturday, October 5, 2019, from noon to 4 pm at the mill property, 17 Mill Lane, Arlington Heights. The event is planned as a celebration of the Schwamb family's German heritage and will be a family-friendly event open to all but highlighting the Arlington Heights neighborhood.

The organizing committee includes Ed Gordon, site administrator and event manager, Lynette Bennett, communications assistant, and Board members Janet O'Riordan, Doreen Stevens, and Ann LeRoy. All committee members have taken the state's online test on crowd control management. Other Board members and extra volunteers will help out on the day of the event.

A one-day permit for beer service is being submitted to the Selectmen's Office. The vendor is Aeronaut Brewing Company of Somerville.

General Information:

Admission tickets will be sold at two entrance stations to all attendees (\$5/person or \$15/family). Food and beverages will be served for fees ranging from \$2 to \$10 per item, and seating with will be available under a tent with tables and 70+ chairs. Various free tours and activities will take place both inside and outside the Mill building throughout the day. It is anticipated that not more than 200-250 people will be in attendance at any one time. Last year young families were a primary audience, so this number includes babies and children.

Beer Service:

Separate drink tickets (\$7-\$7.50 per drink) will be sold to those wanting to purchase a glass of beer, with appropriate ID, and they will be given a wrist band to designate that they have been screened. The beer distributors (authorized Aeronaut Brewing Co. staff) will give a drink only to those with a ticket and the wrist band. Beer drinking will occur only under and around the tent on the grassy Mill Pond Park land.

Parking and Police Detail:

Mill Lane between Lowell Street and the bridge over Mill Brook will be closed from noon to 4 pm for safety purposes to allow activities to extend into the roadway. Residents of the adjacent Watermill Place complex will be advised in advance about the Lane's closure; they will have constant access to their parking garage via Frazer Road. Neighbors on adjacent streets will be notified with a flyer in their doors in advance of the event.

A police detail will be available, but our volunteers will help direct traffic, and we will post signs to advise visitors about parking in a nearby Davidson Properties lot on Lowell Street. See email from Davidson Management below:

From: "John Sexton \ (DM\)" <jsexton@davidsonmanagement.net>

Subject: RE: Parking for Old Schwamb Mill Oktoberfest

Date: July 9, 2019 at 11:45:20 AM EDT

To: "janet o'riordan" <joriordan@comcast.net>

Hi Janet,

John is on vacation this week. My name is Maria Conley and I work with John. I spoke with the owner Mr. Davidson and he has authorized parking for the Oktoberfest on Saturday October 5th 2019. Sounds like fun!!!!

-- Maria Conley

Parking will also be available on nearby streets. In our publicity, we will encourage visitors to access the Mill from the nearby Minuteman Bikeway (as many did last year). Bike racks are available on the site.

Certificate of Completion

This Certificate of Completion of

eTIPS On Premise 3.0

For coursework completed on April 30, 2019
provided by Health Communications, Inc.
is hereby granted to:

Henry Barker

Certification to be sent to:

**Aeronaut Brewing Co.
14 Tvler St
Somerville MA, 02143-3224 USA**



HEALTH COMMUNICATIONS INC.

This document is not proof of TIPS certification. It signifies only that you have completed the course. Valid certification documents will be forwarded to you.



Certificate of Completion

This Certificate of Completion of

eTIPS On Premise 3.0

For coursework completed on April 28, 2019
provided by Health Communications, Inc.

is hereby granted to:

Sarah Fizer

Certification to be sent to:

**Aeronaut Brewing Co.
14 Tyler St
Somerville MA, 02143-3224 USA**



HEALTH COMMUNICATIONS, INC.

This document is not proof of TIPS certification. It signifies only that you have completed the course. Valid certification documents will be forwarded to you.





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/29/19

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS **WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER MFandT North America, LLC 1090 Massachusetts Ave. Arlington, MA 02476	CONTACT NAME:	PHONE (A/C, No, Ext): 781-648-5520	FAX (A/C, No): 781-641-0085
	E-MAIL ADDRESS: Mike@mfandtna.com		
INSURED Schwamb Mill Preservation Trust, Inc. 17 Mill Lane Arlington, MA 02476	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Colony Insurance Company		
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	y	101GL0102804-00	07/16/19	07/16/20	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000					
	MED EXP (Any one person) \$ 5,000					
	PERSONAL & ADV INJURY \$ 1,000,000					
GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:						GENERAL AGGREGATE \$ 2,000,000
<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY						PRODUCTS - COMP/OP AGG \$ inc
<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED RETENTION \$						COMBINED SINGLE LIMIT (Ea accident) \$
<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						BODILY INJURY (Per person) \$
						BODILY INJURY (Per accident) \$
						PROPERTY DAMAGE (Per accident) \$
						\$
						EACH OCCURRENCE \$
						AGGREGATE \$
						\$
						PER STATUTE OTH-ER
						E.L. EACH ACCIDENT \$
						E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Re: Oktoberfest on October 2019

Town of Arlington is listed as additional insured on the General Liability

CERTIFICATE HOLDER**CANCELLATION**

Town of Arlington
730 Massachusetts Avenue
Arlington, MA 02476

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Michael F. Tarantino



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/9/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Fred C. Church Insurance 41 Wellman Street Lowell MA 01851	CONTACT NAME: Susan Merriam
	PHONE (A/C, No, Ext): 800-225-1865 FAX (A/C, No): 978-454-1865
	E-MAIL ADDRESS: smerriam@fredchurch.com
	INSURER(S) AFFORDING COVERAGE
	INSURER A: Philadelphia Indemnity Insurance Company
	INSURER B: Hartford Fire Insurance Company
	INSURER C:
	INSURER D:
	INSURER E:
	INSURER F:

INSURED TBDBREW-01
TBD Brewing LLC
DBA Aeronaut Brewing Co.
14 Tyler Street
Somerville MA 02143

COVERAGES**CERTIFICATE NUMBER:** 184191202**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			PHPK1890572	10/8/2018	10/8/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input type="checkbox"/> AUTOMOBILE LIABILITY ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			PHPK1890569	10/8/2018	10/8/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ 20,000 BODILY INJURY (Per accident) \$ 40,000 PROPERTY DAMAGE (Per accident) \$ 1,000,000 \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$ 10,000 <input type="checkbox"/> CLAIMS-MADE			PHUB650088	10/8/2018	10/8/2019	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/> N/A			08WECCP9011	3/15/2019	3/15/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Liquor Liability			PHPK1890572	10/8/2018	10/8/2019	Each Claim \$1,000,000 General Aggregate \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Schwamb Mill Preservation Trust and Town of Arlington are included as Additional Insured per written agreement for the Old Schwamb Mill Oktoberfest event to be held on October 5, 2019 Location: 17 Mill Lane, Arlington, MA 02476

CERTIFICATE HOLDER**CANCELLATION**

The Schwamb Mill Preservation Trust
17 Mill Lane
Arlington MA 02476

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.