

OFFICE OF THE SELECT BOARD



TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

**SPECIAL ALCOHOL LICENSE APPLICATION**

Name of Applicant: Brian T. Burke

Address, phone & e-mail contact information: 111 Hms Fitzroy Dr #107, Hingham, MA 02043  
617-763-7864 burbkebrian8@gmail.com

Name & address of Organization for which license is sought: Town of Arlington Recreation  
Arlington, MA 02474

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

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

Joseph Connelly

Address, phone & e-mail contact information: 422 Summer St, Arlington, MA 02474  
781-316-3889 Jconnelly@town.arlington.ma.us

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?

The Town Day Road race is annual, but this would be the 1st Beer tent offering

24-Hour contact number for Responsible Manager of Alcohol Event date: 617-763-7864

Title of Event: Town Day Road race

Date/time of Event: Saturday, September 18th

Location of Event: Ed Burns Complex - Hill's Hill Field - 422 Summer St

Location/Event Coordinator: Joseph Connelly - Race Brian Burke - Beer Service

Method(s) of invitation/publicity for Event: Flyers, Recreation Brochure, Recreation website

Number of people expected to attend: 250-400

Expected admission/ticket prices: Road Race admission - \$30

Expected prices for food and beverages (alcoholic and non-alcoholic): Beer price \$7.50  
after 1st race ticket

Will persons under age 21 be on premises? IN road race, but not beer tent

If "yes," please detail plan to prevent access of minors to alcoholic beverages. see attached  
Security Plan

Have you consulted with the Department of Police Services about your security plan for the Event?

yes

#### 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 P. Rataeau Date 8-4-21  
Off. Corey P. Rataeau  
Printed name/title

#### POLICE COMMENTS:

Request for (2) safety details for  
this event.

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

What types of food and non-alcoholic beverages do you plan to serve at the Event?

Food Truck, Water, Soda

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

Burke's Brewing Company, LLC  
OBA BURKE'S ALEWORKS WM-000465

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.

ALL staff TIPS certified



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.

Brian Burke	2
Lauren O'Leary	
Sarah Aube	1
Ashley Wood	8

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

Burke's Brewing Co Inc, DRA Burke's Aleworks

Date of Delivery: 9/18/21

Alcohol Serving Time (s): 10:30 AM to 12:30 PM

How, when, and by whom will excess alcoholic beverages obtained for the Event be disposed of?

All been removed by Burke's Aleworks at conclusion of the event - 1 PM 9/18/21 at the latest

Date of Pick-Up: 9/18/21

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 attach certificate of insurance

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.

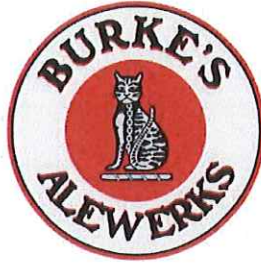
**I HAVE READ AND UNDERSTAND ALL RULES AND REGULATIONS:**

Signature: 

Printed name: Brian T. Burke

Printed title & Organization name: Burke's Brewing Co, Inc

Email: burkebrian8@gmail.com



**Burke's Brewing Company, Inc.**

**Alcohol Management Plan for Beer Tent**

**Arlington Town Day 5K Road Race**

**422 Summer Street, Arlington, MA**

**Event Description:**

We are seeking approval to run a beer tent at the Annual Arlington Town Day 5K Road Race, in coordination with event organizer Joseph Connelly of the Town of Arlington Recreation Department. This will be the first year a beer tent will be featured at this event. We hope to provide an enjoyable amenity for adults 21 years and older. The beer tent will be open post-race, for 2-hours (10:30am to 12:30am.) Runners 21 years of age and older will be given a ticket for (1) beer. The price of the beer will be paid from race ticket proceeds. Any subsequent beer purchases will be paid by the participant. Food will be available via food trucks and we will have a system in place to assure we are in compliance with Arlington food and alcohol regulations (details to follow in this document). The event will be in an enclosed tent with a controlled entrance and exit. All staff and management will be TIPS certified and experienced in serving alcohol and managing an environment where alcohol is responsibly consumed.

**Event Layout and Border Control:**

- The event will be limited to the enclosed tent, located on the grounds of the Ed Burns Arena & Ice Skating Rink, near the finish line and food tent (see diagram). Alcohol will not be allowed outside the confines of the tent.
- Bathrooms in the Ed Burns Arena, as well as porta-potties will be available to participants.
- Access to the enclosed beer tent will be through a single entrance, where we will have staff controlling access, performing age validation and wristband issuance to those 21 years of age and older, and to assure that no open containers leave the event space.
- Staff at access points will monitor for intoxicated persons leaving the event and will address as needed (outlined further in this document).
- The beer garden tent will have an ADA-compliant entrance and staff can be available to assist patrons who require assistance entering the site.

**Signage:**

At the entrance to the event and at the beer serving area, there will be signage containing the following information:

- They are entering licensed premises.
- Intoxicated persons will not be permitted entry.
- Intoxicated Persons will NOT be served and will be removed.
- Persons in possession of outside alcohol will not be permitted to enter.
- It is an offense for minors to purchase and consume alcohol.
- It is PROHIBITED to purchase alcohol and supply to minors.
- Evidence of age will be required of all attendees purchasing alcohol.

**Preventing the Sale, Service, and Consumption of alcoholic beverages to persons under the age of 21:**

- The tent will be restricted to those 21 years of age and older.
- All persons purchasing alcoholic beverages will have their id checked by a TIPS certified associate.
- A wristband will be issued validating the id has been verified
  - Wristband color and design will be known only to the event host (Brian Burke) until the starting time of the event
  - Servers will be instructed to check id of any person trying to purchase alcohol, if they have any reason to believe they are not 21 or older, regardless of whether the person has a wristband or not.

**Vessels:**

- All beers will be poured in clear 16-oz cups.
- Most, if not all beers will be poured from our trailer draft system.
- Should we elect to pour from cans, the cans will be opened by our personnel and poured into clear plastic 16-oz cups. Attendees in no circumstances will be handed a sealed container.

**Service Restrictions:**

- To ensure alcoholic beverages are served in a safe, responsible, and controlled manner, sales and service of alcoholic beverages will be limited to (1) serving per transaction. If the patron is accompanied by another patron(s) who wants to pay for the beverages of their party, they may do so provided all consumers are present and are wearing a wristband indicating we have verified their age (or who present additional verification should we ask for it).
- To comply with the Arlington regulation that no more than 2 alcoholic beverages be served to an individual without the purchase of food, we will issue wristbands with (2) numbered tabs that we will collect with each sale. Any further purchase of an alcohol beverage must be accompanied with proof of food purchase from the onsite food vendor.



- Last sale of alcohol will be made no later than 30 minutes before the end of the event. For this event, that means last sale will occur at 12pm.

**Preventing the sale, service and consumption of alcoholic beverages to persons who appear intoxicated:**

- Staff will refuse to sell an alcoholic beverage to any person who appears to be intoxicated.
- If any guest who appears to be intoxicated is seen in possession of or consuming an alcoholic beverage, staff will take the appropriate measures to remove the alcoholic beverage from the guest.
- Guests who appear intoxicated and do not cooperate with staff will be escorted from the facility. Unless the guest is with another person who is not intoxicated and is able to drive, the staff will make sure the guest leaves in a taxi or ride share.
- If necessary, staff will alert onsite police detail to any issue that raises concerns for public safety.

**Emergency Evacuations:**

Should the need to evacuate the event grounds arise, patrons will be directed to the main tent entrance. Additionally, should we need additional egress, additional exit points will be opened up. An associate will be dedicated to this task and assigned to open the barrier and remain at the egress to assure safe passage and monitor for alcohol leaving the premises.

**Traffic & Parking:**

Parking and traffic logistics are being managed under the race planning., but in summary, primary parking will be available on the grounds of the Ed Burns Arena with overflow parking at McClellan Field. Police detail(s) have been arranged to assist with traffic management as needed.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/28/2021

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 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	CONTACT NAME: Corianna Cote
GHM Agency	PHONE (A/C, No, Ext): (207) 873-5101
51 Main Street	FAX (A/C, No): (207) 873-5784
PO Box 649	E-MAIL ADDRESS: cori@ghmagency.com
Waterville ME 04903-0649	
INSURED	INSURER(S) AFFORDING COVERAGE
BURKE'S BREWING CO., INC.	INSURER A: Tri-State Insurance Co of Minnesota
200 WEBSTER STREET UNIT 3	INSURER B: Union Insurance Co
	INSURER C: Acadia Insurance Co
	INSURER D:
	INSURER E:
HANOVER MA 02339	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 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 checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		ADV5315920-13	12/7/2020	12/7/2021	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			MAA5355304-13	12/7/2020	12/7/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
C	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	WCA5331768-13	12/7/2020	12/7/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Liquor Liability			ADV5315920-13	12/7/2020	12/7/2021	Each Occurrence 2,000,000 Aggregate 4,000,000

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

## General Liability:

Blanket additional insured status with signed contract for on going operations.

## CERTIFICATE HOLDER

## CANCELLATION

Town of Arlington Recreation  
422 Summer St  
Arlington, MA 02474

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

Corianna Cote/CORI

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**This is your official TIPS certification card. Carry it with you as proof of your TIPS certification.**

**Congratulations!**

This card certifies that you have successfully completed the TIPS (Training for Intervention Procedures) program. We value your participation and dedication to the responsible sale, service, and consumption of alcohol.

By using the techniques you have learned, you will help to provide a safer environment for your patrons, peers, and colleagues and reduce the tragedies resulting from intoxication, underage drinking, and drunk driving.

If you have any information you think would enhance the TIPS program, or if we can assist you in any way, please contact us at 800-438-6477.

Sincerely,

Adam F. Chafetz  
HCI President



ID#: 6268964 Name: Sara Aube  
Exam Date: 12/26/2019 Expiration Date: 12/26/2022

**TIPS** eTIPS On Premise 3.0 **CERTIFIED**

Issued: 12/26/2019 Expires: 12/26/2022  
ID#: 6268964

Sara Aube  
Burke's Brewing Company, Inc.  
200 Webster St  
Haverhill, MA 02339-1230

For service visit us online at [www.gettips.com](http://www.gettips.com)



**CERTIFIED**



**On Premise**

**Issued: 6/7/2016**

**ID# 4274322**

**Expires: 5/24/2019**

**ASHLEY WOOD**  
**20 Fisk Ave**  
**East Weymouth, MA 02189-1624**

**For service visit us online at [www.gettips.com](http://www.gettips.com)**  
**Louise Hague, 108**

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eTIPS On Premise 3.1

**CERTIFIED**

Issued: 11/23/2020

Expires: 11/23/2023

ID#: 5403843

Brian T. Burke  
Burke's Brewing CO., Inc. DBA Burkes Alewerks  
200 Webster St Ste 3  
Hanover, MA 02339-1230

For service visit us online at [www.gettips.com](http://www.gettips.com)

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Congratulations!

This card certifies that you have successfully completed the TIPS (Training for Intervention ProcedureS) program. We value your participation and dedication to the responsible sale, service, and consumption of alcohol.

By using the techniques you have learned, you will help to provide a safer environment for your patrons, peers, and colleagues and reduce the tragedies resulting from intoxication, underage drinking, and drunk driving.

If you have any information you think would enhance the TIPS program, or if we can assist you in any way, please contact us at 800-438-8477.



Sincerely,

A handwritten signature in cursive script, appearing to read "Adam F. Chafetz".

Adam F. Chafetz  
HCI President

ID#: 4949964 Name: Lauren M O'Connor

Exam Date: 11/13/2018 Expiration Date: 11/13/2021



eTIPS On Premise 3.0

**CERTIFIED**

Issued: 11/13/2018

Expires: 11/13/2021

ID#: 4949964

Lauren M O'Connor  
Burke's Brewing Co., Inc.  
200 Webster St Ste 3  
Hanover, MA 02339-1230

For service visit us online at [www.gettips.com](http://www.gettips.com)



# TOWN DAY ROAD RACE SITE MAP

2021

