

OFFICE OF THE BOARD OF SELECTMEN



TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

SPECIAL ALCOHOL LICENSE APPLICATION

Name of Applicant:

Arlington Garden Club/Friends of Robbins Library

Address, phone & e-mail contact information:

Patsy Kraemer, 85 Columbia Rd., Arlington Ma. 781-858-8629
patsy@patsykraemer.com

Name & address of Organization for which license is sought:

Arlington Garden Club /Friends of Robbins Library

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

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

Address, phone & e-mail contact information: _____

Has the Applicant or Organization applied for and/or been granted a special liquor license this calendar year? YES _____ If so, please give date(s) of Special Licenses and/or applications and title of event(s).

February 27, 2015 - event was cancelled because of snow
storms

Is this event an annual or regular event? If so, when was the last time this event was held and at what location?

biannual event - March 2013

24-Hour contact number for Responsible Manager on Event date:

781-858-8629

Title of Event:

Books in Bloom

Date/time of Event:

Friday, November 6, 2015 7:00 pm - 9:00 p.m.

Location of Event:

Robbins Library

Location/Event Coordinator:

Patsy Kraemer/Vicki Rose

Method(s) of invitation/publicity for Event:

websites/posters/newspapers/email lists/membership lists

Number of people expected to attend:

200 - 250

Expected admission/ticket prices:

Pre Event \$25 \$30 at door

Expected prices for food and beverages (alcoholic and non-alcoholic):

\$5 for wine/champagne/beer/hard cider \$2 for waters/sodas

Will persons under age 21 be on premises?

yes - helping with coat check/set-up/breakdown

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

The high school students will be given bracelets to wear to distinguish that they are under age. no one else at the event will be under 21.

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

YES - security plan has been forwarded to Corey Rateau

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. Bateau Date 10/5/15
Off. Corey P. Bateau
Printed name/title

POLICE COMMENTS:

request at least one safety detail.

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.)

Prosecco/wine/beer/hard cider

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

fruit/cheese/nuts/sweet treats/waters/sodas

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

Premier Bartending/Ed Garland

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.

Tips Certification

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.

To be provided

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

Atlas Liquors, Medford Ma.

Date of Delivery: Fri. November 6, 2015

Alcohol Serving Time (s):

7:00 pm - 9:00 pm

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

Date of Pick-Up:

Sat. November 7, 2015

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.)

attached

Please submit this completed form and filing fee to the Board of Selectmen 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: Patsy Kraemer

Printed title & Organization name: Arlington Garden Club

Email: patsy@patsykraemer.com



ROBBINS MEMORIAL TOWN HALL AUDITORIUM
730 Massachusetts Avenue, Arlington, Ma. 02476

29 September 2015

SECURITY PLAN FOR BOOKS IN BLOOM - 2015

Books in Bloom is a fundraising event co-sponsored by the Arlington Garden Club and the Friends of Robbins Library. An organizing committee of twelve members of the two organizations is responsible for the event. Patsy Kraemer of the Arlington Garden Club and Sally Naish of the Friends of the Libraries are the co-chairs of the planning committee.

The event is scheduled for Friday night, November 6, 2015, 7:00 pm to 9:00 pm, at the Robbins Memorial Library.

A One-Day Permit has been submitted to the Selectmen's Office.

This is the Security Plan.

Tickets will be sold for the event. We anticipate approximately 200 - 250 people to attend. Guests will come and go during the duration of the party - it is not anticipated that everyone will be at the event at the same time. There will be a mix of adults and high school students at the event. The high school students are at the event only as helpers with the coat check. They will be issued bracelets to designate that they are under age. They will be directly supervised by Amy McElroy, one of the committee members and a member of the Friends group.

As other people arrive at the bar they will be asked for an ID to verify their age by the bartenders if there is any question as to their age.

Patsy Kraemer will be the event coordinator for the event. She will be assisted by the event coordinator from the Library, Vicki Rose. Brian Rose will be the custodian for the event. A committee of volunteers from the Arlington Garden Club and the Friends of the Libraries will also be staffing the party. All these people will be responsible for ensuring that the event runs smoothly.

A police detail will be hired for the event (if required). This officer will be available to help with any emergency situations that may arise.

Parking for the event will be available in the Library parking lots, the parking lot at the Whittemore Robbins House, and on the side streets, as well as Mass. Ave.

Please advise if there are other items that we need to consider.

tips

Issued: 12/1/2014

Expires: 12/1/2015

ID#: 38942

Trainer Year: 11

Edward R Garland, Jr.

28 Saunders St

North Weymouth, MA 02191-1014

Trainer Certification Card

