

OFFICE OF THE SELECT BOARD

730 Massachusetts Avenue
Town of Arlington
Massachusetts 02476-4908

2024 JUL 31 AM 9:49

(781) 316-3020
(781) 316-3029 fax

\$60.00 Filing Fee

Inspections Dept. at 51 Grove St. must review completed application before returning to this office.

APPLICATION

To the Licensing Authorities of the Town of Arlington

The Undersigned hereby makes application for a

- ☒ **COMMON VICTUALLER LICENSE (Eat In)**
☐ **FOOD VENDOR LICENSE (Take Out Only)**

Location 677 Massachusetts Ave Arlington

Name of Applicant Adel Donegan

Corporate Name (if applicable) The Vintage Tea and Cake Company LLC

D/B/A _____

Date 07/02/2024

I/We hereby agree to conform in all respects to the conditions governing such License as printed in the By-Laws of the Town, and such other rules and regulations as the Selectmen may establish. With the signing of this application, the applicant acknowledges that:

- A. It is understood that the Board is not required to grant the license.
- B. no work is to commence at the premises of the proposed location which is the subject matter of this application until the license is approved by the Select Board, and, furthermore, any work done is done at the applicant's risk, and
- C. in the event of a proposed sale of a business requiring a Common Victualler License, an application for a transfer of said license will be deemed to be an application for a new license (subject to the rules and regulations herein contained), and the owner of such business shall be required to file with the Select Board a thirty day notice of his intention to sell same before such application will be acted upon by the Select Board.
- D. That the license is subject to revocation if the holder of the license does not comply with Town By-Laws or the Rules and Regulations of the Board.

Print Name Adel Donegan

Signature Name 

Phone (Home) _____ (Business) _____

Email vintageteaandcake@gmail.com

INFORMATION RELATIVE TO APPLICATION

Breakfast Afternoon Tea Menu
Yes ☒ No ☐

Lunch Afternoon Tea Menu
Yes ☒ No ☐

Dinner Small Plates
Yes ☒ No ☐

Do you own the property? Yes ☐ No ☒ Tenant at Will ☐ Lease Five (years)

Hours of Operation:

Day Monday to Friday Hours 10am-10pm

Day Saturday to Sunday Hours 10am-10pm

Day Hours

Floor Space 879 Sq. Ft. Seating Capacity (if any) 19

Parking Capacity (if any) spaces Number of Employees 2

List Cooking Facilities (and implements)

Convection Oven, Induction Stove

Will a food scale be in use for sale of items to the public? Yes ☐ No ☒

Will catering services be provided by you? Yes ☒ No ☐

The following items must be submitted with the application:

- | | |
|--|---|
| 1. Layout Plan of Facility & Fixtures | Date Received <u> </u> |
| 2. Site Plan (obtained at Bldg. Dept., 51 Grove St.) | Date Received <u> </u> |
| 3. Outside Facade and Sign Plan (dimensions, color) | Date Received <u> </u> |
| 4. Menu | Date Received <u> </u> |
| 5. Maintenance Program | Date Received <u> </u> |

If the facilities are not yet completed, provide estimated cost of work to be done \$ 5000

FOR OFFICE USE ONLY

Scheduled Hearing when Application will be presented to Select Board for approval:

Date Time

Board Action: Approved Yes ☐ No ☐

APPLICANT'S RESUME

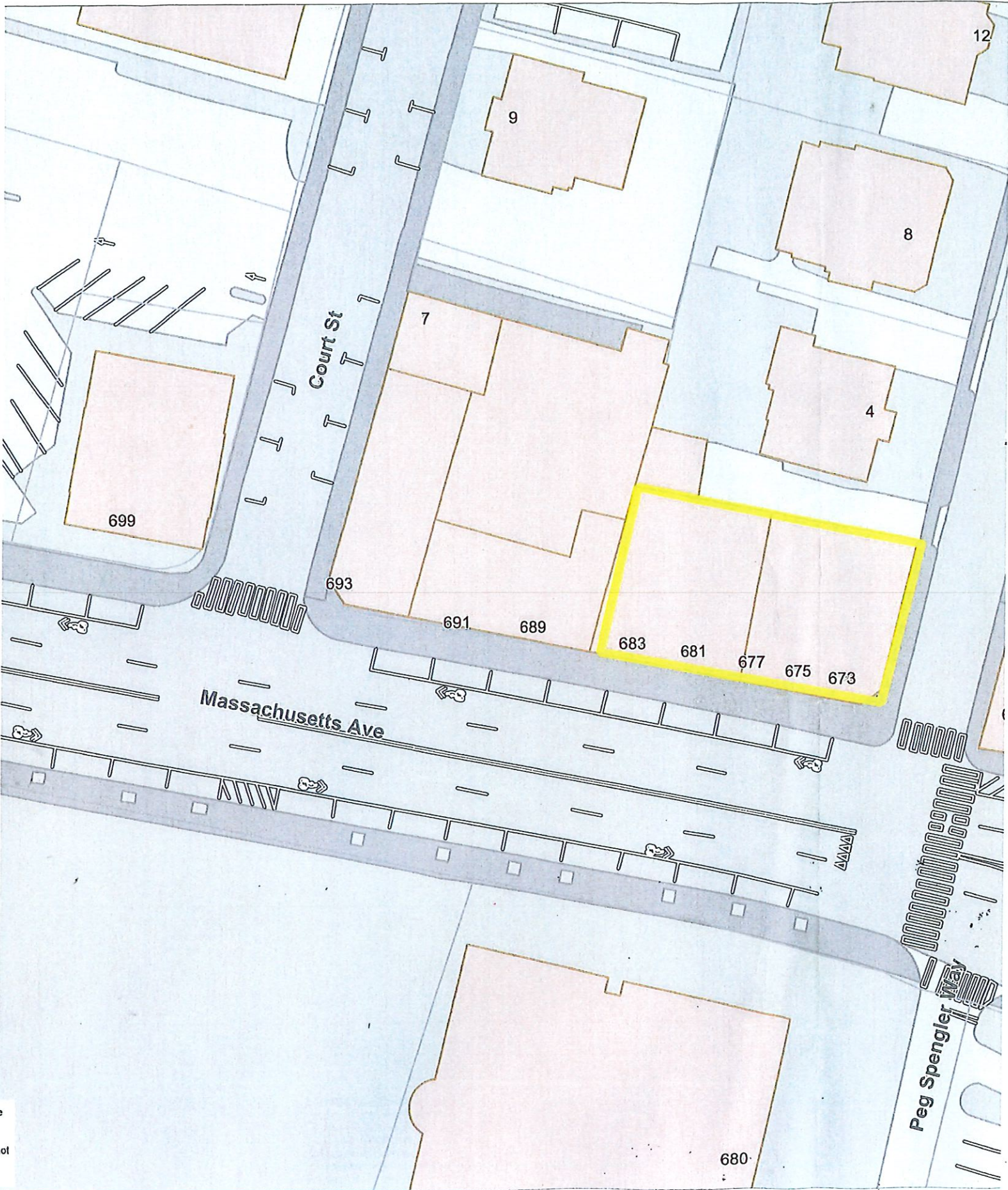
Food Business Experience of Applicant

From	<u>2012</u>	to	<u>Present</u>
Employee		D/B/A	<u>The Vintage Tea and Cake Company</u>
Sole Owner	<u>X</u>	Location	<u>Belmont and Lexington Locations</u>
Partnership		Type Food	<u>Afternoon Tea</u>
Corporation		Number of Employees	<u>5-10</u>

From		to	
Employee		D/B/A	
Sole Owner		Location	
Partnership		Type Food	
Corporation		Number of Employees	

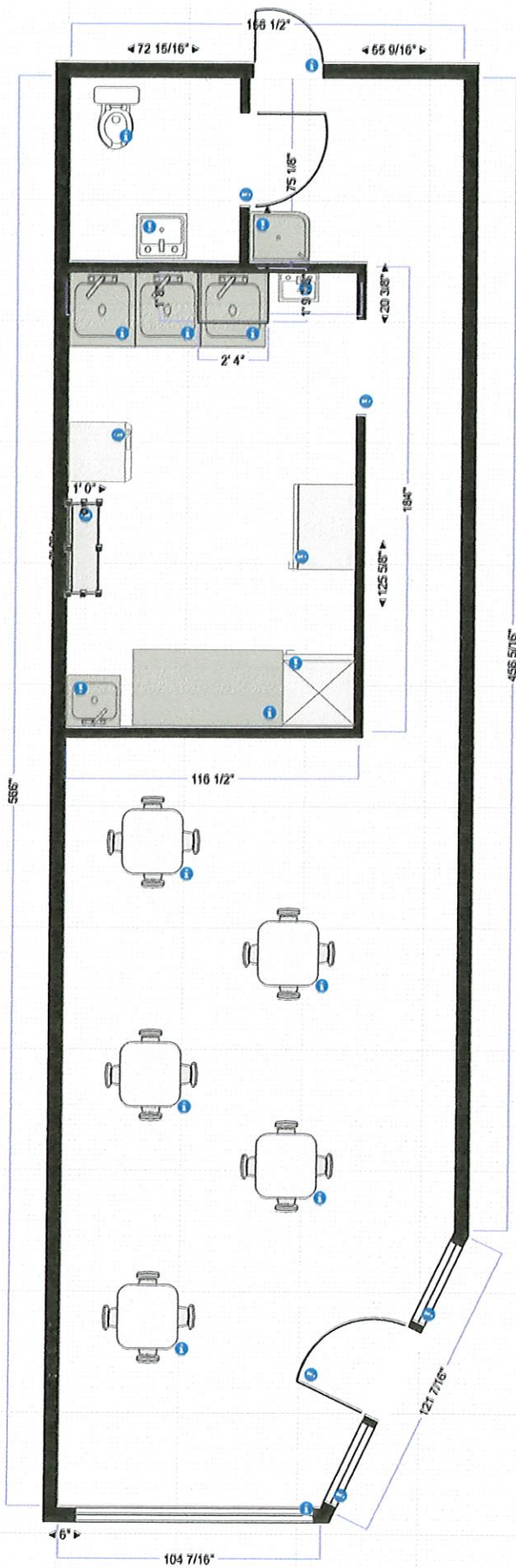
List any other information that you feel will assist in the review of this application.

The Arlington location will be our third location for an Afternoon Tea Room. We have eatings open to the public but also serve as a venue for private events. We will also be doing an evening menu of small plates including cheese boards and chips and dips.



112 ft

Printed on 07/09/2024 at 11:39 AM



HERITAGE BLOCK

VINTAGE



SAMPLE MENU

AFTERNOON TEA

PATISSERIES

Raspberry Dark Chocolate Truffle

Lemon Square

Seasonal Tart (N)

Lavender Earl Grey Madeleine

TRADITIONAL SCONE

served with Strawberry Preserves
& Clotted Cream

FINGER SANDWICHES

Classic Cucumber with Watercress Dill Butter

Spinach, Artichoke, & Red Pepper Spread

Chicken Salad on Iggy's Bun

Whipped Smoked Salmon Spread Bites

— OR —

VEGETARIAN SELECTION

Classic Cucumber with Watercress Dill Butter

Spinach, Artichoke, & Red Pepper Spread

Deviled Egg Salad on Iggy's Bun

Goat Cheese & Fig Bites

WINE BAR

CHARCUTERIE BOARD

CHEESE BOARD

MEDITERRAINEAN DIPS – Hummus, Red Pepper Spread

TINNED FISH BOARD

DEVEILED EGGS

SPICED POPCORN

CHIPS AND DIPS

STORE BOUGHT PATE

VINTAGE

TEA & CAKE CO.

MAINTANENACE PROGRAM

Daily:

Counters will be sanitized and wiped multiple times throughout the day
Kitchen floors will be swept and mopped at the end of the day.
Windows/ledges will be wiped/dusted
Dining room will be swept and moped
Appliances will be sanitized and wiped clean
Bathroom will be cleaned and disinfected throughout the day and at the end of day.
Dirty Linens will be sent to be washed
Trash and recycling will be emptied and put in trash barrel outside

Weekly:

Inside of Microwave will be cleaned
Fridge will be emptied and deep cleaned
Any out-of-date products will be disposed
Outside window pane will be cleaned by service company
Trash Barrels will be cleaned
Hot water system will be cleared
Kitchen Storage will be deep cleaned

Monthly:

Pest Control will visit
FRP Kitchen Walls and dining room walls will be cleaned
Deep clean by Earth Green House Cleaning

Quarterly or Bi-Annually:

Grease trap will be emptied
Freezers will be emptied and deep cleaned

Miscellaneous:

Maintenance of Appliances with contractor
Service of HVAC

VINTAGE

TEA & CAKE CO

MAINTANENACE PROGRAM

TYPE	COMPANY	FREQUENCY
DEEP CLEANING	Earth Green House Cleaning	Weekly
PEST CONTROL	Terminix	Monthly
GREASE TRAP	Dash Drains	Quarterly
WINDOW CLEANING	TBC	As needed
EQUIPMENT SERVICE	Kensington Mechanical	As needed