



**CITY OF LYNN**  
**LICENSE COMMISSION**  
 City Clerk's Office, 3 City Hall Square  
 Lynn, MA 01901

CLERK'S OFFICE  
 (Date Received)  
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 FEE- NO CHARGE

**Application To Temporarily Amend Alcohol License Due To Covid-19 Limitations By Changing Seating And Layout Of Establishment Pursuant To The Governor's Covid-19 Order No. 35 [Note- Does Not Include Changes To Common Victuallers License- Separate Application Needed To Change Common Victualler License]**

**SECTION 1 – APPLICANTS & BUSINESS INFORMATION**

*I, the undersigned, duly authorized by the concern herein mentioned, pursuant to Covid-19 Order No. 35 and any other applicable law, hereby apply to amend the existing Alcohol License due to Covid-19 related limitations imposed by the Commonwealth*

**Applicant's Full Legal Name:** \_\_\_\_\_  
**Applicant's Legal Home Address:** \_\_\_\_\_  
**Applicant's Mailing Address (if different):** \_\_\_\_\_  
**Applicant's & Manager's Home Telephone Number:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_  
**Applicant's & Manager's E-Mail Addresses: Primary** \_\_\_\_\_ **Secondary** \_\_\_\_\_

\_\_\_\_\_ INITIALS FOR PAGE 1 OF 2 PAGE FORM

**Full Legal Name of the Business:** \_\_\_\_\_  
**Full Street Address of the Business:** \_\_\_\_\_  
**Mailing Address of the Business (if different)** \_\_\_\_\_  
**Telephone Number of the Business (if different):** \_\_\_\_\_  
**E-Mail Addresses of the Business (if different):** \_\_\_\_\_

Do you own \_\_\_\_\_ or lease \_\_\_\_\_ the premises? If leasing, please have owner sign below as approval of amendment : \_\_\_\_\_

**To assist local restaurants in dealing with the state restrictions on seating and operations due to Covid-19, the Board of Selectmen has developed a simplified process for local establishments to amend the description of the licensed premises to include seating different than previously authorized. This may be in the parking lot, sidewalk, patio, decks, etc. If table service was not permitted in those or other areas before, you must amend your alcohol license for these changes. If you do not own or control the area, you will need to submit permission of the owner or party in charge of that area.**

**Please describe here and attach a sketch or plan showing are changes you want to make, showing the area, access and egress, tables, etc.. Be sure to describe and show fencing or other barriers to separate patrons from non-patrons.** The City will review them and may approve them, including with conditions. Use additional sheets if necessary.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**\*THIS IS PAGE 1 OF 2 PAGE FORM- SEE SECOND PAGE\***  
**SUBMIT THIS FORM AS SOON AS POSSIBLE TO THE LICENSE COMMISSION SO THEY CAN REVIEW AND ACT ON IT QUICKLY; ADDITIONAL INFORMATION MAY BE REQUESTED**

**THIS IS PAGE 2 OF 2 PAGE FORM- SEE FIRST PAGE**

**SECTION 3 – OTHER INFORMATION, AND TERMS & CONDITIONS OF ANY AMENDMENT**

Note: No public hearing or notices to public are required. The Commission may however require one. This application and any approval is subject to review and approval by Inspectional Services and other authorities. This process is for a limited period of time and may be rescinded or modified by the City in its discretion as circumstances may warrant. No assurance of approval is made.

What is the present capacity: \_\_\_\_\_ What is the proposed capacity: \_\_\_\_\_

You are advised to seek the maximum possible given the area involved. Any approval may be for less than the maximum and other conditions may be imposed.

Will any food or alcohol be prepared or stored outside? If so, describe and show on the sketch you are providing.

Insurance- You must submit proof that all your insurance, including liquor liability insurance, covers any area you may be expanding into or changing the description. You cannot operate in the expanded area until your insurance has been submitted and approved. The City must be listed as an additional insured on all insurance except workers compensation. The City may require increased amounts and coverages.

The License Commission may, upon notice, modify, suspend or rescind any approval as circumstances, law and guidelines change.

Any use on City property will require a use license to be signed. If you are using any City property, contact James P. Lamanna, Assistant City Solicitor, c-978-677-8066 as soon as possible. If the area of another party, you will need permission from them as well.

The Licensee further agrees to indemnify, defend and hold harmless the City of Lynn for any claims of whatever nature or form from the Licensee or any other person or entity arising from or as a consequence of the use or activity on the premises or for any breach or violation of this agreement. Any costs or expenses incurred by the City, including City employee time, to enforce this agreement or incurred by it in default of the licensee's obligations shall be paid by licensee and shall be a debt of the licensee to the City.

It is understood and agreed that any approval or use hereunder is temporary and not precedent setting. Unless a termination date is specified or imposed by the City in the future, or Covid Order No. 35 is rescinded or amended sooner, the License will revert back to its prior form on November 1, 2020.

It is your responsibility to ensure that all laws, rules and regulations are complied with, including but not limited to any guidelines and requirements issued by the Commonwealth as a result of the Covid-19 Pandemic. You can be fined or be subject to disciplinary action for any violations by you or occurring on the premises. You must obtain and maintain any and all other inspections, permits, licenses, authorizations, etc. to allow these changes and use.

**Applicant's (authorized) Signature** \_\_\_\_\_

*By signing above you are verify the accuracy of all information and agree to the terms of this form and any other terms and conditions made as part of the City's approval. Attach certificate of Corporate or other authority for signing this application.*

Nothing contained herein or any action by the City shall be construed as an explicit and specific assurance of safety or assistance.

For City use below-

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