



Licensing Board for the City of Boston

One City Hall Square, Room 809, Boston, Massachusetts 02201

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INSTRUCTIONS AND RULES FOR BOTTLE SERVICE

(Revised 3/2025)

1. "Bottle service" shall mean the sale of full bottles of distilled spirits for on-premise consumption.
2. Any licensee wishing to provide bottle service on their licensed premise **must** obtain written permission from the Board prior to offering the service. This will require a hearing before the Board.
3. Licensees offering bottle service without Board approval may be subject to disciplinary action by the Board, up to and including the suspension or revocation of any license issued by the Board.
4. If approved, Licensees must ensure that bottles are never left unattended or under the direct control of patrons.
5. Licensees approved for bottle service must ensure they do not serve alcohol to intoxicated patrons, regardless of whether they have paid for bottle service.
6. Licensees are reminded that it is a violation of state and local regulations to deliver more than two (2) alcoholic drinks to any patron at one time. Licensees approved for bottle service must continue to observe all other laws regarding the sale and service of alcohol, and all rules and regulations of the Board and the ABCC.
7. **Community process:** Contact the Mayor's Office of Neighborhood Services (ONS) (www.boston.gov/ons) to confirm what community process, if any, will be required by your ONS liaison as part of this application. This should be completed prior to the hearing with the Board.
8. Please complete and submit this on the Board's Alcohol Petition Portal here: www.bit.ly/blbapp1. **Incomplete or illegible applications will NOT be accepted.**
9. Upon receipt of the bottle service application, licensing staff will send you a status update via email. If complete, the licensee will be scheduled for the next available transactional hearing before the Licensing Board. At the hearing, the licensee will present the petition to the Board. The Board will vote on the petition at the Voting hearing which typically occurs on the next day. You will be notified of the results via email. If granted, licensing staff will update your current alcoholic beverages license to include bottle service. The licensee will then be notified to come to City Hall (Room 809) to pick up the new license which shall be posted at the licensed premise.

APPLICATION FOR BOTTLE SERVICE

1. Entity Name (Ex. LLC, Inc, Corp): _____
2. Doing Business As (d/b/a, if different from above): _____
3. License Number: LB - _____
4. Business Address: _____
City: _____ State: MA Zip Code: _____
5. Manager of Record: _____
6. Business Phone No: _____
7. Business Contact Email Address: _____
8. (If applicable) Attorney Name/Representative: _____
9. Atty./Rep. Phone Number: _____
10. Atty./Rep. Email: _____
11. How will the licensee be adequately staffed to provide bottle service? _____

12. How will the licensee ensure that bottles are monitored at all times and are never under the direct control of any patron? _____

13. Max. number of tables that will be offered bottle service at any given time: _____
14. Max. number of patrons that will be offered bottle service at any given time: _____
15. Details of service requested: _____

16. **Please attach a security and operations plan for any event that will include bottle service.**

STATEMENT OF APPLICANT: Under the pains and penalties of perjury, I affirm that the answers contained in this application are true to the best of my knowledge and belief, and that there are no other indirect interests in this license other than those indicated in this application. I affirm that I have read and understand the instructions and rules provided.

SIGNATURE OF APPLICANT: _____ DATE SIGNED: _____

PRINT NAME: _____ TITLE: _____