



**TOWN CLERK'S OFFICE**  
Melissa Cordeiro, Town Clerk

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**MEMORANDUM**

TO: Steven Contente  
TOWN ADMINISTRATOR

FROM: Melissa Cordeiro  
TOWN CLERK

DATE: February 11, 2025

RE: Library Director Dyer, on behalf of Rogers Free  
Library and Bristol BookFest Steering Committee,  
request to sell/serve alcohol on town property,  
April 4, 2025 from 5:30 pm - 7:30 pm



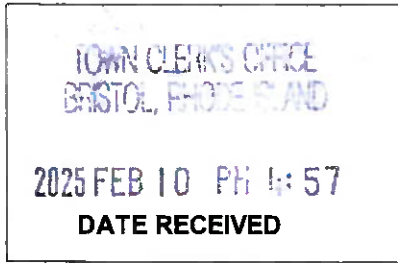
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May we please have your recommendation, or the recommendation of the department head you deem appropriate in order for the Council to review the request at the Town Council Meeting to be held on **February 26, 2025**.

**All items for this docket must be received in the Clerk's office by Wednesday, February 19, 2025. All and any items received after the deadline will be held until the next council agenda.**

Thank you for your cooperation and prompt reply.

Attachments



# PETITION TO THE TOWN COUNCIL



To the Honorable Town Council of the Town of Bristol: The undersigned hereby respectfully requested of your Honorable Body that:

The Library Director requests, on behalf of the Rogers Free Library and the Bristol BookFest Steering Committee, permission to serve alcohol on Town property at a one-hour reception in the Rogers Free Library, Main Floor, for Bristol BookFest, April 4, 2025, 5:30 - 7:30 pm (after library hours).

This reception is for attendees of the BookFest's Keynote Speaker event and will immediately follow at the library.

The Rogers Free Library is a leading partner in Bristol BookFest and has hosted the reception for the speakers, committee, and volunteers at the library on the Friday evening for the past several years. This year the reception will be on April 4, 2025.

The plan details:

- The reception will be at the Rogers Free Library, Main floor, April 4 from 5:30 - 7:30 pm; this is after regular library hours
- There will be appetizers and a full bar operated by 2 Gals Cocktails, who are fully insured, hold Class P Liquor License, and are TIPS certified. Insurance certificate *attached*
- The BookFest budget will cover the alcoholic beverages, so this will be a short open bar event (1 hour) and NOT a cash bar. No money will be exchanged between attendees and the bartenders (except tips).
- Event set up and clean up should take 30 minutes prior to and 30 minutes after the event
- Drawing of alcohol serving area - *attached*

Set

**PLEASE NOTE:**

*Please ensure that your petition is submitted by 4:00 PM, two (2) Wednesdays before the Town Council meeting scheduled for in order to be included on the docket. According to Council policy, petitions cannot be addressed unless recommendations, if needed, from the relevant departments are received before the Council meeting*

SIGNATURE:

NAME: Eileen Dyer., Library Director  
ADDRESS: Rogers Free Library 525 Hope Street  
TOWN: Bristol  
BUSINESS TEL. NO. 401.253.6948  
RESIDENCE TEL. NO. *N/A*  
EMAIL ADDRESS: [edyer@rogersfreelibrary.org](mailto:edyer@rogersfreelibrary.org)

