

Sketch and Floor Plan Requirement

All applicants for a Dancing and Entertainment License or a Liquor (Intoxicating Beverage) License must submit a clear and legible sketch or floor plan as part of their application package.

1. Dancing and Entertainment License

- A sketch, diagram, or floor plan must be provided showing the specific location(s) within the premises where dancing, live music, or other forms of entertainment are proposed to occur.
- Current photographs of the licensed premises must also be included with your application, showing both interior and exterior views, including service areas and any outdoor service locations
- The plan shall:
 - Clearly identify any stage area, dance floor, seating layout, and entry/exit locations.
 - Indicate whether entertainment is proposed indoors, outdoors, or both, and delineate boundaries of each area.
 - Be drawn to reasonable scale and readable in print, showing sufficient detail to allow Fire, Building, and Police review.
 - Be updated whenever substantial changes are made to the entertainment layout or use of space.

Seating and floor plan arrangements: It is understood that tables and seating configurations may vary to accommodate guest reservations or special events. However, any such arrangements must remain within the approved licensed premises as shown on the submitted sketch, diagram, or floor plan. At no time may tables, chairs, or other furnishings block any pathways, aisles, or designated exits, and the layout must not exceed the building's approved occupancy capacity as established by the Fire Marshal.

2. Liquor License

- Applicants for any Class of Intoxicating Beverage License must provide a sketch or floor plan identifying:

- The exact areas where alcoholic beverages will be served or consumed, including indoor and outdoor service areas.
- The location of any main or satellite service bar(s), beverage stations, or temporary outdoor bars (if applicable).
- Any patio, deck, or fenced area designated for outdoor alcohol service.
- The relationship of service areas to exits, restrooms, and seating.
- The plan must be clear, clean, and professionally legible, ensuring that all service areas and circulation paths are easily identifiable by reviewing departments.
- Current photographs of the licensed premises must also be included with your application, showing both interior and exterior views, including service areas and any outdoor service locations
- Any change to the layout, expansion of service area, or addition of a bar requires additional approval and an application to modify the existing license with submission of an updated sketch or floor plan to the Town Clerk and appropriate reviewing departments.
- If there have been no changes to the licensed premises or service layout since the prior year's submission, the applicant must attest in writing that the previously approved sketch remains accurate and that no modifications have been made to the premises or service areas.
- Failure to provide an updated sketch or attestation may delay processing or result in the application being deemed incomplete.

Seating and floor plan arrangements: It is understood that tables and seating configurations may vary to accommodate guest reservations or special events. However, any such arrangements must remain within the approved licensed premises as shown on the submitted sketch, diagram, or floor plan. At no time may tables, chairs, or other furnishings block any pathways, aisles, or designated exits, and the layout must not exceed the building's approved occupancy capacity as established by the Fire Marshal.