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CAMBRIDGE LICENSE COMMISSION

831 Massachusetts Avenue, First Floor, Cambridge, Massachusetts 02139

RENEWAL INSTRUCTIONS FOR 2020 ALCOHOL LICENSES

Renewal Due by 5:00 P.M. on November 27, 2019

Renewals are in our online system, ViewPoint, at https://cambridgema.viewpointcloud.com/. To access and submit a renewal you must use a desktop, laptop, tablet or smartphone. You may use our computer terminals at the lobby of 831 Massachusetts Avenue during our regular business hours (Mon. 8:30 a.m. – 8:00 p.m., Tues.-Thurs. 8:30 a.m. – 5:00 p.m., Fri. 8:30 a.m. -12:00 p.m.). We are closed November 11, 28 and 29.

WHERE IS MY RENEWAL?

1) Go to https://cambridgema.viewpointcloud.com/ and log into your account with the email and password used to create/renew your record.

Note: The record is linked to the email to which these instructions were sent. If you need to change the record's email, request it at <u>licenserenewals@cambridgema.gov</u> or 617-349-6140.

2) Once in the system, go to my account. There is a section called "Action Required." There you will see "Renew your [type of license]." Click on it.

Note: If you do not see "Renew your [type of license]," report it at licenserenewals@cambridgema.gov or 617-349-6140.

3) Review the renewal application, it should be prepopulated with information. **Do not make changes to the record, unless they are typographical.** If you need to make a change to your license (premise description, capacity, hours, ownership, manager, type, etc.), submit a "Change to Existing License" application which can be found in ViewPoint under License Commission.

Note: If the renewal is not prepopulated, report it at <u>licenserenewals@cambridgema.gov</u> or 617-349-6140.

4) Any questions, email <u>licenserenewals@cambridgema.gov</u>, call 617-349-6140, or come to our office Mon. 8:30 a.m. – 8:00 p.m., Tues.-Thurs. 8:30 a.m. – 5:00 p.m., Fri. 8:30 a.m. -12:00 p.m.

Note: We are closed November 11, 28 and 29.

WHAT SHOULD I KNOW?

- 1) Alcohol renewal applications can only be completed and signed by the **approved** manager of record, beneficial interest holder(s), corporate officer or partner, or a Court-appointed Bankruptcy Trustee.
- 2) Completed renewal applications with supporting documents and renewal fees are due by **5:00 p.m.** on November **27, 2019**. Per state law, you MUST renew your alcohol license in the month of November, see G. L. c. 138, § 16A. An alcohol license renewal has been properly filed when you submit, within the month of November and prior to 5:00 p.m. on November 27, the completed renewal applications (local and ABCC), required supporting documents, payment for the annual renewal fee, and the renewal application is approved by the Board.

Note: If your license is in the process of being transferred and the transfer has not been approved by the Board <u>AND</u> the ABCC, you must renew the license, otherwise, the license will not renew and the transfer will <u>NOT</u> effectuate.

- 3) Any application filed, signed and/or submitted after 5:00 p.m. on November 27, will be considered late, and the license not properly renewed. The alcohol license will expire December 31, 2019. You will have to apply for a new alcohol license, have a hearing, be approved by the Board and the ABCC, and have a new license issue prior to being allowed to serve/store/sell alcohol.
- 4) Your local electronic alcohol renewal includes the renewal for all other Board issued licenses related to the location (common victualler, innholder, and/or entertainment).
- 5) You must attach the ABCC renewal, completed and signed, to the electronic renewal. The ABCC renewal cannot be signed electronically. If you need to make changes to your ABCC renewal do so in RED ink. The ABCC renewal was emailed along with these instructions. Failure to complete, sign, date, and upload the ABCC renewal within the month of November and prior to 5:00 p.m. on November 27, will deem your renewal application late/incomplete and the license will not be renewed.

Note: If you have any issues uploading the supporting documents or ABCC renewal, please email the documents to <u>licenserenewals@cambridgema.gov</u> and we will upload them for you.

Note: If you did not receive an email with your personalized ABCC renewal, email licenserenewals@cambridgema.gov or call 617-349-6140 and report the issue.

- 6) Any insufficient fund payments will cause in an administrative fee of \$25.00. In addition, if replacement payment is not made within the month of November, your renewal application may be deemed incomplete, the license may be deemed as not renewed, and your renewal will be denied.
- 7) If you do not timely renew the license, you must cease operating on December 31, 2019, at your usual Tuesday closing hour and no later than midnight. You will not be allowed to operate until you apply for a new license, have a hearing, get approved by the Board and ABCC, and a new license is issued by the Board. Operating without a license may subject you to the denial of obtaining a new license, a suspension, modification, cancellation or revocation of the license(s), and/or civil fines.

WHAT DOCUMENTS DO I NEED TO RENEW MY LICENSE?

§ 15 (Package Store) →

- Signed, dated, and completed ABCC Renewal Application; and
- Certificate of Liability Insurance for Workers' Compensation (or Workers' Compensation Insurance Affidavit, <u>only if you have no employees or are exempt</u>).

Note: You can access the Workers' Compensation Insurance Affidavit at: https://www.cambridgema.gov/~/media/Files/licensecommission/Forms/wcaffidavit.pdf.

§ 12 (On Premise Consumption) →

- Signed, dated and completed ABCC Renewal Application;
- Certificate of Liability Insurance for Liquor Liability (\$250K minimum for single occurrence; \$500K minimum for aggregate);
- Certificate of Liability Insurance for Workers' Compensation Insurance (or Workers' Compensation Insurance Affidavit, <u>only if you have no employees or are exempt</u>);
- Valid Certificate of Inspection issued by Inspectional Services Department (signed by ISD and Fire); and
- If a Club, a list of current Officers and Directors.

Note: Your certificate of liability insurance must prove you have valid coverage of liquor liability and workers' compensation insurance (if applicable) on January 1, 2020. The start date of the policy(ies) does **not** have to be January 1st but it must be valid on that date.

Note: We have an internal workflow which allows for ISD to confirm you have a valid Certificate of Inspection. However, if it has already issued and you have a copy of it, please upload it to your record for a faster review of your renewal application.

Note: If you have not yet paid ISD for a Certificate of Inspection, go into your Energov account and pay for it. Any questions regarding your Certificate of Inspection should be directed to ISD at ranjits@cambridgema.gov or 617-349-6100. Your license cannot renew and/or issue without a Certificate of Inspection valid for 2020.

Note: You can access the Workers' Compensation Insurance Affidavit at: https://www.cambridgema.gov/~/media/Files/licensecommission/Forms/wcaffidavit.pdf.

WHEN & HOW DO I PAY?

1) You will be able to pay once the License Commission staff proceeds the application to the payment step. Applications are proceeded once they are completed and all required documents are submitted.

Note: If you need to pay upon submission, please email <u>licenserenewals@cambridgema.gov</u>.

Note: If you need a bill/invoice generated on letterhead, please send a request to <u>licenserenewals@cambridgema.gov</u> with the record number(s).

- 2) You will receive an email from ViewPoint when the payment step is activated.
- 3) Once you receive the email, click on the link to pay online with a credit card or e-check (there is a processing fee set by the vendor). You can also pay at our office via check or cash (no processing fee).

Note: Payment must be made prior to 5:00 p.m. on November 27.

WHEN IS MY LICENSE RENEWED?

You can see the progress of your renewal application through your ViewPoint account. You must submit the electronic and ABCC renewals, all required supporting documentation and payment in the time frame provided for your renewal to be considered timely, properly submitted and complete. Your license is approved and renewed once you receive all final approvals and the 2020 license is generated and issued. You cannot operate the business on January 1, 2020, until you have received all approvals and the 2020 license issues. Licenses can be printed off the system. As of January 1, 2020, you must have the 2020 License posted conspicuously on the premises.

We are here to help. If you run into any issues, are confused by the process, or need assistance, please email <u>licenserenewals@cambridgema.gov</u>, call 617-349-6140, or come to our office Mon. 8:30 a.m. – 8:00 p.m., Tues.-Thurs. 8:30 a.m. – 5:00 p.m., Fri. 8:30 a.m. -12:00 p.m. We are closed November 11, 28 and 29. Thank you.