

BRATTLEBORO ADDENDUM TO STATE OF VERMONT  
LIQUOR AND/OR TOBACCO LICENSE RENEWAL FORM

1. Establishments shall maintain and submit a written Alcohol Sales Policy identifying steps that staff must take for every transaction. This policy shall be reviewed with your staff on an annual basis and signed on the date it was reviewed. This policy shall include:
  - a.) Checking identification – including what perceived age triggers an identification check; what are acceptable forms of identification; and when is a second form of identification required
  - b.) Identifying fake Identification and/or third party sales – including what to do if an identification appears to be fake or a third party sale is suspected.
  - c.) Dealing with intoxicated/disruptive customers – including how to deny a sale.
  - d.) Procedure for contacting law enforcement and keeping an incident log.
  - e.) Consequences/corrective actions for staff who fail to check Ids, serve intoxicated customers or violate relevant laws pertaining to the sale/serving of alcohol.

For sample of a written Alcohol Sales Policy see enclosed or go to the liquor license page on the [www.brattleboro.org](http://www.brattleboro.org) website

2. Licensees must respond in writing to a Notice of Alcohol-Related Incident **issued by the Brattleboro Police Department within two weeks of when the notice is mailed.**
3. When a liquor license is renewed, information regarding violations (including whether or not licensee responded to alcohol violations within the two-week period) will be given to the Selectboard prior to the meeting at which the renewal is to be discussed.
4. Establishment must be in possession of a valid Brattleboro Business license. For more information regarding a business license, contact Brattleboro Listers' Office 802-251-8115.
5. All property taxes, water, sewer, or related fees, costs or penalties applicable by law and due the Town of Brattleboro as of the date of application or renewal must be current.

**Adopted by Brattleboro Selectboard February 21, 2012 and amended November 21, 2017**

**I hereby certify that I have read the above and will abide by State and local requirements.**

\_\_\_\_\_  
Please print name of Applicant or Authorized agent

\_\_\_\_\_  
Signature of applicant or authorized agent

Name of establishment (please print) \_\_\_\_\_

**Failure to comply with above may result in revocation of liquor/tobacco license.**

**THIS FORM MUST BE RETURNED WITH  
LICENSE RENEWAL APPLICATION**