

**Town of Falmouth**  
**New Food Establishments**  
**Victualer/Food Service Establishment License**

**What is needed to Apply:**

- Letter of intent, addressed to the Members of the Town Council;
- Town of Falmouth application for a New Food Service Establishment License;
- Copy of State License;
- Town of Falmouth Special Amusement application for entertainment (if applicable);

*No licensee for sale of liquor to be consumed on the premises may allow any live music, dancing or entertainment of any sort. "Entertainment is defined as "any amusement, performance, exhibition, or diversions for patrons or customers of the licensed premises, whether provided by professional entertainers or by full-time or part time employees of the license whose incidental duties include activities with an entertainment value.*

- State application for alcohol (including Corporate Supplement, if applicable); *this application must be signed by the Municipal Officers of Falmouth before sending it to Augusta for your State license.*

- Payment of all fees, including all taxes pertaining to the premises.

***\*The application must be complete in order to be accepted and processed.***

***\*Applications must be submitted at least four (4) weeks prior to the Council meeting.***

- All new food establishments **require a Public Hearing.**
- Once the complete application packet and fees are received, the notice for a public hearing will be placed.
- The public hearing and the new license application will be put on the Town Council agenda for review/approval by the Falmouth Town Council.
- You will be required to attend the Town Council meeting

The Council meets on the 2<sup>nd</sup> and the 4th Monday of each month, (except holidays) and the month of June. If the Town Council approves your application for a new Food Service Establishment the Town Clerk's Office will issue a Victualer/Food Establishment License.

**What the Applicant Should Do:**

You will need to obtain a State of Maine Food Service License. That license can be obtained by contacting the Department of Health and Human Services (DHHS) at 207-287-5671.

For State Liquor Licenses visit the Liquor License and Compliance Division, Department of Public Safety at: <http://maine.gov/dps/ligr/applying.html> or Call 207-624-7220. They can then tell you what class license you should apply for. The Falmouth Town Council must approve and sign your application before you send the application, along with the appropriate payment, to the Department of Public Safety in Augusta.

# Town of Falmouth

## Application for a NEW Food Service Establishment

Individual  Corporation/LLC  Partnership  Other  Non-Profit

**Business Name (d/b/a):** \_\_\_\_\_

Phone: \_\_\_\_\_

LocationAddress: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Manager of Establishment: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner of Premises (landlord): \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Corporation, LLC, Association, Partnership Name:** \_\_\_\_\_

Name of Owner(s): \_\_\_\_\_

Residence Address: \_\_\_\_\_

Have applicant, partners, associates, or corporate officers ever been *arrested, indicted, or convicted* for any violation of law? \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

Is alcohol served? Yes \_\_\_\_\_ No \_\_\_\_\_

Targeted Opening Date: \_\_\_\_\_  Year Round  Seasonal  Temporary Event

Have you received State approval? \_\_\_\_\_ Please attach copy of license

Type of Food Served: \_\_\_\_\_

Hours and Days of operation: \_\_\_\_\_

Will you have outside dining? Yes \_\_\_\_\_ No \_\_\_\_\_

Will you have entertainment on the premises? Yes \_\_\_\_\_ No \_\_\_\_\_  
Will you permit dancing on the premises? Yes \_\_\_\_\_ No \_\_\_\_\_

(If yes, a separate Special Amusement application is required.)

Check the proper category for the license requested:

- (a) Restaurant or victualer serving malt beverages on the premises and seating capacity is less than 50. \$25.00 \_\_\_\_\_
- (b) Same as (c) except where the total seating capacity is more than 50. \$50.00 \_\_\_\_\_
- (c) Class A Restaurant, as defined by the Revised Statutes of Maine, serving both malt liquor and spirituous and vinous liquor. \$50.00 \_\_\_\_\_
- (d) Any business establishment such as, but not limited to, retail grocery stores, food storage warehouses, bakeries, delicatessen stores and dairy product stores where food is stored and kept for sale and where the total area of the establishment is less than 10,000 square feet. \$25.00 \_\_\_\_\_
- (e) Same as (f) except where the total area of the establishment is more than 10,000 square feet. \$50.00 \_\_\_\_\_
- (f) Establishments operated by non-profit organizations. \$25.00 \_\_\_\_\_
- (g) Cart or mobile establishment \$50.00 \_\_\_\_\_

**CHECKS PAYABLE TO THE "TOWN OF FALMOUTH"**

Applicant, by signature below, agrees to abide by all laws, orders, ordinances, rules and regulations governing the above licensee and further agrees that any misstatement of material fact may result in refusal of license or revocation if one has been granted. Applicant agrees that all taxes and accounts pertaining to the premises will be paid prior to issuance of the license.

It is understood that this and any application(s) shall become public record and the applicant(s) hereby waive(s) any rights to privacy with respect thereto.

I/We, hereby authorize the release of any criminal history record information to the Town of Falmouth, Clerk's Office or licensing authority. I/We, hereby waive any rights to privacy with respect thereto.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**For Town use only**

(a) Code Enforcement Approval: \_\_\_\_\_  
Recommendations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(b) Wastewater Approval: \_\_\_\_\_  
Recommendations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(c) Fire Chief Approval: \_\_\_\_\_  
Recommendations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(d) Police Chief Approval: \_\_\_\_\_  
Recommendations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(e) Tax Collector Approval: \_\_\_\_\_  
Recommendations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Approved by Municipal Officers: \_\_\_\_\_