



STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS

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AUGUSTA, MAINE 04330-0008

KIRSTEN LC FIGUEROA
COMMISSIONER

JANET T. MILLS
GOVERNOR

MEMORANDUM

GREGORY R. MINEO
DIRECTOR

TO: All On-premises licensees
FROM: Tim Poulin, Deputy Director
RE: Guidance on outside seating prior to and after June 1st for on-premises liquor licensees
DATE: May 27, 2020

This memorandum is intended to provide further guidance on outside seating or what is referred to as “an extension of privileges” by the Bureau. Licensees that are authorized to open on or after May 18th must adhere to the following guidelines for outside seating for the service of alcoholic beverages:

A. **Seating area defined in application.** The seating area must be designated in the licensee’s application diagram on file with the Bureau

i. If the licensee has never been approved by its municipality for outside seating, the licensee will be required to file an application for an extension of privileges with the municipality. After approval by the municipality, the licensee must file the municipal approval with the Bureau.

1. The application for the extension of privileges can be found on the Bureau’s website at: <https://www.maine.gov/dafs/bablo/liquor-licensing/license-and-permit-applications>, under Section 1, form #6.

The approved application must be sent by email to MaineLiquor@Maine.gov **and** your assigned inspector for approval. Please refer to the end of the memorandum for contact information for inspectors.

2. You are **not authorized** to use the outside seating space for the type of liquor license issued by the Bureau unless **approved by the Bureau**.

ii. If a licensee is currently approved for service in an outside consumption area and wishes to **expand this approved area** to comply with health and safety requirements, the licensee must complete and file the application for extension of privileges as noted in the previous paragraph. The completed application **does not** need municipal approval and only needs to be submitted by email to the Bureau as noted in the previous paragraph.

iii. If there is no change to your current application relative to an approved area for outside service, there is no action needed on your part.

iv. Licensee must adhere to the [COVID19 Prevention Checklist Industry Guidance](https://www.maine.gov/decd/covid-19-prevention-checklists) developed by the Maine Department of Economic and Community Development’s (DECD). The document will likely be updated so please refer to DECD’s website at <https://www.maine.gov/decd/covid-19-prevention-checklists> under the Rural Reopening Plan for access to the updated guidance document.

B. For complete guidance on the re-opening of restaurants that are liquor licensees with the Bureau, please refer to the [Guidance for openings of restaurants for May 18th and June 1st](#) using this link or go to our website at <https://www.maine.gov/dafs/bablo/liquor-licensing> and view the May 14th guidance memo.

Contact Information for the Bureau’s Liquor Licensing Inspectors:

Anthony.R.Austin@Maine.gov	Cumberland County (east of turnpike), York County (east of turnpike)
Marlene.Richards@Maine.gov	Androscoggin, Oxford, Cumberland County (west of turnpike), and York County (west of turnpike)
Craig.C.McCabe@Maine.gov	Franklin, Kennebec, Lincoln, Sagadahoc and Somerset Counties
Eileen.K.Keating@Maine.gov	Hancock, Knox, Waldo and Washington Counties
Robert.L.Sinclair@Maine.gov	Aroostook, Penobscot and Piscataquis Counties

The Bureau will continue to communicate updates on this matter as needed. If you have any further questions, please contact me directly at Tim.Poulin@Maine.gov or 207.287.6750.