

TOWN OF NORTHBOROUGH

Town Offices
63 Main Street
Northborough, MA 01532-1994
(508) 393-5040 Phone
(508) 393-6996 Fax

SPECIAL LICENSE FOR THE SALE OF WINE & MALT AND/OR ALL ALCOHOLIC BEVERAGES MGL, CHAPTER 138, SECTION 14

A Special One-Day License is necessary for the following events:

- When the event is being held in a place of public assembly and is open to members of the public.
- When money is changing hands, either by a specific sale of drinks or as an included charge in the price of tickets. A general guideline is that when tickets are sold to an event and alcoholic beverages are consumed or sold, a Special License is required.

Non-profit Organizations

Non-profit organizations may apply for either a Special “All Alcoholic Beverage” License or a Special “Wine & Malt Beverage” License.

Profit-making Organizations

Profit-making organizations may apply for a Special “Wine & Malt Beverage” License only.

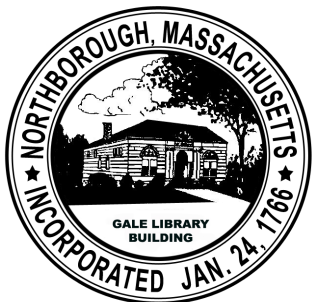
APPLICATION PROCESS

The applicant must complete the application form and submit it to the Selectmen’s Office at least four weeks prior to the scheduled event. The application will then be forwarded to the Police Chief, Fire Chief and Building Inspector for their review and approval.

The Board of Selectmen usually meet on the second and fourth Monday of each month. During the summer months, the Board of Selectmen meet less frequently.

The approval of a Special License requires formal action by the Board of Selectmen. The notice of the application must be posted on a Selectmen’s Agenda. The applicant must attend the Selectmen’s Meeting at the date and time the license application is scheduled for consideration.

Rain dates for events must be noted on the application prior to approval. If a rain date is not listed at the time of approval, alcohol cannot be sold other than the date specified on the license.



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NECESSARY DOCUMENTS TO PROCESS SPECIAL LICENSE APPLICATIONS Town of Northborough

❑ **Application and \$100 License Fee – made payable to the Town of Northborough**

The application and license fee must be submitted to the Selectmen's Office at least four weeks prior to the special event. The application will then be forwarded to the Police Chief, Fire Chief and Building Inspector for their review and approval.

❑ **Certificate of Insurance**

Insurance coverage under a liquor legal liability insurance policy for a minimum amount of \$250,000 on account of injury to or death of one person, and \$500,000 on account of any one accident resulting in injury or death of more than one person is required. The Insurance Certificate must indicate that the coverage will include the special event.

❑ **Proof of Liquor Liability Insurance/Liability Disclaimer**

Must be signed by the applicant. The applicant must be the same person who will assume all responsibility and will take the necessary precautions to avoid injuries, damage and liability to others.

❑ **Floor Plan**

The floor plan of the event location must show proper signage and barriers, tables, chairs, exits and the location where alcoholic beverages will be dispensed.

Once the above documents are completed and returned to the Selectmen's Office, a hearing will then be scheduled before the Board of Selectmen. If you have any questions, please contact Diane Wackell in the Selectmen's Office at 508-393-5040.



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GUIDELINES FOR SPECIAL LICENSES

A special license cannot cover any portion of a currently licensed premise.

The Special One-Day License must be posted in a conspicuous place adjacent to where the alcoholic beverages are being sold.

Alcohol must be purchased from a licensed wholesaler and cannot be delivered until the day that the license is in effect and must be removed when the event is over. Alcohol cannot be purchased from a package store or used from inventory of an already licensed establishment.

The Licensee named on the application must be present at all times during which alcoholic beverages are being sold and consumed. The Licensee is responsible for ensuring that minors are not being served and are not drinking alcoholic beverages on the premises, whether served to them by a server or handed to them by another guest.

The Licensee or a designated person must have an online Crowd Manager Certification from the Department of Fire Services and shall be present during all hours of the event.

Only those persons that are 21 years or older and are certified in alcohol training are allowed to card and serve guests that are 21 years and older. Guests shall have their identification on their person and will be given wrist bands or some other form of proof that they are 21 years or older. Not more than two drinks may be served to one person at one time.

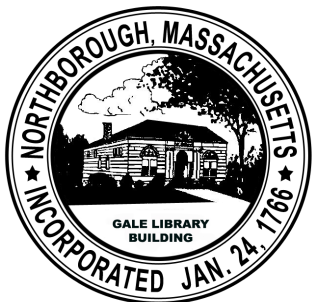
Proper signage and barriers must be in place to notify guests that alcohol must be contained in the designated area only. Control and properly police the designated area where the alcoholic beverages are being sold and consumed. Do not permit guests to carry their alcoholic beverages outside of the designated area.

All premises shall be in compliance with the Building Inspector's seating capacity limit.

For any tent larger than 400 square feet, a tent permit must be obtained from the Building Department.

Open fires are not allowed without a special permit from the Fire Department.

If applicable, satisfactory inspections just prior to the event by the Police, Fire, Building and Health Departments.



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SPECIAL ONE-DAY LICENSE APPLICATION

FEE \$100

The undersigned hereby applies for a Special One-Day License in accordance with Massachusetts General Laws, Chapter 138, Section 14:

NAME OF APPLICANT: _____

NAME OF BUSINESS: _____

ADDRESS OF PREMISES TO BE LICENSED: _____
_____ Inside ___ Outside _____

TEL: _____ **EMAIL:** _____

LICENSE FOR THE SALE OF:

All Alcohol – *Non-Profit Only () Wine & Malt Only ()

DOES THE APPLICANT HAVE KNOWLEDGE OR EXPERIENCE WITH STATE LIQUOR LAWS? YES () NO ()

If yes, please explain: _____

DATE AND HOURS OF EVENT: _____

RAIN DATE: _____

LIST THE DESIGNATED PERSON WHO IS CERTIFIED AS A CROWD MANAGER BY THE DEPT OF FIRE SERVICES AND WHO WILL BE PRESENT DURING ALL HOURS OF THE EVENT:

Name: _____ Phone # _____

LIST THOSE WHO WILL BE CARDING AND SERVING ALCOHOL TO GUESTS 21 YEARS AND OLDER AND PROVIDE COPIES OF THEIR ALCOHOL TRAINING CERTIFICATION

EVENT DESCRIPTION:

ESTIMATED NUMBER OF GUESTS: _____

PLANS FOR PARKING: _____

DESCRIBE DESIGNATED AREA, INCLUDING SIGNAGE AND BARRIERS, THAT WILL BE IN PLACE NOTIFYING GUESTS THAT ALCOHOL MUST BE CONTAINED IN THE DESIGNATED AREA ONLY; INCLUDE A FLOOR PLAN

LIST WHOLESALER FROM WHOM YOU WILL PURCHASE ALCOHOL

Applicant's Signature

Date



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PROOF OF LIQUOR LIABILITY INSURANCE / LIABILITY DISCLAIMER FOR SPECIAL ONE-DAY LICENSE

Please provide proof of insurance coverage under a liquor legal liability insurance policy for a minimum amount of \$250,000 on account of injury to or death of one person, and \$500,000 on account of any one accident resulting in injury or death of more than one person. The Insurance Certificate must indicate that the coverage will include the specific event for which you are applying for a Special One-Day License.

By exercising the privileges of this Special One-Day License in serving persons with alcoholic beverages, the Licensee is potentially exposed to significant liability for injuries and damages to the persons served or to others who are injured or damaged by the persons served. Your acceptance and exercise of this Special One-Day License will be deemed to be acknowledgment that you are aware of this potential liability and that appropriate precautions will be made in order to avoid injuries, damage and liability to others.

The Town of Northborough and the Board of Selectmen acting as the Local License Authority shall not be liable to the Licensee or to others if injury or damage shall result from the exercise of this Special One-Day License.

Signature of Applicant

Date