

# Town of Southwick



## **1 Day Liquor License Request**

**For a 1 Day Liquor License Park and Rec. must approve the use of the Park and forward this application to the Select Board. If approved a payment of \$50.00 is needed for profit establishments and no fee for non-profit but must provide 501C.**

A temporary 1 Day License application must be filled out for all events serving alcohol **except** the following:

- A function at a private dwelling where there is no direct or indirect (e.g. caterer provides alcohol at a cost) sale of alcohol.
- An event in a facility or establishment that already has a valid alcohol license. A fundraising event where people buy tickets or make a donation to attend does require a temporary license even if the money exchanged is not directly to pay for alcohol.

IF YOU HAVE ANY QUESTIONS ABOUT WHETHER OR NOT YOUR EVENT REQUIRES THIS LICENSE, PLEASE CALL  
**TO THE LICENSING AUTHORITIES:**

*The undersigned applies for a license in accordance with the provisions for the statutes relating thereto.*

Date of Application: \_\_\_\_\_ Name: \_\_\_\_\_

Firm/Corporation: \_\_\_\_\_



Profit (Beer and Wine Only)

Non-Profit (All-Alcohol or Beer and Wine) 501C Form must be submitted with application

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

\_\_\_\_\_

Phone Contact Number: \_\_\_\_\_ Alternate: \_\_\_\_\_

Email Address: \_\_\_\_\_

Event: \_\_\_\_\_

Address of Event: \_\_\_\_\_ # of People Expected: \_\_\_\_\_

Date: \_\_\_\_\_ Time Start: \_\_\_\_\_ Time End: \_\_\_\_\_

Will you be having Live Entertainment? ☐ Yes ☐ No Name: \_\_\_\_\_

Hours of Entertainment: From: \_\_\_\_\_ To: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ / \_\_\_\_\_

Sign Name

Print Name

# INSTRUCTION SHEET FOR SPECIAL 1 DAY TEMPORARY ALCOHOL LICENSE

**Completed application(s) must be filed with the Liquor Licensing Commission a minimum of 30 days prior to the event.**

1. The application must be approved by the Licensing Commission prior to the event, along with all other requirements including sign-offs from the Building, Board of Health, Fire and Police Departments (See Attached).
2. If a fee is being charge for the event, it must be submitted along with the application.
3. Events can only be held on the day and date approved by the licensing Commission. Rain/snow or inclement weather dates for events must be noted on the application prior to approval.
4. Under MGL, Chapter 138, Section 14, the Local Licensing Commission may issue a Special 1 Day Temporary Alcohol License for the sale of Wine and Malt Beverages to any enterprise, however a Special 1 Day Temporary Alcohol License for the sale of All Alcoholic Beverages may **ONLY** be issued to Non-Profit Organizations.
5. Written confirmation by the owner of property where the event is being held must accompany the application. The letter must state that approval is given for sale/service of alcohol and specify the occupancy number for the location. Proof of insurance must be provided. **Note:** State Law requires a written letter addressed to the Board approving sale/service of alcohol within or upon the premises if location is a Church, Synagogue, Educational Facility or Grounds of Southwick Parks and Recreation Department.
6. Alcohol Service:
  - a. A floor plan or diagram (8 ½ X 11 sketch) showing the exact location within the event area where alcoholic beverages will be dispensed must accompany the application.
  - b. All alcohol must be purchased from a licensed **wholesaler** (see attached), for any one-day liquor event. **Section 14 licenses CANNOT purchase alcoholic beverages from a package store, CANNOT transport more than a small amount of alcohol (MGL, Chapter 138, Section 22) and CANNOT accept donations of alcoholic beverages from anyone.** Event participants are also prohibited from bringing their own alcoholic beverages to the event.
  - c. Alcohol must be dispensed at the event by someone who is server trained and/or familiar with the laws regarding the service of alcohol.
  - d. No one under the age of 21 years is allowed to purchase or consume alcoholic beverages. Identification must be provided and examined closely. Acceptable forms of identification include: valid MA Driver's License, MA Registry of Motor Vehicles Liquor Identification card, Passport issued by the United States or country recognized by the United States, Passport Card, or valid Military Identification Card.
  - e. No more than two drinks may be delivered to one person at one time.
  - f. The area where the alcoholic beverages are being sold and consumed must be controlled and supervised. Individuals may not carry their alcoholic beverages outside the area approved for consumption.
7. The Special 1 Day Temporary Alcohol License must be posted in the most conspicuous place at the location of event.

**Failure to abide by the above listed guidelines or any provision of the laws or regulations pertaining to alcoholic beverages shall be grounds to deny, suspend, or revoke any special license issued under MGL Chapter 138, Section 14.**

Event Set up Date	Start Time	End Time

Ample time will be given on your 1 Day Liquor License for the delivery and pick up of alcohol from a wholesaler (see attached list).

**SIGN OFF FROM THE FOLLOWING ARE REQUIRED PRIOR TO  
ISSUANCE OF ANY 1 DAY LIQUOR LICENSE**

*Please indicate whether the following items pertain to your event:*

**BOARD OF HEALTH:**

Y    N

Portable toilets			if yes list company:
Tents/staging areas, etc.			if yes list company:
Refreshments			if yes list vendors:
Water stops/check points/road closures:			if yes list locations:

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Applicable permits (i.e. food establishment/milk & cream) applied for and paid for at least **14** days prior to day of function?    Yes ☐    No ☐

All vendors in food code compliance?    Yes ☐    No ☐

Note: \_\_\_\_\_

*Sanitary Code Compliance:*

Map with layout/location of each sanitary portable toilet?    Yes ☐    No ☐

Tents/staging area inspected?    Yes ☐    No ☐

If not areas which need to be brought into compliance:

NOTES: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature of Board of Health Representative:

\_\_\_\_\_ Date: \_\_\_\_\_

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**BUILDING DEPARTMENT:**

Requirements vary depending on place of activity. The Building Inspector will review application from applicant.

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

STIPULATIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved: ☐ Yes ☐ No

Signature of Building Inspector:

\_\_\_\_\_ Date: \_\_\_\_\_

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**FIRE DEPARTMENT:**

Fire alarm testing report in accordance with NFPA 72 (see owner of establishment)  
Fire Protection reports in accordance with NFPA25 (see owner of establishment)  
Review Crown Manager 527 CMR 10.13 (see Fire Personnel)

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

STIPULATIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved: ☐ Yes ☐ No

Signature of Fire Inspector:

\_\_\_\_\_ Date: \_\_\_\_\_

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**POLICE DEPARTMENT:**

The holder of a "Special License" must adhere to all the regulations under M.G.L. Chapter 138.

Officers of the Southwick Police Department, the Massachusetts State Police and Agents of the Massachusetts Alcohol Beverage Control Commission shall be accorded full access to inspect any location where a One Day Special License has been issued to ensure that the license is in full compliance of all applicable rules, regulations, town bylaws, state and federal laws.

The Police Department will recommend to the local licensing Board if a detail officer is needed or not.

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

(Police Chief and /or Police Representative Signature)

Stipulations (if any)

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I, \_\_\_\_\_, the applicant for the (One Day) Alcoholic Beverage License request, certify under pains and penalties of perjury that the above information is true and that I will comply with all applicable Alcohol Control Laws of the State of Massachusetts and policies and regulations of the Town of Southwick.

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Signature of Applicant

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Date

## Site Proposal

Please provide a detailed sketch of the proposed site to include: Alcohol Service Area, Entrance and Exit Points, Cooking Stations, and Tents and Tent size if applicable.