



# Town of Winchester

## Application for Special (One Day) Alcoholic Beverage License

*In accordance with MGL c.138, s.14, 23; CMR 7:04 and  
Town of Winchester Procedural Requirements for Special (One Day) Alcoholic Beverage Licenses*

Name of Applicant/ Organization: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Permit Applying For:

All Alcohol License

\_\_\_\_ \$25 for 25 or less ATTENDEES    \_\_\_\_ \$50 for 26-75 ATTENDEES    \_\_\_\_ \$75 for more than 75 ATTENDEES

Beer and Wine Only License

\_\_\_\_ \$25 for 25 or less ATTENDEES    \_\_\_\_ \$50 for 26-75 ATTENDEES    \_\_\_\_ \$75 for more than 75 ATTENDEES

Nature and purpose of the event: \_\_\_\_\_

Number of persons attending event: \_\_\_\_\_

Description of premises and location of facility where liquor will be sold and/or distributed:

Name(s) of responsible manager (s) who will be in charge of dispersing the liquor; date of birth(s) and Social Security Number(s):

Date(s) and times of event and/or specific times when alcoholic beverages will be on the premises:

I have read the Procedural Requirements for Special (One Day) Alcoholic Beverage License (attached) and agree to all the terms and conditions:

Signature of Responsible Manager:

Print Name of Responsible Manager:

**NOTE: Application must be submitted a minimum of TWO WEEKS prior to the scheduled event to:  
Select Board; 71 Mt. Vernon Street; Winchester, MA 01890.**

## TOWN OF WINCHESTER



### PROCEDURAL REQUIREMENTS FOR SPECIAL (*ONE DAY*) ALCOHOLIC BEVERAGE LICENSES

1. The Select Board may in their discretion issue Special (one-day) Alcoholic Beverage Licenses for events. A “Special License” to pour liquor at an indoor or outdoor activity or enterprise may be issued to the responsible manager of any indoor or outdoor activity or enterprise. Nonprofit organizations may apply for either One-Day All Alcoholic Beverage or One-Day Wine and Malt Licenses. Profit making organizations may apply for One-Day Wine and Malt Licenses only. If any event is held in a Town owned facility, applicant must have insurance liability (see 6B).
2. **The license is necessary whenever an alcoholic beverage is served or available as part of the event** including specific sale of drinks or an included charge in the price of tickets or provided as part **of the event at no charge.**
3. A Sunday Entertainment License from the Select Board is also required when an affair is held on Sundays. (See M.G.L. c. 136, s. 4).
4. The applicant must complete the application form and submit it to the Select Board's Office at least two weeks in advance of the event, preferably sooner, to allow time for the Select Board's action. Select Board's meetings are held on Monday evenings; their agenda closes the previous Thursday.
5. No person may be granted such licenses permitting sales on an aggregate of more than 30 days in any calendar year.
6. The license fees are payable at the time of the submission of the applications. The per day fee is \$25 for events with 25 or less attendees, \$50 for events with 26 up to 75 attendees, \$75 for events with more than 75 attendees and \$20 for a Sunday Entertainment License for the Town of Winchester and \$10 for the Sunday Entertainment State License.
  - A. In the application, applicants must describe the following:
    - 1) The nature and purpose of the event
    - 2) Number of persons attending event
    - 3) Description of premises and location of facility where liquor will be sold and/or distributed
    - 4) Name(s) of responsible manager who will be in charge of dispersing the liquor
    - 5) Dates and times of event and/or specific times when alcoholic beverages will be sold of distributed.

B. If the Special Alcoholic Beverage License is to be issued for municipal property, the following shall be obtained:

- 1) **Certificate or Insurance NAMING THE TOWN OF WINCHESTER AS ADDITIONAL INSURED for a value of five hundred thousand dollars (\$500,000.00)**
- 2) Applicant agrees to pay appropriate rental fee for any particular fees incurred (including fuel adjustment).
- 3) Applicant agrees to pay for all required custodial and related services provided by the Town.
- 4) Applicant agrees to pay for public safety personnel as required by the Police and Fire Departments
- 5) **ABCC One Day Licenses Regulation: Holders of One Day Licenses are required to purchase from an authorized source (licensed Wholesaler). Package Store license CANNOT cater an event with a One Day License – a package store is not a source of inventory. A special licensee must buy directly from a wholesaler**

7. The applicant should check with the Police and Fire Departments in advance of the meeting with the Select Board to determine whether police and/or fire coverage will be necessary.

8. Once the Select Board have approved the license, a copy is mailed into the Alcoholic Beverage Control Commission and the original is mailed to the licensee.

9. **Once a license is issued, the recipient must:**

- 1) Post the license in a conspicuous place adjacent to where the alcoholic beverages are being sold
- 2) Ensure that persons under eighteen years of age do not serve alcoholic beverages, **nor persons under twenty-one years are served an alcoholic beverage.**

The Town will provide the Police Department with a copy of the license.

10. Questions concerning Special Alcoholic Beverage Licenses should be addressed to the Town Manager's Office at 781-721-7133.

Procedural Requirements approved by the Select Board on January 14, 1999. Amended

September 1992 due to change in State law.

\*\* Fee amended by Select Board vote on June 5, 2019

Amended by the Select Board October 2018

MARIANO GOLUBOFF,  
CHAIRMAN  
MICHAEL BETTENCOURT  
JACQUELINE A. WELCH  
SUSAN VERDICCHIO  
AMY SHAPIRO