



TOWN OF NORTHBOROUGH

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

NECESSARY DOCUMENTS TO PROCESS SPECIAL ONE-DAY LICENSE APPLICATIONS Town of Northborough

Attached you will find the following documents regarding Special One-Day Licenses for the sale of Wine & Malt/All Alcoholic Beverages pursuant to Massachusetts General Laws, Chapter 138, Section 14.

General Information Sheet

Please be sure to read this information carefully. This document outlines the general responsibilities and guidelines for any person who wishes to sell alcoholic beverages, as well as the procedures to be followed when applying for a Special One-Day License.

Documents to be returned to the Selectmen's Office

❑ Application.

The application must be submitted 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.

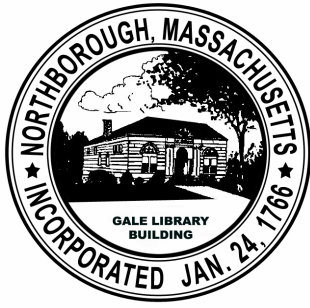
❑ Liability Disclaimer – must be signed by the person who will assume responsibility. Outlines the potential liability for injuries and damages to the persons served or to others who are injured or damaged by the persons served.

❑ \$100 License Fee - made payable to the "Town of Northborough".

❑ *Yes, I have contacted the Fire Chief or the Building Inspector to determine whether or not a "304 Certificate of Inspection" is needed.

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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SPECIAL ONE-DAY LICENSE FOR THE SALE OF WINE & MALT/ ALL ALCOHOLIC BEVERAGES, MGL, CHAPTER 138, SECTION 14

The following outline lists information from the Massachusetts General Laws. It is your responsibility to know and follow all local and state regulations.

A Special One-Day License is necessary whenever 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 One-Day License is required.

Non-profit Organizations

Non-profit organizations may apply for either a Special One Day All Alcoholic Beverage License or a Special One-Day Wine & Malt Beverage License. A church would be considered a non-profit organization when applying for such a license.

Profit-making Organizations

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

LICENSED PREMISE

Gambling of any sort, except those games of chance authorized by the Commonwealth, shall not be permitted on any licensed premise.

The Licensee shall be responsible for any disorder, disturbance or illegality of any kind to take place in or on the licensed premise, whether the Licensee is present or not.

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

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

LIQUOR LICENSE IDENTIFICATION CARDS

Alcoholic beverages may only be served or sold to adults who are 21 years of age or older. Only two forms of identification are valid for purchasing liquor in this Commonwealth. One is the Massachusetts driver's license and the other is the liquor purchase identification card, issued by the Registry of Motor Vehicles. Persons under eighteen years of age may not serve alcoholic beverages.

PURCHASE OF ALL ALCOHOLIC BEVERAGES FOR RESALE

The holder of a Special One-Day License under MGL, Chapter 138, Section 14 must purchase all alcoholic beverages from a licensed wholesaler (Section 18). The alcohol cannot be delivered until the time that the Special One-Day License is in effect.

LIABILITY DISCLAIMER

By exercising the privileges of this 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 the others who are injured or damaged by the persons served. Your acceptance and exercise of this license will be deemed to be acknowledgment that you are aware of this potential liability. You are encouraged to discuss the risks associated with exercising your privileges of a Special One-Day License and the precautions appropriate to avoid injuries, damage and liability to others with your legal advisor.

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

APPLICATION PROCESS

The applicant must contact one of the following to determine whether or not a “304 Certificate” is needed:

Fire Chief David Durgin (508-393-1540)

OR

Building Inspector William Farnsworth (508-393-5010)

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.

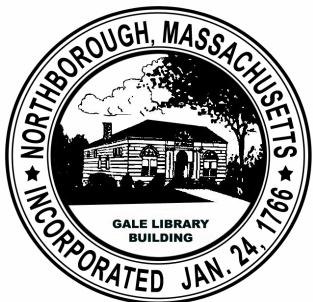
The Board of Selectmen usually meet on the second and fourth Monday of each month. During the summer months, the Board of Selectmen meet less frequently.

The approval of the Special One-Day 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.

LICENSE FEE

The license fee is payable at the time of the submission of the application.
The fee is \$100.

Questions concerning a Special One Day License should be addressed to Diane Wackell, Executive Assistant in the Selectmen’s Office at 508-393-5040.



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SPECIAL ONE-DAY LICENSE APPLICATION

FEE \$100

The undersigned hereby applies for a Special One-Day License in accordance with the provisions of the Statutes relating thereto:

PREMISES TO BE LICENSED: _____

NAME: _____

COMPANY: _____

ADDRESS: _____

TELEPHONE: _____

DATE(S) OF EVENT: _____

HOURS OF OPERATION: _____

DESCRIPTION OF EVENT - include floor plan with estimated number of guests and plans for parking:

License is for the Sale of:

All Alcoholic Beverages _____

Wine & Malt Beverages Only _____

Wine Only _____

Malt Beverages Only _____

The Licensed Activity
or Enterprise is:

for profit _____

non profit _____

- Yes, I have contacted the Fire Chief or the Building Inspector to begin the process of obtaining a "304 Certificate of Inspection", if it is determined that one is necessary.

FOR OFFICE USE ONLY -

Reviewed and approved by:

Police Chief

*Fire Chief

*Building Inspector



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LIABILITY DISCLAIMER FOR 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.

You are encouraged to discuss the risks associated with exercising your privileges of this Special One-Day License and the appropriate precautions to avoid injuries, damage and liability to others with your legal advisor.

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