



# 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: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Permit Applying For:

\_\_\_\_\_ All Alcohol License (\$75.00)

\_\_\_\_\_ Beer and Wine Only License (\$75.00)

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 sold or distributed:

\_\_\_\_\_

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:  
Board of Selectmen; 71 Mt. Vernon Street; Winchester, MA 01890**

# TOWN OF WINCHESTER



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

1. The Board of Selectmen may in their discretion issue Special (one-day) Alcoholic Beverage Licenses for indoor events only. Non-profit 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.
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 Board of Selectmen 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 Selectmen's Office at least two weeks in advance of the event, preferably sooner, to allow time for the Board of Selectmen's action. Selectmen's meetings are held on Monday evenings; their agenda closes the previous Thursday.
5. The license fees are payable at the time of the submission of the applications. The per day fee is \$75.00\*\* for an All Alcoholic License; \$75.00\*\* for a Wine & Malt License; and \$20.00 for a Sunday Entertainment License for the Town of Winchester and \$10.00 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 of Insurance naming the Town of Winchester as the co-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 Town.
    - 4) Applicant agrees to pay for public safety personnel as required by the Police and Fire Chiefs.

6. The applicant should check with the Police and Fire Departments in advance of the meeting with the Selectmen to determine whether police and/or fire coverage will be necessary.
7. Once the Selectmen have approved the license, a copy is mailed into the Alcoholic Beverage Control Commission and the original is mailed to the licensee.
8. 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.

9. Questions concerning Special Alcoholic Beverage Licenses should be addressed to the Town Manager at 781-721-7133.

Procedural Requirements approved by the Board of Selectmen on January 14, 1999.

Amended September 1992 due to change in State law

\*\* Fee amended by Board of Selectmen vote on July 1, 2007

STEPHEN L. POWERS, CHAIRMAN  
WILLIAM B. O'LEARY  
ROBERT F. DEERING  
JUDITH P. MUGGIA  
THOMAS W. SCHMITT