



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: _____

Nature or purpose of the event: _____ Number of persons attending event: _____

License requested: _____ Beer and Wine _____ All Alcohol (for non-profits only)

Detailed description of premises and location of facility where liquor will be distributed and consumed. A drawing needs to be provided for all outdoor events:

Name(s) of responsible manager who will be on-site and in charge of dispersing the liquor and date of birth. This person must be TIPs certified and proof must be provided.

Date of the event: _____

Time alcohol is on-site _____ Time of alcohol service _____

Food served at the event: _____

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 at least a month in advance. Each permit must be approved by the Select Board in a public meeting. Please check with the Town Manager's Office for the Select Board's schedule.

License check list:

_____ Responsible Manager TIPs certification

_____ Fee (see Rules and Regulations for fee schedule)

_____ Drawing of area of service and consumption for outdoor events

_____ Insurance naming the Town of Winchester additional insured for events on town property.

You must submit all required documentation and fees before the Select Board will vote on any license. Incomplete applications will not be accepted.