

TOWN OF MILLBURY

**APPLICATION FOR A
ONE-DAY SPECIAL ALCOHOLIC BEVERAGE LICENSE**

APPLICATION DATE: _____

NAME OF APPLICANT: _____

ADDRESS: _____

CONTACT PERSON: _____ TEL: _____

NAME OF ORGANIZATION: _____

DATE OF FUNCTION: _____ TIME: _____

TYPE OF FUNCTION: _____

TO BE HELD AT: _____

NAME OF INSURANCE CO.: _____

CONTACT PERSON: _____ TEL: _____

WHERE LIQUOR IS BEING PURCHASED: _____
(List of wholesalers available at ABCC website or the Selectmen's office)

SERVING CERTIFICATION (i.e. Tips, ServeSafe, etc) _____

FEE: \$10.00 Please submit fee at time of application. Make check payable to Town of Millbury

SIGNATURE: _____ DATE: _____

**MAIL OR DELIVER APPLICATION, CERTIFICATION OF LIABILITY AND CHECK TO:
Board of Selectmen's Office, 127 Elm Street, Millbury, MA 01527
Tel: 508-865-4710 Fax: 508-865-0843**

Additional Comments: _____

POLICY ON ISSUING A ONE-DAY SPECIAL LIQUOR LICENSE

- I. Authority:** M.G.L. c. 138, §14 authorizes local licensing authorities to issue special licenses for the sale of wines and/or malt beverages to a responsible manager of any indoor or outdoor activity or enterprise (for profit or non-profit). Special licenses for the sale of all alcoholic beverages may be issued to non-profit organizations only. No person may be granted special licenses for more than a total of 30 days per calendar year and no special license will be granted to any person while his application for an annual license under Section 12 is pending before the licensing authorities. A one-day license must be obtained if alcohol is being served in ANY public Town owned building whether it is being sold or given away.

No more than one license can be issued for any premises at one time. Therefore, a Section 14 special license cannot be issued for use in licensed premises. Regulations for Section 14 are found in 204 CMR 7.00.

Persons holding a special license **must** purchase alcoholic beverages from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer brewery or special permit holder. A person holding a Section 14 license **cannot** purchase alcoholic beverages from a package store. You can obtain a list of wholesalers from the ABCC website or from the Selectmen's office.

- II. Purpose:** It is the goal of the Board of Selectmen, as the liquor license authority for the Town of Millbury, to provide for reasonable opportunity for individuals and managers of corporations to obtain a One-Day Liquor License for the sale of alcoholic beverages, and to regulate the use of such licenses to ensure they are used responsibly and do not detract from the quality of life in neighborhoods or in the Town as a whole. The policies, rules and regulations contained herein have been promulgated to achieve the above stated goals and objectives.
- III. Determination of Type of License Requirement:** If the license is to be issued on behalf of a non-profit organization then it may be an all alcohol license. If not then it must be for Wine and/or Malt beverages only.
- IV. General Rules and Regulations:** Subject to further limitations fixed, modified, or amended by the Board of Selectmen acting as the duly authorized licensing Board of the Town of Millbury with respect to alcohol beverage licenses, the General Laws of Massachusetts and the Regulations of the Alcoholic Beverage Control Commission, the following rules and regulations will be in full force and effect for One-Day Liquor Licenses:
- a. Any One-Day Liquor License issued by the Millbury Board of Selectmen under the above authority shall be processed in accordance with the procedures and shall be subject to the rules and regulations for such licenses listed herein. The Board

One-Day Liquor License Policy
Adopted by the Board of Selectmen: November 25, 2014

of Selectmen may adopt further rules and regulations and all such changes shall apply to existing license holders from the date of the adoption. The Board of Selectmen may attach such additional conditions and restrictions to each such license as it deems to be in the public interest.

- b. Property occupied by the licensee, whether owned or leased by the licensee, shall conform to all Town bylaws and codes.
 - c. The Board of Selectmen is authorized to issue a One-Day Liquor License to an organization for the purpose of serving only on the day of the event. The license will be issued at least one week prior to the event to allow the applicant to obtain their liquor at an authorized wholesale vendor. No more than one license can be issued for a premise at one time.
 - d. The license is subject to the requirements that all alcohol sales are subject to compliance with the Millbury Board of Selectmen Liquor License Regulations for Pouring Establishments sections 1.07 (d) regarding sale to minors and 1.19 regarding service training.
 - e. In the case of bereavement or other such late notice affair; the Chairman of the Board of Selectmen has the authority to approve the license.
- V. Filing of Application:** Applications must be filled out completely and filed with the Board of Selectmen. Keep in mind that the Selectmen meeting the 2nd and 4th Tuesday of each month and the completed application needs to be in by the Thursday before the meeting. The fee must accompany the application.
- VI. Fee:** \$10.00 for a One-Day Liquor License (check made payable to Town of Millbury)
- VII. Insurance:** All One-Day licensees shall be required to provide to the Town a Certificate of Liability providing coverage for the premises with a minimum of \$1,000,000 in liquor liability with the Town of Millbury as an additional insured.
- VIII. Order and Decorum:** The manager or representative shall at all times maintain order and decorum in the premises and in the immediately surrounding area of the premises and shall cooperate in all ways with Town officials including but not limited to representatives from the Police, Fire and Board of Health in ensuring safe and orderly facilities. Premises must be kept clean, neat and sanitary at all times. Outside areas of the premises will likewise be kept in orderly and neat condition.
- IX. Violation of Rules and Regulations:** Any organization that violates the rules and regulations may be subject to suspension or revocation of rights to a One-Day Liquor License by the Board of Selectmen. Suspension or revocation shall be initiated by the Board by written notification of such intent to suspend or revoke, sent to the license holder. The license holder will be given reasonable notice to appear.