



## TOWN OF STOW SELECT BOARD OFFICE

380 Great Road, Stow, MA 01775  
978-897-4515 selectboard@stow-ma.gov

### SPECIAL ONE-DAY LIQUOR LICENSE

#### INSTRUCTIONS AND INFORMATION

YOU MUST APPLY FOR A SPECIAL ONE-DAY LIQUOR LICENSE IF YOU ARE SELLING ALCOHOL IN ANY MANNER AT A PRIVATE FACILITY. IF YOU ARE NOT SURE IF YOU NEED A ONE-DAY SPECIAL LICENSE, PLEASE CALL THE SELECT BOARD OFFICE AT 978-897-4515.

REGULATIONS FOR A SPECIAL LICENSE CAN BE FOUND IN MASSACHUSETTS GENERAL LAWS CHAPTER 138 SECTION 14.

Application for sales of **all alcoholic beverages** must be for a non-profit, charity or club. Special Licenses may only be issued to the responsible manager.

Application for sales of **wine and malt beverages** may be issued to the responsible manager of any indoor or outdoor activity or enterprise (for profit or non-profit).

Application must be filled out completely and filed with the Select Board Office at least **thirty (30) days prior to the date of the event** in order for the application to be considered by the Select Board at a Regular Session Meeting.

Persons holding a Special Liquor License **must** purchase alcoholic beverages from a licensed wholesaler/importer, manufacturer, farmer/winery, farmer/brewery or special permit holder. A person holding a Special License **cannot** purchase alcoholic beverages from a package store. Persons holding a Special License must not take delivery of, or store alcohol, prior to the date the License is granted.

No persons may be granted a Special License for more than a total of thirty (30) days per calendar year. No Special License will be granted to any person while their application for an Annual or Seasonal License under MGL Ch.138 Sec.12 is pending before the Local Licensing Authority, or to any premises that has an alcoholic beverages license.

The application requires a single point of contact and it must be the authorized representative of the locale/grounds holding the event.

The complete name, telephone number and address of the person applying for the Liquor License must be clearly printed on the Application.

Bartenders must be TIPS Certified (Training for Intervention ProcedureS) or certified by a MA approved program within the past three (3) years. Copies of server training certificates for individuals who will serve liquor, including their license numbers, are required. All alcoholic beverages must be served by trained bartenders or wait staff. Event Managers must be CORI checked.

The Police Chief, at his discretion, determines if Police Details are required. If required, the applicant must pay for the Detail prior to the event as directed by the Chief.

Copy of a Certificate of Liability Insurance showing insurance coverage must be provided from the company serving the alcohol or a private policy. The Certificate of Liability Insurance must name the Town of Stow as an additional insured.

### **APPLICATION CHECKLIST**

- Completed license application for a Special One-Day Liquor License
- Proof of non-profit status (for One-Day All Alcohol License only)
- Cash or check fee of \$75.00 (check payable to the Town of Stow)
- Certificate of Liability Insurance (valid copy)
- CORI application for Event Manager
- TIPS Certifications (or MA approved program) including a list of names of all certified individuals with their training certification expiration dates (training within the last 3 years)
- Proof of permission to use facility where event is being held including statement of approval given for sale/service of alcohol and the occupancy number for the location
- Floor plan (8.5x11 paper) of the event area showing the location and manner in which alcoholic beverages will be served/sold, consumed, delivered, and/or dispensed (for public facilities only)
- Explanation of event (if there is an event flyer or invitation please attach it)

**Return ALL PAPERWORK to the Select Board Office at least thirty (30) days prior to your event.**  
**Applications received within 30 days may not receive approval in time.**

Your application must be reviewed before being placed on the Select Board's agenda.  
The Select Board usually meets the second and fourth Tuesday of each month.

**IF ALL INFORMATION IS NOT SUBMITTED PRIOR TO THE SELECT BOARD MEETING,  
FINAL APPROVAL IS CONTINGENT UPON RECEIPT OF ALL REQUIRED DOCUMENTS.**

### **PLEASE NOTE:**

If this license is for an event on Town property, authorization and other insurance requirements apply.

If this is for a SPECIAL EVENT, a separate application and a 45-day notice is needed.

Special Event permit regulations can be found on the Select Board webpage:

<https://www.stow-ma.gov/select-board/pages/event-permit>

# **SPECIAL ONE-DAY ALCOHOLIC BEVERAGES LICENSE APPLICATION**

FEE: \$75.00 non-refundable



APPLICATION DATE: \_\_\_\_\_

**MGL, CHAPTER 138, SECTION 14:** The Local Licensing Authorities may issue special licenses for the sale of Wine and Malt Beverages to any enterprise; however, Special License for the sale of All Alcoholic Beverages may ONLY be issued to Non-Profit Organizations (proof of non-profit status is required).

SPECIAL ONE-DAY LICENSEES MUST PURCHASE ALCOHOLIC BEVERAGES FROM A LICENSED SUPPLIER. SPECIAL LICENSEES CANNOT PURCHASE ALCOHOLIC BEVERAGES FROM A PACKAGE STORE AND CANNOT ACCEPT DONATIONS OF ALCOHOLIC BEVERAGES FROM ANYONE.

See: <https://www.mass.gov/doc/authorized-sources-of-alcohol-for-1-day-licenses/download> for a complete list.

**ALL ALCOHOL** (non-profit only, submit proof of status)

( **WINE/MALT ONLY**

Name of Applicant and/or Organization Applying (name to appear on license):

\_\_\_\_\_

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

Applicant's Cell: \_\_\_\_\_

Organization Phone: \_\_\_\_\_

Applicant's Email: \_\_\_\_\_

Organization Email: \_\_\_\_\_

1. Name of Event: \_\_\_\_\_

Event Date: \_\_\_\_\_

Rain Date: \_\_\_\_\_

Hours of Event (from/to): \_\_\_\_\_

2. Event Location (name and address): \_\_\_\_\_  
(Please attach proof of permission to use this facility, if applicable)

Where in building? \_\_\_\_\_

3. Details:      Inside      Outside      # of People Expected: \_\_\_\_\_      Age Range: \_\_\_\_\_

4. Name(s) of person(s) who will be serving alcohol to guests:

\_\_\_\_\_  
\_\_\_\_\_

Bartenders and/or servers of alcohol, beer and/or wine must have completed in the past three years an appropriate Massachusetts Alcoholic Beverages Server Training program. Attach identification and proof of alcohol server training for EACH individual who will serve, sell, deliver, and/or dispense alcoholic beverages on behalf of your event.

5. Please **describe the manner in which alcohol will be served** to your guests to insure compliance with existing laws (check IDs, table service/bar, etc.) and specify the manner by which service of such beverages, if minors are in attendance, will be controlled. Minors are not allowed within the area where alcoholic beverages are dispensed.

\_\_\_\_\_  
\_\_\_\_\_

(over)

## TOWN OF STOW 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 Stow and the Select Board (SB) acting as the Local Licensing 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.

By signing this form, the Applicant acknowledges that they understand and will comply with all applicable liquor regulations set forth by the Alcoholic Beverages Control Commission (ABCC) and the Local Licensing Authority (SB) of the Town of Stow.

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

### REQUIRED FORMS TO SUBMIT WITH APPLICATION:

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<b><u>For Office Use Only:</u></b>	<b><u>Approval Recommended:</u></b>	<b><u>Not Recommended:</u></b>	<b><u>Comments/Conditions:</u></b>
Police Chief	_____	_____	_____
Fire Chief	_____	_____	_____
Building Inspector	_____	_____	_____