

GUIDELINES FOR SPECIAL ONE DAY TEMPORARY LICENSES

- A completed application(s) must be filed by 5 PM two weeks prior to the scheduled hearing. Hearings are typically held on the **third Tuesday** of each month, however, **dates, times and rooms are subject to change**. The filing fee must be submitted with application.
- You **must** submit a floor plan or diagram (8½ x11) sketch showing the exact location within the event area where alcoholic beverages will be dispensed.
- Written confirmation by owner of property (if applicable) where event is being held stating approval is given for sale/service of alcohol. The occupancy number for location must also be included in letter.
- The application must be approved by the License Commissioners prior to the event. The designated individual appointed to be responsible for the event must appear at the hearing.
- All events can only be held on day and date approved by the License Commission at hearing.
- Rain dates for events must be noted on the application prior to approval. If **none** is listed on the application at time of approval, event cannot be held other than date specified.

• All alcohol must be purchased from a licensed **wholesaler** for any one day liquor event. Alcohol is to be delivered one hour before event and must be removed when event is over. **Section 14 licensees CANNOT purchase alcoholic beverages from a package store and CANNOT accept donations of alcoholic beverages from anyone.**

- **DO NOT** allow anyone to bring their own alcoholic beverages to your event.
- Section 14 licenses will not be granted by the License Commission to any person(s), association, partnership or corporation while an application for a license under Section 12 is pending before the licensing authorities. **A special license cannot cover any portion of a currently licensed premise.**
- Alcohol must be dispensed at the event by someone who is server trained and/or familiar with the laws regarding the service of alcohol. Do not allow anyone who is less than 21 years old to purchase or consume alcoholic beverages.
- Ask for identification and examine it closely. Acceptable forms of identification: valid Massachusetts Driver's License, Massachusetts Registry of Motor Vehicles Liquor Identification Card, Passport issued by the United States or country recognized by the United States, valid Military Identification Card (active service card is green).
- Not more than two drinks may be delivered to one person at one time.
- Control and properly police the area where the alcoholic beverages are being sold and consumed. Do not permit persons to carry their alcoholic beverages outside the area approved for consumption.
- A police detail(s) may be required by the Board of License Commissioner's depending on number of people attending event. It is the applicant's responsibility to set up these details.
- No refund is possible after a special one day temporary permit has been issued if not used on date specified. Issuance occurs with the delivery of the license and not on the effective date of the license.
- The temporary license must be posted in the most conspicuous place at the location of event.

Failure to abide by the above listed guidelines or any provision of the laws or regulations pertaining to alcoholic beverages shall be grounds to deny, suspend, or revoke any special license issued under MGL Chapter 138, s14.