



TOWN OF LANCASTER
OFFICE OF THE
SELECT BOARD

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'S OFFICE AT 978-365-3326, EXT. 1201.

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 Office of the Town Administrator, 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 Select Board's 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 and no Special License will be granted to any person while his/her application for an Annual License is pending before the Local Licensing Authority.

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.

Prescott Building
701 Main Street, Suite 1, Lancaster, Massachusetts 01523
T: 978-365-3326 F: 978-368-8486
E-Mail: khodges@lancasterma.gov or krocco@lancasterma.gov

Bartenders must be TIP Certified (Training Intervention Program). 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 Manager must be CORI checked.

The Police Chief, at his discretion, may determine if Police Detail is required. If the Police Detail is required, the applicant must pay the cost of the Detail no later than 10 (ten) days prior to the event.

Fees to the Town of Lancaster are: **\$100/All Alcohol** **\$100/Wine & Malt**

Copy of 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 Lancaster as an additional insured.

APPLICATION CHECKLIST

- _____ Application for Special (One-Day) Liquor License
- _____ Check made payable to Town of Lancaster (\$100.00).
- _____ TIP Certifications including a list of names of all certified employees with their training certification expiration dates.
- _____ Certificate of Liability Insurance (valid copy)
- _____ Letter from the Event Location Representative authorizing the sale of liquor.

Return this Checklist and all paperwork to the Town of Lancaster's Town Administrator's Office. All applications must be reviewed before being placed on the Select Board's Agenda. The Select Board usually meets the first and third Monday of each month.



TOWN OF LANCASTER, MASSACHUSETTS
OFFICE OF THE
SELECT BOARD

SPECIAL (ONE DAY) LIQUOR LICENSE APPLICATION

TODAY'S DATE: _____

APPLICANT'S NAME: _____ TELEPHONE: _____

ORGANIZATION: _____

EVENT ADDRESS: _____

EVENT PURPOSE: _____

EVENT DATE: _____

EVENT HOURS: _____

ALCOHOL: Beer and Wine: _____ All Alcohol*: _____
(Non Profit; Charity or Club Only)*

ATTENDANCE: Approximate Number of Persons in Attendance: _____

Persons Under 21 in Attendance: Yes _____ No _____

If this Special One-Day Liquor License is granted, I hereby agree to abide by all rules, regulations and laws of the Commonwealth of Massachusetts concerning the sale and consumption of alcohol, particularly with regard to the minors. No persons under the age of twenty-one (21) shall be served alcoholic beverages.

Signature of Applicant

POLICE DEPARTMENT OFFICIAL USE ONLY

_____ Approval Recommended _____ Approval **Not** Recommended

Police Officer Required: Yes _____ No _____

Comments/Conditions: _____

Date: _____

Police Chief Signature