

WINTHROP BOARD OF LICENSE

INSTRUCTIONS FOR A SPECIAL ONE-DAY ALCOHOLIC BEVERAGES LICENSE APPLICATION

- **The Board of License (BOL) meets the First Monday of Every Month.**
- **Applications must be submitted 2 weeks prior to this date for review.**
- **They may be submitted by mail, email, or in person.**
- Prior to submitting your application to the BOL, you must have the Winthrop Police complete the police acknowledgement portion of the application.
- Non-Profit making organizations may apply for any type of license (All Alcohol or Malt & Wine).
- Non-profit Organizations may be required to show proof of non-profit status.
- All Profit making enterprises may only apply for a Malt & Wine License, unless holding for a Non-Profit event.
- Applicants hosting a non-profit event seeking an All Alcohol License should submit information showing the event is not for profit.
- Certificates of Inspection must be presented for the premises where the Board has not typically placed a license in the past. If the event is being held on the street or in a space owned by public/government entity, you must present something from the owner of the premises showing you have the authority to use the space to serve alcohol therein.
- ***The Fees are: \$150.00/day for an All-Alcohol Beverage License, \$75.00/day for Malt & Wine Beverage License.***
- ***If the License is granted for 30 consecutive days, the fee is a total of \$250.00 for an All Alcohol Beverages License and \$175 for a Malt & Wine Beverages License.***
- All persons issued a Special License must purchase the alcohol from a wholesaler licensed pursuant to G.L. c. 138§, 18, 18, 19B or 19C or from a holder of a special permit to sell issued under G.L. c. 138§, 22A. Approved sellers can be found at http://www.mass.gov/acc/pdf/authorizedsources_1-day.pdf. You cannot obtain the alcohol from a Package Store and cannot have alcohol donated to you unless you were granted a Charity Wine/Auction License.
- If the License is granted, you must, prior to the event date, pick up the license, ***pay for it*** and on the day of the event, post it conspicuously at the event location. You are subject to and must follow the Laws & rules as any other license under G.L. c 138. You may be subject to discipline or denial of any future applications if you fail to comply with the Laws/Rules.

ADDITIONAL INFORMATION REQUIRED

Certificate of Insurance

Floor Plan (if applicable)

Cover Letter where event will occur, disclosing the type of event, date and time of event, number of people attending and security plan (wristbands, id machine...etc.)

**You will be required to attend the Board of License Meeting
of which this Special Permit request will be reviewed.**



WINTHROP BOARD OF LICENSE

One Metcalf Sq. Room B3 Lower Level,
Winthrop, MA 02152 (617)846-1742 x 1034

APPLICATION FOR SPECIAL ONE DAY ALCOHOL BEVERAGE LICENSE

APPLICANT/HOST'S INFORMATION:

Host's Name: _____

Type of Host (Individual/Non-Profit Corp./For-Profit Corp.): _____

Host's Address: _____

DETAILS OF EVENT:

Type of Event (i.e. banquet/concert/fundraiser/party): _____

Where will it be held: _____

Who owns the premises: _____ Phone # of premises: _____

Date(s) of Event: _____

Hours of Event: _____

Expected # of People: _____ Admission Charge: _____

Type of Alcohol to be Served (check one): Beer & Wine _____ Wine _____ Beer _____ All Alcohol _____

Alcohol will be (check one): Sold _____ Given away _____

Security Arrangements: _____

I hereby certify under the pains and penalties of perjury that the above is true and accurate information, and that I will be responsible for the proper observance of the laws governing the dispensing of such alcoholic beverages.

Signature: _____ Dated: _____

Name: _____ Social Security #: _____

Home Address: _____ Telephone #: _____

Business Address: _____ Telephone #: _____

Title as it Relates to Host: _____ Tax ID #: _____

For Official Use Only

POLICE ACKNOWLEDGEMENT:

Signature: _____ Dated: _____

Name: _____ Position: _____

Security Requests/Concerns: _____

District Area/Location: _____

BOARD'S ACTION:

GRANTED: _____ REJECTED: _____

Restrictions/Conditions/Remarks: _____
