



**APPLICATION FOR ONE-DAY ALCOHOL
LICENSE
TOWN OF SOUTHBOROUGH
SELECT BOARD**

17 Common Street, Southborough MA 01772

TOWN USE ONLY

Date: _____

Paid: \$ _____

Check# _____

Cash _____

Lic.# _____

Special or "one-day" licenses for the sale of alcoholic beverages are available to the responsible event manager of any activity conducted by an organization which, in the opinion of the Town of Southborough Select Board, complies with all State and local requirements and demonstrates satisfactorily that granting of the license is in the best interests of the Town of Southborough. This application must be submitted at least 30 days prior to the event.

() **WINE/MALT ONLY** () **ALL ALCOHOL** [for non-profits only]

License Fee: \$50.00, non-refundable, check or cash only, payable to Town of Southborough

APPLICATION DATE: _____

Event Manager/Applicant Name

24-Hour Contact Telephone Number

Event Manager/Applicant Address

Event Manager/Applicant Email Address

Organization Representing

Address of Organization

NAME OF EVENT / PURPOSE

DATE OF EVENT

RAIN DATE

LOCATION OF EVENT

() Inside () Outside

Is the organization you are representing non-profit* _____ YES _____ NO

*If 'Yes' and applying for "All Alcohol" license, acceptable proof of non-profit status must be attached

"Alcohol Awareness Server Training Affidavit" and Server Certificates attached ____ YES ____ NO

Hours of Sale/Consumption of Alcoholic Beverages _____ AM/PM to _____ AM/PM

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What is the maximum number of expected attendees? _____

What is the predominate age group of the expected attendees? _____

Is an admission fee to be charged? _____ Yes _____ No

Are tickets being sold in advance for this event? _____ Yes _____ No

How will alcoholic beverages be dispensed or served? *(Please check all that apply)*

_____ Waiter/Waitress

_____ Bar with bartender

_____ By the glass

_____ By the bottle

_____ Self-serve

Name and address of company providing bartending service, if applicable:

If any attending is under age 21, what method will be used to check identification and what procedures will be followed to make certain that those under age 21 are not served and are not allowed to consume alcoholic beverages?

A police detail may be required, depending upon the number of people and the event.
It is the applicant's responsibility to contact the Southborough Police Department prior to application submission: 508-485-2147

With whom and what date have you consulted with the Police Department about the need for a security plan or detail officer required for the Event?

Name _____ Date _____

Will a police detail or other security be required? _____ Yes _____ No

If Yes, # of details and name and address of provider (if applicable)?

ALCOHOL AWARENESS SERVER TRAINING AFFIDAVIT

I hereby certify that I have read the Training Requirements for Liquor License Holders and Employees. I understand that failure to comply with this policy may result in the revocation or non-renewal of the license. Below is a current roster of my employees and the related alcohol awareness server training information.

*****NOTE: Copies of all original certificates MUST accompany this form. *****

Company/Organization

Manager [Note: Manager training MUST be current]

Date

Manager/Employee Name	Date of Hire	Type of Training [certification]	Date Valid	Date of Expiration

Any applicant for a one-day liquor license shall, as a condition of their being granted the license, ensure that at least one person to be engaged in the sale/service of alcoholic beverages at their event has been certified in a program from the list of Board of Selectmen sanctioned programs. On-line ["e-training"] training is not an acceptable means of obtaining certification. A copy of their certification must accompany the application.

Listed below are the only programs currently available that meet the requirements of this policy approved by Board of Selectmen on September 17, 2013 [telephone numbers and contacts are provided as of date of policy]:

1. **ServSafe Alcohol** offered by the National Restaurant Association [www.servsafe.com/alcohol], then click on "Find a Class"]
2. **SAFE ID Check** offered by J.B.S. Professional Services, LLC [617-539-0118]
3. **Alcohol Intervention Methods [A.I.M.]** offered by Campbell/Trent [508-756-8542]
4. **Training for Intervention Procedures by Servers of Alcohol [TIPS]** offered by Health Communication, Inc. [www.gettips.com], then click on "Get Tips Certified, 'training session'" to find a class. NOTE: "Online training with eTIPS" is NOT ACCEPTABLE]
5. Approved for OFF-PREMISE sales license only: Beverage Alcohol Training [B.A.T.] offered by the Massachusetts Package Store Association [Mass Pack Contact: Frank Anzalotti 800-322-1383, or, to find a class, go to www.masspack.org/servertraining]

I understand that anyone holding a Special License must purchase alcoholic beverages from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder. Purchasing alcoholic beverages from a package store is prohibited by the ABCC. A list of authorized sources to purchase alcohol can be found on the ABCC website www.mass.gov/abcc or you can contact the ABCC directly at (617) 727-3040.

Initial _____

I understand that the license holder must provide a Certificate of Liability Insurance with a liquor liability policy with \$1M coverage, naming the Town of Southborough as the certificate holder.

Initial _____

I certify under penalty of perjury that I shall be responsible for the proper observance of all applicable Alcohol Control Laws of the State of Massachusetts, policies and regulations of the Town of Southborough, and conditions governing this license; all information contained in this application is true and correct; and this License is being sought for the exclusive benefit and use of the Non-Profit Sponsor and its members.

Initial _____

LIABILITY DISCLAIMER FOR ONE-DAY ALCOHOL LICENSES

By exercising the privileges of this license in serving persons with alcoholic beverages, the licensee is potentially exposed to significant liability for injuries and damages to persons served or to others who are injured or damaged by the persons served. Your acceptance and exercise of this license will be deemed to be acknowledgement that you are aware of this potential liability. You are encouraged to discuss the risks associated with exercising your privileges of the license and the precautions appropriate to avoid injuries, damage, and liability to others with your legal and/or insurance advisors. The Town of Southborough, and the Select Board as Local Licensing Authority, shall not be liable to the licensee or others if injury or damage shall result from the exercise of the license.

I, _____, in consideration of having been granted a special

(Event Manager/Applicant)

license for the service of alcoholic beverages, hereby agree to defend, indemnify and hold harmless the Town of Southborough ("Town"), its officers, boards, employees and agents, from any liability for any and all loss, damage, cost, claim, expense, compensation and cause of action arising out of, or in connection with, the issuance or exercise of the special license granted to me by the Select Board acting as the Town's Local Licensing Authority.

_____/_____
Event Manager/Applicant Signature Date

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REQUIRED FORMS TO SUBMIT WITH APPLICATION:

- ☐ Completed license application with cash/check
- ☐ A Certificate of General Liability Insurance with a Liquor Liability for \$1M, naming the Town of Southborough (17 Common Street, Southborough MA 01772) as Certificate Holder*
- ☐ Completed 'Alcohol Awareness Server Training Affidavit' form, including copies of training cards
- ☐ List of designated drivers to be available for transporting attendees considered unable to drive

IF APPLICABLE:

- ☐ Invitation/flyer/letter of explanation regarding event
- ☐ Proof of non-profit status (for 'All Alcohol License' only)

*Voted May 18, 1993: To maintain the policy that was put in effect October 25, 1988 with the stipulation that the Board of Selectmen does have the authority to waive the requirement for a one-million-dollar insurance policy if it is so voted by a majority of the Board.

GUIDELINES:

- Application for Special One-day License must be submitted at least 30 days prior to event
- A police detail may be required, depending upon the number of people and the event. *It is the applicant's responsibility to contact the Southborough Police Department prior to application submission: 508-485-2147*
- Events can only be held on day and date approved on license. No refund is possible after a Special One-Day License has been issued. Rain dates for events must be noted on the application prior to approval. If no rain date is listed, the event cannot be held on date other than date specified.
- Special One-day Licenses can only be issued for events occurring between 11:00 a.m. – midnight on Monday – Saturday, and noon - midnight on Sundays.
- License must be posted in the most conspicuous place at the location of event
- DO NOT allow anyone to bring their own alcoholic beverages to your event
- A one-day license CAN NOT be granted to:
 - any person for more than a total of 30 days per calendar year
 - any person that has an on-premises annual license application pending
 - any premises that has an alcoholic beverages license.

FOR TOWN USE ONLY

LOCAL LICENSING AUTHORITY DECISION DATE: _____

- ☐ **APPROVED**

☐ **DENIED**

License # _____ Notice Sent to ABCC (within 10 days of issuance) _____

Payment received: _____ Date _____ Cash _____ Check# _____

Remarks: _____
