City of Woburn, Massachusetts

LICENSE COMMISSION

City Hall/City Clerk's Office
10 Common Street
Woburn, MA 01801
781-897-5850

APPLICATION FOR SPECIAL/ONE-DAY LIQUOR LICENSE

NOTE: Any event held on public property requires a Special Event Permit pursuant to Title 9 Section 9-11(A) of the Woburn Municipal Code

Name of Applicant: _____

Address: _____

Contact Number: _____

Organization holding event: _____

Location of Event: _____

Date and Time of Event: _____

Type of Event: _____

Non-Profit Beer and Wine	Circle One	For Profit Beer and Wine - $100 fee

Has permission been received from property owner to hold this event? _____

Who is serving the alcohol? _____

Have servers had training in alcohol service? _____

Do you have a liquor liability insurance policy? _____

REQUIRED: Please attach a plan of the subject area of this request.

I, the undersigned, understand and agree to the restrictions and responsibilities of holding a Special/One-Day Alcohol License and certify that I am not prohibited from holding such license. I agree that the City of Woburn is in no way responsible for the actions of the Applicant.

_____

Applicant Date

NOTES: All alcohol must be purchased from a licensed wholesale distributor. You may not purchase alcohol from a package store for re-sale nor may you accept donations of alcohol. The Applicant must be present at the meeting of the Woburn License Commission to have this application approved. The applicant named on the Application shall be available to the licensing authorities at all times during which alcoholic beverages are being sold.

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REQUIREMENTS FOR APPLICATION OF SPECIAL/ONE-DAY LICENSE

1. A completed application shall be submitted at least seven (7) days prior to the Woburn License Commission meeting (which is usually scheduled on the third Thursday of the month).
2. Submittal of a complete application shall include the following documentation:
   - The fee in the amount of $100 made payable to the "City of Woburn";
   - Application for Special/One-Day Liquor License: filled out and signed by applicant;
   - Letter from the organization signed by an individual or officer authorized to file forms and disclosures with the Secretary of State's office indicating that the applicant is authorized to file the application for the event noted;
   - Liability Disclaimer: Please read, understand, and signed by applicant;
   - Certification of Treasurer/Collector: filled out, signed by applicant, and signed off by the Treasurer/Collector; and
   - Workman's Compensation Insurance Affidavit: General Businesses. Please fill out with all requested information; signed by an authorized representative of the event/establishment, and attach a copy of the Declaration Page of the Workman's Compensation Insurance Policy, if applicable; and

A copy of the liability coverage as pertaining to the liquor liability for this event, in a binder form with the "City of Woburn" included as an insured.

IMPORTANT NOTATIONS:

1. The Applicant must be present at the meeting of the Woburn License Commission to have this application reviewed/approved. (this is also on application. Does it need to be both places?)
2. All alcohol must be purchased from a licensed wholesale distributor. You may not purchase alcohol from a package store for re-sale nor can you accept the donation of alcohol. (A list of authorized sources as provided by the ABCC is included herewith for your reference.) See comment above.

Special (so-called "one-day") licenses are governed by State law, and a copy of **M.G.L. Chapter 138 Section 14** and **204 CMR 7.00** are attached for your reference.

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LIABILITY DISCLAIMER RELATING TO 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 the injuries and damages to any person 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 acknowledgement 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, damages and liability to others with your legal advisor.

The Licensee shall hold and indemnify the Local License Authority and the City of Woburn (including its officers and employees) harmless and defend it (with legal counsel reasonably acceptable to the Licensor) against any liability for damage, injury or other casualty to persons or property, whether it be that if either of the parties to this agreement or of third persons and costs or expense, including reasonable attorneys' fees, caused by or arising from any act, use or negligence by or of the Licensee or any of its agents, servants, visitors, vendors, licensees, or employees occurring during the term of this License.

_____

Applicant Date

The Commonwealth of Massachusetts
Department of Industrial Accidents
Office of Investigations
600 Washington Street
Boston, MA 02111
www.mass.gov/dia

Workers' Compensation Insurance Affidavit: General Businesses

Applicant Information **Please Print Legibly**

Business/Organization Name: _____

Address: _____

City/State/Zip: _____ Phone #: _____

Are you an employer? Check the appropriate box:

1. ☐ I am a employer with _____ employees (full and/ or part-time).*
2. ☐ I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]
3. ☐ We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]**
4. ☐ We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

Business Type (required):

5. ☐ Retail
6. ☐ Restaurant/Bar/Eating Establishment
7. ☐ Office and/or Sales (incl. real estate, auto, etc.)
8. ☐ Non-profit
9. ☐ Entertainment
10. ☐ Manufacturing
11. ☐ Health Care
12. ☐ Other _____

*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.
**If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1.

I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.

Insurance Company Name: _____

Insurer's Address: _____

City/State/Zip: _____

Policy # or Self-ins. Lic. # _____ Expiration Date: _____

Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date).

Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to $1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to $250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

I do hereby certify, under the pains and penalties of perjury that the information provided above is true and correct.

Signature: _____ Date: _____

Phone #: _____

Official use only. Do not write in this area, to be completed by city or town official.

City or Town: _____ Permit/License # _____

Issuing Authority (circle one):
1. Board of Health 2. Building Department 3. City/Town Clerk 4. Licensing Board 5. Selectmen's Office
6. Other _____

Contact Person: _____ Phone #: _____

CERTIFICATION OF TREASURER/COLLECTOR

(MGL c.40,§57; WMC 3-24)

Office Use Only: DEPARTMENT
CLERKS

NOTE - ALL LINES MUST BE COMPLETED BY APPLICANT.

1. Parcel which directly relates to the application filed. (***This numeric Parcel I.D. can be found: on the tax bill, or in Street Listing Records at the Building or Assessor's office. Web: http://data.visionappraisal.com/WoburnMA/.***

   Map _____ Block _____ Lot _____

2. **Does Real Estate owner and/or tenant own or have a beneficial or financial interest in any other real estate properties within the city of Woburn?**

   Circle one: **NO** **YES**

   A beneficial interest can be as an individual, partnership, trust, LLP, LLC etc. If **YES**, insert Map, Block, and Lot below for each property. Use back of form, if necessary.

   Map _____ Block _____ Lot _____
   Map _____ Block _____ Lot _____

3. Property Address where permit is sought: _____
   Real Estate Owner Name(s): _____
   Real Estate Owner(s) Legal Business Name *(if any)*: _____
   Real Estate Owner's Current Residential Address *(if different)*: _____
   Telephone Number: _____

   Tenant/Lessee Name: _____
   Legal Business Name *(if any)*: _____ Telephone Number: _____
   Tenant's Main Address *(if different)*: _____

4. **Ownership type (Check one):** ☐ Individual ☐ Corporation
   ☐ Trust ☐ LLC/LLP ☐ Other _____

5. **I certify under the penalties of perjury that I am the record owner or tenant of the within described property and the above information is accurate and complete.**

_____ _____
Date Signature of Applicant Property Owner or Tenant (Not contractor)

_____ _____
Title Print Name

(For Office Use Only) **CERTIFICATION OF TREASURER/COLLECTOR**

The records of this office indicate that there are no unpaid real estate taxes, municipal fees, liens or other municipal charges outstanding and unpaid, or for the payment of which the owner has entered into a payment agreement with this office, on the above described parcels as of:

_____
Certification Date

EXPIRES: _____

_____
Treasurer/Collector

*** FAXES OR SIGNATURE COPIES WILL NOT BE ACCEPTED ***

For copies of this form: http://www.cityofwoburn.com/index.asp?nid=279

The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street Boston, MA, 02114

Contact Us
617-727-3040

Licensing Division

There are licenses and permits that authorize the sale of alcoholic beverages to the public at special events. There are 5 types of Special Event Permits and Licenses: Special License ("1-Day License"), Charity Wine Fundraising License, Consumer Research Special Permit, the Personal Importation Special Permit, and Licensee Inventory Liquidation.

Each type of special license/permit criteria has its own approval process an applicant must follow. Please check on the appropriate link below for the type of license you are applying for rules and forms.

Local Licensing Authority Approval Only

1. Special License ("1-Day License")

The Local Licensing Authorities may issue special licenses for the sale of wines and/or malt beverages to any enterprise however, special licenses for the sale of all alcoholic beverages may be issued to non-profit organizations only. List of Authorized Sources of Alcohol for 1-Day Licenses

The Local Licensing Authorities cannot grant special licenses to:

a. any person for more than a total of 30 days per calendar year,
b. to any person that has an on premises license application pending before it,
c. any premises that has an alcoholic beverages license.

Special 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.**

2. Farmer's Market License

The Local Licensing Authorities may issue a Farmer's Market License for the sale of wine manufactured by a licensed Farmer-Winery at approved agricultural events in Massachusetts.

a. All applicants must submit a certification from the Department of Agricultural Resources that the Farmer's Market, for which they are seeking a license, is an "agricultural event."

b. These licenses are not subject to the quota or limit on the number of section 15 licenses that otherwise exist in each city and town.

c. These licenses cannot overlap any area or premises that is already covered by an existing license

Farmer's Market License Application

Local Licensing Authority and ABCC Approval

3. Charity Wine Fundraising License- *60 Days Notice is Required*

There are 2 types of Charity Wine Fundraising Licenses, a Charity Wine Auction License and a Charity Wine Pouring License. Only a qualifying charity can obtain these licenses, which allow for the sale and consumption of **DONATED WINE ONLY**. The location of an event with these licenses is limited to an on- premises licensed establishment or the qualifying charity's headquarters or usual place of business (if zoned for wine sales).

A qualifying charity is:

a. a Non-Profit Corporation organized in Massachusetts and

b. Currently registered with the Massachusetts Office of the Attorney General's, Public Charities Division.

Charity Wine Fundraising License Application

List of Section 18 and 19 License Holders

ABCC Approval Only

4. Consumer Research Special Permit

An individual wishing to conduct consumer-tasting research with alcoholic beverages may apply to the ABCC for a permit authorizing that activity. This activity must occur at the location where the research is conducted. The application form is on our website, under the forms section.

The alcoholic beverages used in the research must:

a. be received from a wholesaler
b. be acquired otherwise than by purchase and not intended for sale,
c. use the alcoholic beverages specified solely for research related to consumer consumption of those alcoholic beverages.

Consumer Research Special Permit Application

5. Special Permit to Import Household Effects/Gifts Into Massachusetts

Individuals, who are at least twenty-one years of age, who are relocating to Massachusetts and have received alcoholic beverages that are household effects or gifts, may apply to the ABCC for a permit authorizing him or her to import the alcoholic beverages specified therein. The alcoholic beverages must not have been purchased and must not be intended for sale.

Application for a Special Permit to Import Household Effects/Gifts Into Massachusetts

Licensing Division
Contact Information
(617)-727-3040

Pat Krueger -
Licensing Program Coordinator II
Ext 718 - pkrueger@tre.state.ma.us

Deron Egbuche
Ext 723 - degbuche@tre.state.ma.us

Hurshal Langham
Ext 719 - hlangham@tre.state.ma.us

Jeanily Cruz
Ext 720 - jcruz@tre.state.ma.us

Terri Strianese
Ext 721 - tstrianese@tre.state.ma.us

General Laws

Print Page

PART I	ADMINISTRATION OF THE GOVERNMENT (Chapters 1 through 182)	PREV NEXT
TITLE XX	PUBLIC SAFETY AND GOOD ORDER	PREV NEXT
CHAPTER 138	**ALCOHOLIC LIQUORS**	PREV NEXT
Section 14	**Special licenses to managers of indoor or outdoor activities; fees**	PREV NEXT

Section 14. In a city or town wherein the granting of licenses to sell all alcoholic beverages or wines and malt beverages only is authorized under this chapter, special licenses for the sale of wines and malt beverages only, or either of them, may be issued by the local licensing authorities, to the responsible manager of any indoor or outdoor activity or enterprise; provided, however, in any city or town wherein the granting of licenses to sell all alcoholic beverages is authorized under this chapter, special licenses for the sale of all alcoholic beverages or wine and malt beverages only, or any of them, may be issued by the local licensing authorities to the responsible manager of any nonprofit organization conducting any indoor or outdoor activity or enterprise. Special licenses for the dispensing of wines and malt beverages in dining halls maintained by incorporated educational institutions authorized to grant degrees may be granted by the local licensing authorities in such a city or town to such institutions; provided, that such beverages shall be served only to persons over twenty-one years of age. The fees for licenses granted under this section shall be fixed from time to time by the local licensing authorities and need not be uniform.

A license under this section shall not be granted to any person while his application for a license under section twelve is pending before the licensing authorities.

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