



CITY OF EASTHAMPTON
Licensing Board

50 Payson Avenue, Suite 115, Easthampton, MA 01027- 2263

Phone: 413-529-1470

e-mail: lmailler@easthamptonma.gov

Special Alcoholic Beverages License Application

I hereby make application for a SPECIAL ALCOHOLIC BEVERAGES LICENSE, for the purpose of selling and dispensing alcoholic beverages as permitted by law at:

(State type of function, whether a picnic, banquet, etc.)

which is to be held by:

(Complete name & address of individual or organization)

a _____ organization, on the _____ day of _____, 20 _____

between the hours of _____ and _____, at the following described location:

(Complete name and address of facility)

I certify that I am the _____ of the above organization and that I will be responsible for the proper observance of the laws governing the dispensing of such alcoholic beverages.

Name: _____

Signature: _____

Address: _____



The Commonwealth of Massachusetts
 The Alcoholic Beverages Control Commission
 Leverett Saltonstall Building, Government Center
 100 Cambridge Street, Boston MA 02202-0002
 Phone 617-727-3040 Fax 617-727-1250

NOTICE OF APPROVAL OF SPECIAL LICENSE

The local licensing authorities of the within named city or town have approved, pursuant to the provisions of Chapter 138 Section 14, issuance of a special license as described herein.

City/Town: **Easthampton**

Date of Local Authority Approval: _____ / _____ /20_____

Name of Licensee: _____

Address of Licensee: _____

Effective Date(s) of License: _____

Authorized Hours of Sales: _____

Description of the Licenses Premises: _____

License is for the sale of:

- All Alcoholic Beverages
- Wines and Malt Beverages Only
- Wines Only
- Malt Beverages Only

The Licensed Activity or Enterprise is:

- For Profit
- Non Profit

Is the license for a dining hall maintained by an incorporated educational institution authorized to grant degrees? _____

Restrictions attached to the license by the local licensing authority: _____

THE LOCAL LICENSING AUTHORITIES:



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GUIDELINES FOR APPLYING FOR SPECIAL ONE DAY LICENSES

One-Day License

- For a One Day Special Permit you must contact the Local Licensing Authority of the City the event is held in.
- 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. The license is to be utilized for a single day.
- 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.
- The hours of operation for Special Alcoholic Beverage Licenses shall be between the hours of 11:00 a.m. to 11:00 p.m. Monday – Saturday and 12:00 noon to 11:00 p.m. pm Sunday, except in the case that the event is to be held at Nonotuck Park – the operating time shall then be at park closing.
- Certificates of Insurance of Insurance Binders are required with all Special Alcoholic Beverage License Applications. Insurance coverage shall include “host liquor liability” in the amount of not less than \$250,000.00 and shall be in the name of the applicant.
- Special Alcoholic Beverage Licenses shall not be utilized for more than three (3) days within one (1) week period. All Special Alcoholic Beverage Licenses shall expire seven (7) days from effective date. Special Alcoholic Beverage Licenses ARE NOT TRANSFERABLE to any other party.
- TIPS certification must be provided for any and all individuals that will serve alcohol at the specified event.

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.

1. Contact the Easthampton Licensing Clerk, (529-1400 xt 470), to schedule a time to review your application.
 - Once you return your completed application to the Licensing Clerk, you will be scheduled to appear before the Easthampton Licensing Board for review of your application.
 - All applications must be received no later than the Thursday prior to the Licensing Board meeting they are required to attend. The Licensing Board meets the **first Monday** of each month. Please visit the City website for dates, times, and locations of the Licensing meetings: <https://easthamptonma.gov/government/city-meetings/month.calendar.html>
 - You should be prepared to answer any questions the Board may have about your proposed operation, e.g., controls for checking IDs, why you are applying for a license, etc.
2. If approved by the Local Licensing Authority (LLA), the application will be signed by the Licensing Board and given to the applicant – the Licensing Clerk will keep a copy for record keeping.
3. Other Information
 - The fees for licenses are annual (based on a calendar year).
 - If the applicant plans on serving foods of any kind pre-packaged, prepared, beverages, ice, etc.) please contact our Health Agent (413-529-1400 xt 430) to review any necessary licenses, permits, or inspections necessary.
 - You should also contact the Building Inspector (413-529-100 xt 402) for any necessary licenses or permits they may require and again, to ensure the use is allowed under current zoning bylaws.

WHY APPLICATIONS ARE DISAPPROVED BY THE LICENSING BOARD

1. No check submitted
2. Forms not completed
3. Missing TIPS Certification
4. No Liquor Liability obtained
5. Applicant did not attend scheduled meeting

Lindsi Mailler
Licensing Clerk



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City of Easthampton Licensing Board Fees

Annual All Alcohol License	\$	1,313.00
Annual Wine & Malt	\$	875.00
Special One Day All Alcohol (non-profits)	\$	50.00
Special One Day All Alcohol (for profits only)	\$	75.00
Special One Day Wine & Malt (non-profits)	\$	50.00
Special One Day Wine & Malt (for profits)	\$	75.00
Entertainment License	\$	100.00
Amusement Device License	\$	75.00
Annual Car Dealers License	\$	100.00

Application Fees for special licenses or changes to annual licenses is \$50.00