



City of Easthampton
Local Licensing Authority
50 Payson Avenue
lmailler@easthamptonma.gov

For Office Use Only:

APPLICATION FOR SPECIAL-ONE-DAY LICENSE

Business Name: _____

Business Address: _____

Business Phone: (____) _____ - _____ Business Email: _____

Name of Manager: _____

Event Description: _____

Event Date(s) & Time(s): _____

Rain Date (if applicable): _____

Expected Number of Attendees: _____

What type of entertainment: *(check all that apply – this does not determine approval of your license but let's the community know what the event will entail):*

Dancing: By entertainers of performers By attendees No dancing

Music: Recorded Live Amplification System

Shows: Theater Floor Show Light Show

Primary Contact Information:

First Name: _____ Last Name: _____

Email: _____ Telephone: _____



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Exact Location Within Premises Entertainment Will Be Held:

Contact for the event in case of complaints: *(the contact must be available at all times during the event)*

Name: _____ Telephone: _____

Note: A license is required for all forms of entertainment including live and recorded music, television, theatrical performances, and dancing. Before an entertainment license can be issued, the LLA can require an applicant have a meeting with the Health Director, Planning Director/Assistant, Police, and Fire depending on the type of event.

The applicant must then attend the LLA meeting scheduled to allow public comment/participation for their event. The board or other local officials may determine that Police Details and Fire/EMT staff are required. The cost of any detail must be paid for by the applicant.

Check list: *(check all that apply)*

- Site Plan Abutters Notification **Required for large events and residential areas.*
- Police Detail **Thresholds triggering police details are at the discretion of the Police Chief.*
- EFD/EMT/CERT **Necessary with crowds of 1,500+ people but the Fire Chief reserves the right to require a detail based on any other factors (ie. heat index weather with high probability of medical emergencies with a crowd of 1,000, etc.).*
- Food Permit Liquor Liability: TIPS Certification

Type of Alcohol: All Alcohol or Wine & Malt For Profit Non-Profit



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GUIDELINES FOR SPECIAL-ONE-DAY LICENSES

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.

- A completed application(s) must be filed by noon two weeks prior to the scheduled hearing. Hearings are held once per month. The filing fee must be submitted with the application. Hearing dates are listed on the licensing department page on www.easthamptonma.gov
- The designated individual appointed to be responsible for the event must appear at the hearing.
- The LLA 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. 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.
- All alcohol must be purchased from a licensed wholesaler for any one-day event with alcohol. Alcohol is to be delivered one hour before event and must be removed when event is over. Section 12 & 14 licensees cannot purchase alcoholic beverages from a package store and cannot accept donations of alcoholic beverages from anyone.
- All events can only be held on day and date approved by the LLA at hearing.
- Rain dates for events must be noted on the application prior to approval. If none are listed on the application at time of approval, event cannot be held other than date specified.
- No refund is possible after a license has been issued.
- All events that offer public restrooms (or portable) they must be ADA compliant per CMR 521.



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If applicable to your event:

- Submission of a site plan or diagram (8 ½ x 11) sketch showing the exact location within the event area where alcoholic beverages will be dispensed.
- Written confirmation by the owner of property where event is being held stating approval is given for event. The occupancy number for location must also be included in the letter.
- A police detail may be required by the LLA depending on the number of people attending. It is the applicant's responsibility to set up and pay for these details.
- Fire/EMT personnel may be also be required by the LLA depending on size and location of the event.
- If your event will have food vendors, a permit through the Health Department is required (the HD requires a 10-day notice for application processing).

Good Neighbor Agreement:

The LLA ask that anyone applying for a license make a commitment to being a responsible neighbor in the community. The LLA encourages regular communication between businesses and community members around events being hosted by licensees. Out of consideration for others in the community applicants should be mindful to monitor/control behavior of attendees so that the program, event or activity complies with the approved license at all times. If enough evidence exists to show a pattern of problems, the LLA may have "Good Cause" to hold a renewal hearing that could lead to the denial of a license renewal or future license approvals.

Failure to abide by the above listed guidelines or any provision of the laws or regulations pertaining to alcoholic beverages shall be grounds to deny, suspend, or revoke any special license issued under MGL Chapter 138, §14.



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NOTICE OF APPROVAL OF SPECIAL LICENSE

This page to be filled out by the LLA

The Local Licensing Authority 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 LLA Approval: _____/_____/20_____

Name of Licensee: _____

Address of Licensee: _____

Effective Date(s) of License: _____

Authorized Hours: _____

Description of Licensed Premises: _____

On Site Contact During Event: _____ Phone#: _____

Restrictions: _____



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FEE SCHEDULE

Special-One-Day Licenses (liq. Licensees)

Application/processing Fee:	\$ 50.00
All Alcohol (non-profit):	\$ 50.00
All Alcohol (for profit):	\$ 75.00
Wine & Malt (non-profit)	\$ 50.00
Wine & Malt (for profit)	\$ 75.00

Any Easthampton businesses with a liquor licenses will use the special-one-day application as usual and adhere to any changes with their annual entertainment license.

Anyone who is not an Easthampton liquor licensee looking to do outdoor live entertainment, with or without alcohol, would use the Outdoor Live Entertainment License application.