

## WORCESTER LICENSE COMMISSION



### Special (One – Day) License Multiple Event – Application Request Application Guide

Planning & Regulatory Services Division • 455 Main St., Room 404, Worcester, MA 01608 • Phone: 508-799-1400 ext. 31440  
Office Hours: 8:30 a.m. – 5:00 p.m.

**STEP 1: Obtain application from the City's website: [www.worcesterma.gov](http://www.worcesterma.gov) (Quick Find → Forms), or contact the Division of Planning & Regulatory Services.**

**STEP 2: THE FOLLOWING ITEMS MUST BE INCLUDED OR YOUR APPLICATION WILL NOT BE ACCEPTED. PLEASE CHECK EACH BOX TO ENSURE THAT YOU HAVE ALL REQUIRED ITEMS. IF YOU DO NOT HAVE ALL THE ITEMS YOUR APPLICATION WILL NOT BE ACCEPTED.**

- Five (5) copies of the application.
- Letter of permission to have alcohol on the premises from the owner of the location where event will be held.
- Complete all columns in Table 1 for each event at which alcohol will be either stored or served. Alcohol must be purchased from a Licensed Wholesaler. A list is attached of approved wholesalers.
- A management and security plan:
  - shall be included for each scheduled event by reference number found in Table 1:
  - shall include the reason for your request, a description of the security measures that will be used and include a plan showing the location where alcohol will be served.
- Fee: \$100 per day (max of 30 events per applicant per year). **Fee is payable upon submission.**
  - Amendments that reduce the number of events, or change an event date are free of charge.
  - Amendments that provide for additional events are required to pay the fee.
- Copy of Server Training Certificate for each person who will be serving alcohol.
- Any change regarding the information you provide in this application requires an amendment to this special license.

### **STEP 3: File and appear before the License Commission.**

- ◇ File your application at the Division of Planning & Regulatory Services (see above for location times)
- ◇ You will be notified of the date of the License Commission meeting at which your application will be heard.
- ◇ Initial application and amendments must be filed at least 30 days prior to any regularly scheduled License Commission meeting. **It is highly recommend that you file at least 60 days prior to event in order to make sure your application has time to be reviewed by all the appropriate departments. Please refer to the License Commission's meeting schedule and application filing deadlines for details.**

**If you plan to have entertainment at your event you are required to file a separate entertainment application.**

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### APPLICANT INFORMATION:

NAME OF APPLICANT:

\_\_\_\_\_

NAME OF BUSINESS/PERSON HOLDING THE EVENT:

\_\_\_\_\_

APPLICANT PHONE #: \_\_\_\_\_

APPLICANT EMAIL: \_\_\_\_\_

### IMPORTANT NOTICES & REQUIREMENTS:

- A special license cannot cover any portion of a premise currently licensed.
- The Local Licensing Authorities may issue a special license 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 only to non-profit organizations.
- All liquor that is not used during event must be returned to wholesaler. It is illegal to store liquor on premises to be used for future events unless indicated in your application (for example the day before an event).
- The License Commission shall, at its discretion, establish requirements for police coverage for each event.
- Special license holders cannot purchase alcoholic beverages from a package store and cannot accept donations of alcoholic beverages from anyone.
- Any change regarding the information you provide in this application requires an amendment to the special license.

### CERTIFICATION:

I \_\_\_\_\_ hereby certify that the person applying for this license does not have a pending section twelve liquor application before the License Commission and that I will comply with M.G.L. c.138 and the License Commission's Rules and Regulations relative to the sale and delivery of alcoholic beverages.

Signature of

Applicant(s): \_\_\_\_\_

Date: \_\_\_\_\_

**Table 1: Event Date, Times and Name of Wholesaler (please complete for all events with alcohol).** In the table below please indicate the name and address of the authorized wholesalers found on the attached list you will purchase alcohol from. All applicants *must* purchase alcoholic beverages from a licensed wholesaler found on the attached list. Events cannot occur more than one-year from date of application.

Reference Number	Event Location (Address)	Date(s) Alcohol Stored <sup>1</sup>	Date Alcohol Served	Hours Alcohol Served	Est. Number of People Expected	Name of Licensed Wholesaler
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

<sup>1</sup> To allow for proper delivery, storage and disposal of all alcoholic beverages purchased please apply for all dates alcohol will be on the premises. This extension will ensure that one-day licenses comply with all storage requirements under M.G.L. c. 138. License fees will only be charged for day of actual event.

**Table 1 (cont.): Event Date, Times and Name of Wholesaler (please complete for all events with alcohol).** In the table below please indicate the name and address of the authorized wholesalers found on the attached list you will purchase alcohol from. All applicants *must* purchase alcoholic beverages from a licensed wholesaler found on the attached list. Events cannot occur more than one-year from date of application.

Reference Number	Event Location (Address)	Date(s) Alcohol Stored <sup>2</sup>	Date Alcohol Served	Hours Alcohol Served	Est. Number of People Expected	Name of Licensed Wholesaler
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						

<sup>2</sup> To allow for proper delivery, storage and disposal of all alcoholic beverages purchased please apply for all dates alcohol will be on the premises. This extension will ensure that one-day licensees comply with all storage requirements under M.G.L. c. 138. License fees will only be charged for day of actual event.

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