



Town of Burlington
Special One-Day Alcoholic Beverage License Application
License Fee: \$75.00 to Town of Burlington

Select One:

() All Alcohol

() Wine/Malt Only

Name of Applicant and/or Organization Applying (name to appear on license):

Full Address: _____

Applicant's Cell Number: _____ Organization Phone: _____

Applicant's Email: _____ Organization Email: _____

Event Date: _____ Hours of Event (from/to) _____

Specify name and address of event: _____

Expected number of attendees: Expected number of vehicles: Number of valets:

Have the individual(s) who will be serving alcohol completed an appropriate server-training program: () Yes.
Bartenders and/or servers of alcohol, beer and/or wine must have completed an appropriate Massachusetts Alcoholic Beverages Service Training program. Servers must keep certifications with them.

Describe the manner in which alcohol will be served to the guests to ensure compliance with existing laws (check IDs, table service/bar, etc.) and specify the manner by which service of such beverages, if minors are in attendance, will be controlled. Minors are not allowed within the area where alcohol beverages are dispensed.

CONTACTS:

- **Contact the Fire Department regarding sprinklers and state crowd manager requirements. 781-270-1925**
- **Contact the Police Department to ascertain the necessary detail. Officer Keith Shepard 781-505-4965.**
- **Contact the Building Department to receive a certificate of inspection and recommendations. 781-270-1615**

Attach a **floor plan of the event area**, showing the exact location where alcoholic beverages will be delivered, sold/served and consumed, and indicate all entrances and exits. The area must be contained so as to not be breached.

If not using a State approved service, Special One-Day licensees must purchase alcoholic beverage from a licensed supplier. Special licensees cannot purchase alcoholic beverages and cannot allow their alcohol server establishments to purchase liquor from a package store and cannot accept donations of alcoholic beverages from anyone, without prior permission. For a list of licensed suppliers, visit: <http://www.mass.gov/abcc/pdf/forms/activelicenseelist/wholesaler.pdf>

By exercising the privileges of this Special One-Day License in serving persons alcoholic beverages, the Licensee is potentially exposed to significant liability and **Licensee is required to carry a minimum of \$1,000,000 of liquor Liability Insurance.** The Town of Burlington shall not be liable to the Licensee or to others if injury or damage shall result from the exercise of this Special One-Day License. By signing this form, the Applicant acknowledges that he/she understands and will comply with all applicable liquor regulations and requests set forth by the Licensing Authority of the Town of Burlington.

Applicant's Signature

Date

Required documentation to submit with application

- Completed license application with check made payable to *Town of Burlington*.
- Letter to the Select Board explaining the event.
- Certificate of Liability in the amount of \$1,000,000, providing coverage for all occurrences.
- Sketch of premises of a reasonable precise nature that clearly delineates the location and manner in which alcoholic beverages will be served/sold, delivered, and/or dispensed.
- Letter/email receipt from the Police Department, indicating need/no need for police detail.
- Provide the number of parking spaces.
- If bussing from another location in town, provide bussing details including drop off and pick up zones.

GUIDELINES

Application for Special One-Day License must be submitted 30 days prior to event to allow time for departments to review and comment.

Alcohol may only be served to invited guests.

Events can only be held on the day and date approved.

Alcohol must be delivered the day of the event and removed from the premises after the event, by the expiration of the Special One-Day License.

No more than one event per quarter per location is allowed.

License must be posted in the most conspicuous place at the location of the event.

Do not allow anyone to bring their own alcoholic beverages.

Control and properly police the area where the alcoholic beverages are being dispensed. Do not permit persons to carry their alcoholic beverages outside of the approved area for consumption.

Unless waived by the Police Chief in writing, a police detail is required as per the directions of the Police Department. It is the applicant's responsibility to coordinate these details. The payment of the detail is the responsibility of the applicant at applicable rates.

Failure to abide by the above listed guidelines or by any provision of the laws or regulations pertaining to alcoholic beverages shall be grounds to deny, suspend or revoke any Special One-Day License issued under M.G.L. Chapter 138, Section 14.

If you have any questions contact this office **781-273-7600**. Please email required documents to:

Lyn Mills
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781-270-1659

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781-270-1612