



Licensing Board for the City of Boston

One City Hall Square, Room 809, Boston, Massachusetts 02201

Telephone: (617) 635-4170 | Facsimile: (617) 635-4742 Email: LicensingBoard@boston.gov

INSTRUCTIONS FOR A SPECIAL ONE DAY

ALCOHOLIC BEVERAGES LICENSE APPLICATION (Revised 7/2021)

1. All applications must be received by the Monday **two (2) weeks** preceding the event to comply with the law. You may submit your application to the Board by email (preferred) to **LicensingBoard@boston.gov**, mail, or in person. Please note that applications for charity wine auction/wine tastings must be submitted four (4) weeks in advanced for ABCC approval.
2. Prior to submitting the application to the Board for its approval, you must have the District Police Station complete the police acknowledgement portion of the application. You can find which police station by entering the address of the venue here: bit.ly/bpdlookup. Click on the "Public Safety" icon and the Police Station for this area will be listed.
3. Non-profit organizations may apply for any type of license (All Alcohol or Malt and Wine). Non-profit organizations may be required to show proof of non-profit status (Ex. 501c-3 determination letter).
4. All profit-making enterprises may only apply for a "Malt and Wine" license, unless holding a not-for-profit event. Applicants hosting a not-for-profit event seeking an "All Alcohol" license should submit information showing the event is not-for-profit.
5. Certificates of Inspection and Place of Assembly permits (if over 49 capacity) must be presented for premises where the Board has not typically placed a license in the past. If the event is being held on the street or in a space owned by a public/governmental entity, you must present something from the owner of the premises showing you have authority to use the space and serve alcohol therein.
6. The fees are: \$150.00/day for an All-Alcoholic Beverages License and \$75.00/day for a Malt and Wine Beverages License.
7. All persons issued a Special One Day License must purchase the alcohol from a wholesaler licensed pursuant to G. L. c. 138, §§ 18, 19, 19B, or 19C, or from a holder of a special permit to sell issued under G. L. c. 138, § 22A. A list of approved sellers can be found at <https://elicensing.mass.gov/CitizenAccess/Default.aspx>. Please use these search terms.
Licensing Entity: Alcoholic Beverages Control Commission, **License Type:** Wholesaler. You **cannot** obtain the alcohol from a package store and cannot have the alcohol donated to you unless you are granted a Charity Wine/Auction license.
8. Pursuant to M.G.L. Ch. 138 s. 14 and ABCC Regulations, an individual or entity may only be issued a maximum of thirty (30) special one day licenses in a calendar year.

9. If the license is granted, you must, prior to the event date, pay and pick up the license. On the date of the event, the license must be posted in a clear and conspicuous place at the venue. You are subject to and must follow the laws and rules under M.G.L. Ch. 138. You may be subject to discipline or the denial of any future applications if you fail to comply with the laws and rules.

ADDITIONAL REQUIREMENTS FOR CHARITY WINE AUCTION OR WINE TASTING

1. Application and all documents must be submitted **4 weeks** before the event as **ABCC approval is necessary**.
2. Must provide the following additional documents:
 - Articles of Incorporation (must be registered as a Massachusetts Corporation);
 - Certificate of Exemption;
 - Certificate of Good Standing;
 - Certificate of Solicitation;
 - Floor Plan;
 - Cover letter from place where event will occur disclosing the type of event, date and time of event, number of people attending, and security plan; and
 - Completed ABCC application, which can be found at <https://www.mass.gov/service-details/apply-for-a-special-license-or-permit-abcc>.

Application Checklist (Required)

- Approval from the property owner (ex. letter, agreement, lease, etc.).
- A valid Inspection Certificate (if inside).
- A valid Place of Assembly Permit (if over 49 capacity).
- If the host is a non-profit, please submit a 501c-3 determination letter.
- If the host is a for-profit entity hosting a not-for-profit event, please submit information showing the event is not-for-profit.
- If applying for a Charity Wine Auction or Wine Tasting, please submit documents requested above.



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APPLICATION FOR A SPECIAL ONE DAY ALCOHOLIC BEVERAGES LICENSE

(Updated July 2021)

1. Name of venue (ex. Peter's Park, Prince Hall): _____
2. Venue complete address: _____
3. Venue phone number: _____
4. Type of event (ex. Fundraiser, Beer Garden, Banquet, Concert, etc...): _____
5. Name of Host: _____ 6b. Tax ID: _____
6. Host business address: _____
7. Type of Host (select one): Individual Non-Profit For-Profit
8. Event will take place during the following:
Date(s): _____
Time(s): _____
9. Event will take place: Inside Outside
a. If outside, did you fill out a special event application? Yes No
10. Event is: Private Open to public
11. Type of Alcohol to be served (select one):
 Beer Wine Beer & Wine All Alcohol* (please read #3 and #4 of instructions)
12. Alcohol will be (select one): Sold Given away
13. Are you applying for a Charity Wine Auction or Wine Tasting license? Yes No
14. Has the applicant obtained any Special One Day licenses in **this** calendar year?
Yes, how many: _____ No
15. Event promotion? Email Radio Flyers Newspapers Internet Other: _____
16. Admission fee? \$ _____ 16b. What is the expected number of attendees? _____
17. Admission policy for patrons under 21 years of age? No Entry Wristbands Other: _____
18. Security arrangements: _____
19. **Supporting documents: Please refer to the Instructions for requested documents.**

Please sign below if you have read the instructions and agree to the Special One Day Alcohol Beverages license application policies, procedures, and certify under the pains and penalties of perjury that the above is true and accurate information, and that you will be responsible for the proper observance of the laws governing the dispensing of such alcoholic beverages.

Applicant's Name: _____ Manager of Premise: _____
Daytime Telephone: _____ Daytime Telephone: _____
Applicant's Email: _____ Manager's Email: _____
Signature: _____ Signature: _____
Date: _____ Date: _____

(For Office Use Only)

DISTRICT POLICE CAPTAIN APPROVAL: Approved Denied Captain Signature: _____
BPD Area: _____ Date: _____ Security Requests/Concerns: _____
BOARD APPROVAL: Granted Rejected Decision Date: _____
Restrictions/conditions/remarks: _____
LBS- _____