

## ALCOHOL SALE PERMIT ON PRIVATE PROPERTY

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

The Board of Selectmen is empowered through Massachusetts General Laws Chapter 138, Section 14 to issue "Special Liquor Licenses" to qualified applicants. Such licenses are generally issued for a specific event and for a fixed amount of time, usually one day or less. The Board of Selectmen may grant such a license after receiving an "application for license," submitted by the individual responsible for the management of liquor at that event. For-profit organizations may only be issued beer and wine licenses, while non-profit groups may be issued full licenses at the sole discretion of the Board of Selectmen.

The procedure to be observed by the applicant is as follows:

- 1) Submission of completed application for license to the Board of Selectmen and a copy to the Police Chief. Said license application shall specify the exact location, date, and time of the planned event. An approximate number of attendees will also be listed. The individual in charge of the management of the liquor distribution must be identified. The application shall be submitted to the Board of Selectmen at least ten business days prior to the event.
- 2) No special licensee shall sell any alcoholic beverages other than those purchased from a licensed wholesaler. The hours of operation shall be established by the Board of Selectmen, provided, however, that no special licensee shall sell or deliver any alcoholic beverage between the hours of 2:00 a.m. and 8:00 a.m. The special license shall be subject to such other terms and conditions as the Board of Selectmen deem necessary to protect public health, safety and welfare.
- 3) The Board of Selectmen requires that any server of alcohol licensed in the Town of Boxford pursuant to this policy will be TIPS Certified (T.I.P.S. - *Training and Intervention Procedures for Servers of alcohol*).
- 4) Submission of proof of Liquor Liability insurance in the minimum amount of \$1,000,000 and such other insurance as may be required by the Board of Selectmen, which names the Town as an additional insured to the Board of Selectmen.
- 5) The manager of the event will sign a statement that they understand and will comply with the provisions of M.G.L. Chapter 138 as they relate to the sale of alcoholic beverages to minors, and to intoxicated persons.
- 6) The Selectmen shall determine the fees to be charged. Unless otherwise voted by the Selectmen, the fee for a temporary license shall be \$50.00 per event, per day.
- 7) A completed permit shall be prepared by the Selectmen's office and signed by the Board. A copy shall be sent to the Chief of Police who will determine the need for police coverage for the event and will so inform the Selectmen. If police coverage is required, such coverage shall be paid for by the applicant. The original permit will be sent to the applicant, who will have it in their possession during the event.

**APPLICATION FOR ALCOHOL SALE PERMIT ON PRIVATE PROPERTY  
BOARD OF SELECTMEN**

I hereby apply for a permit to sell alcoholic beverages in a privately owned building in the Town of Boxford.

I understand and accept the provisions of Massachusetts General Laws Chapter 138, regarding the prohibition of distribution of alcoholic beverages to minors (any individual under the age of 21), and to intoxicated persons. The person identified below is to be in charge of the event, and will make sure that alcoholic beverages are not distributed contrary to the above referenced chapter. Issuance of this permit is contingent upon receipt by the Board of Selectmen of a liquor liability insurance policy which names the Town as an additional insured.

\_\_\_\_\_  
Building where event will be held

\_\_\_\_\_  
Type of function to be held

\_\_\_\_\_  
Date of event

\_\_\_\_\_  
Time of event

\_\_\_\_\_  
Individual in charge of event

I hereby make application to the Board of Selectmen for a permit to distribute alcoholic beverages according to the terms of the agreement as stated above.

\_\_\_\_\_  
Person making application

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

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**-Do Not Write Below This Line-**

Action of Board of Selectmen

\_\_\_\_\_ Application granted \_\_\_\_\_ Date

Fee Collected: \_\_\_\_\_

Insurance Certificate Received ( ) Yes ( ) No

TIPS Server Verified ( ) Yes ( ) No

\_\_\_\_\_ Application denied \_\_\_\_\_ Date

\_\_\_\_\_  
Authorized representative of Board of Selectmen

\_\_\_\_\_  
Date