TOWN OF SHARON

OFFICE OF THE SELECT BOARD
90 SOUTH MAIN STREET, SHARON, MA 02067
selectboard@townofsharon.org
781-784-1500 x1208

Updated 1/2020

Special One-Day Alcoholic Beverages License Application

Select One:

( ) All Alcohol - $75.00 fee
non-profits only, submit proof of IRS 501(c)(3) status

( ) Wine/Malt Only - $50.00 fee
for-profits or non-profits

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 location of event within the Sharon Community Center: Ballroom Ballroom & Lobby

Expected number of attendees: _____ **Age Range of Attendees:** _____

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 Server Training program.

On a separate piece of paper, please **describe the manner in which alcohol will be served** to your 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.

On a separate piece of paper, please **attach a floor plan** (8.5x11 white paper) of the event area, showing the exact location where alcoholic beverages will be delivered, sold/served and consumed, and indicate all entrances and exits. This can be hand-drawn, if necessary.

Special One-Day licensees must purchase alcoholic beverages from a licensed supplier. Special licensees cannot purchase alcoholic beverages from a package store and cannot accept donations of alcoholic beverages from anyone. For a list of licensed suppliers, visit http://www.mass.gov/abcc/onedayauthorized.htm

Please turn over for more information & to sign application

TOWN OF SHARON LIABILITY DISCLAIMER FOR SPECIAL ONE-DAY LICENSES

By exercising the privileges of this Special One-Day License in serving persons with alcoholic beverages, the Licensee is potentially exposed to significant liability for injuries and damages to the persons served or to others who are injured or damaged by the persons served. Your acceptance and exercise of this Special One-Day License will be deemed to be acknowledgement that you are aware of this potential liability.

You are encouraged to discuss the risks associated with exercising your privileges of this Special One-Day License and the appropriate precautions to avoid injuries, damage and liability to others with your legal advisor.

The Town of Sharon and the Select Board, acting as the Local Licensing Authority, 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 set forth by the Alcoholic Beverages Control Commission and the Licensing Authority of the Town of Sharon.

Applicant's Signature **Date**

REQUIRED DOCUMENTATION TO SUBMIT WITH APPLICATION:

- ☐ Completed license application with cash/check fee, made payable to *Town of Sharon*
- ☐ Invitation/flyer/letter of explanation regarding event
- ☐ Proof of non-profit status (for All Alcohol license only)
- ☐ Certificate of Liability Insurance, providing coverage for fire, premises liability, and liquor liability with reasonable limits of coverage, except that liquor liability shall have minimum coverage of $1,000,000 per occurrence and $2,000,000 in the aggregate, whereas the policy shall carry an endorsement that the Town of Sharon shall be notified by the insurer no less than ten days prior to the cancellation of said coverage. **The Town of Sharon must be named on the certificate as an additional insured for the event.**
- ☐ 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 a police detail has been secured for event.

GUIDELINES:

- Application for Special One-Day License must be submitted one month prior to event.
- Alcohol may only be served at an open bar if a bona fide invitation is received by all attendees.
- Events can only be held on day and date approved on license. No refund is possible after a Special One-Day License has been issued if not used on date specified.
- 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.
- Special One-Day Licenses can only be issued for events occurring between 11:00am – 11:00pm, Monday – Saturday; and Noon – 11:00pm on Sundays. The license shall expire no later than 10:30pm, unless earlier suspended, cancelled or revoked, as bar service is required to end ½ hour prior to the scheduled ending time.
- No person shall be granted a special license more than thirty (30) times in a calendar year.
- License must be posted in the most conspicuous place at the location of event.
- DO NOT allow anyone to bring their own alcoholic beverages to your event.
- Control and properly police the area where the alcoholic beverages are being dispensed. Do not permit persons to carry their alcoholic beverages outside the approved area for consumption.
- Unless waived by the Police Chief in writing, a police detail is required, beginning ½ hour prior to guest arrival and continuing until all guests have left the premises. 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.