

**TOWN of WESTWOOD
SPECIAL and ONE DAY
LIQUOR LICENSE
M.G.L. c.138, §14**



RULES and REGULATIONS

Effective : January 30, 2012

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**TOWN of WESTWOOD
ONE DAY LIQUOR (SPECIAL) LICENSE - M.G.L. c.138, §14
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POLICY STATEMENT

It is the goal of the Board of Selectmen, as the Liquor Licensing Authority for the Town of Westwood, to provide for a reasonable opportunity for individuals and managers of corporations to obtain a One-Day License for the sale of alcoholic beverages, and to regulate the use of such licenses to ensure they are used responsibly and do not detract from the quality of life in neighborhoods or in the Town as a whole. The policies, rules and regulations contained herein have been promulgated to achieve the above stated goals and objectives.

SECTION I - GENERAL RULES and REGULATIONS

Subject to further limitations fixed, modified, or amended by the Board of Selectmen, the General Laws of the Commonwealth of Massachusetts and the Regulations of the Alcoholic Beverages Control Commission, the following rules and regulations will be in full force and effect for One-Day Alcohol Licenses:

Any One-Day Alcohol License issued by the Board of Selectmen shall be processed in accordance with the herein stated procedures and shall be subject to the rules and regulations for such licenses. The Board of Selectmen may adopt further rules and regulations and all such changes shall apply to existing license holders from the date of the adoption. The Board of Selectmen may attach such additional conditions and restrictions to each such license as it deems to be in the public interest.

Property occupied by the licensee, whether owned or leased by the licensee, shall conform to all Town bylaws and codes. No licensee shall discriminate in the service of alcoholic beverages on the basis of race, color, creed, place of national origin, or sex. No organization may be granted a special license for more than a total of thirty (30) days per calendar year. No more than one license can be issued for premises at one time.

SECTION II - FILING of APPLICATION

Applications must be filled out completely and filed 30 days prior to the event in order for an application to be considered by the Board of Selectmen at a Selectmen's meeting. All required signatures and documentation must be obtained prior to filing the application. The applicant must attend the meeting in order for the Board to consider the application. Failure by the applicant to attend the meeting may result in the application being denied. An application shall be considered "complete" and therefore accepted by the Town when it has been filed in accordance with these procedural instructions and all forms required have been fully completed and executed under such conditions and rules as determined by the Board of Selectmen. The application filing fee must be paid by certified or bank check at the time of the filing.

SECTION III -ONE-DAY LICENSE FEE

One-Day Wine and Malt Beverages License – \$50.00 paid to the Town of Westwood

One-Day All Alcoholic Beverages License – \$100.00 paid to the Town of Westwood

SECTION IV - DURATION of LICENSE

Alcohol licenses once issued are valid for the day of the event and for the days necessary for set-up and disposal as specified on the application. Each additional day outside the event itself will count against the annual cap.

SECTION V - OPERATION

The last drink must be served before the closing hour as stated on the approved license. All patrons must have left the premises by thirty (30) minutes after the closing hour. Any licensee and their employees and/or volunteers may not drink after the closing hour. Licensed operators and employees must be off premises one hour after closing.

SECTION VI - INSURANCE

All One-Day licensees shall be required to furnish to the Town a certificate of insurance providing coverage for fire, premises liability and liquor liability with reasonable limits of coverage, except that liquor liability shall have a minimum coverage of \$250,000 per occurrence and \$500,000 in the aggregate, and the policy shall carry an endorsement that the Town of Westwood shall be notified by the insurer immediately prior to the cancellation of said coverage.

SECTION VII – SUPERVISION

The applicant named on the One-Day License application or his qualified designee, as approved by the Board of Selectmen, shall at all times during which alcoholic beverages are sold, be available to the licensing authorities or their appointed surrogates. The full name, residential address, business and home telephone numbers of said applicant must appear on the One-Day application. In addition, an assistant manager of record for the day shall also be named along with his/her address and telephone numbers and who shall be available to the licensing authorities.

Licensees are responsible for ensuring that minors are not consuming alcoholic beverages whether served to them by an employee or handed to them by another patron.

It shall be the responsibility of the licensee, their employees, agents, volunteers and others serving alcohol on their behalf, to ensure that no alcoholic beverages are sold to any one individual under the age of 21.

All servers must be at least 18 years of age.

SECTION VIII - ORDER and DECORUM

The manager or his representative shall at all times maintain order and decorum in the premises and in the immediately surrounding area of the premises and shall cooperate with Town officials including, but not limited to, the Board of Health, Police Department and Fire Department in ensuring safe and orderly facilities. Premises must be kept clean, neat and sanitary at all times, including the outside areas of the premises.

SECTION IX - PURCHASE and CONSUMPTION ON PREMISES

No patron will be permitted to bring into the One-Day licensed establishment any alcoholic beverage for consumption on the premises.

All alcoholic beverages held for sale shall be consumed on the premises.

No licensee or person responsible for selling or serving alcoholic beverages at an event shall consume any alcoholic beverages at the event on the day(s) for which a One-Day liquor license is granted.

SECTION X - SUBMISSIONS

Prior to applying for the license, the applicant shall obtain signatures from the following departments:

- The Westwood Police Department to arrange for a police detail, to the extent reasonably necessary to protect the safety of the participants of the event and the public in general. A parking plan shall be submitted to the Police Department for their approval.
- The Westwood Fire Department to ensure compliance with any and all fire codes in place at the time of such event.
- The Board of Health to determine that any and all food service is in compliance with state and local regulations.

An applicant seeking an All Alcoholic One-Day License shall provide to the Board of Selectmen satisfactory proof of non-profit status to obtain an All-Alcoholic Beverages One-Day License.

Applicants must obtain written permission to use the proposed license location prior to completion of a One-Day License application.

The licensee shall hire and/or utilize caterers/bartenders who have completed an alcoholic beverage server training program such as that required for restaurants and lounges and provide the Town with updated certificates.

An explanation, invitation, flyer, or event notice shall be provided along with a proposed entertainment plan.

A reasonably accurate sketch of the proposed premises clearly delineating the location of alcoholic beverage service, storage and manner in which it will be served, sold, delivered and/or dispensed shall be provided with the application.

SECTION XI - ADDITIONAL REQUIREMENTS

The One-Day Liquor License form issued by the Town of Westwood must be posted conspicuously in proximity to the serving area.

Objectionable noise from amplifying systems of any kind and/or disorderly conduct is not permitted. Lack of cooperation will be grounds for the Police Department termination of activities at any time and will have a bearing on future permits.

Alcohol purchased for the event must be purchased from a wholesaler/importer licensed by the State of Massachusetts.

SECTION XII - VIOLATION of RULES and REGULATIONS

Any organization which violates the rules and regulations may be subjected to suspension or revocation of rights to a One-Day Liquor License by the Board of Selectmen after a public hearing. The public hearing shall commence within two weeks of said written notice delivered to the organization and a decision and vote shall be recorded for future reference.

The Board of Selectmen acting as the Local Licensing Authority for the Town of Westwood may from time to time promulgate additional requirements and at its discretion require clarification or additional information.



TOWN of WESTWOOD
SPECIAL and ONE-DAY LICENSE APPLICATION FORM
M.G.L. c. 138 §14

Check One:

Application by a manager for license for the sale of BEER & WINE to be drunk on the premises.

_____ Fee: \$50.00

Application by the manager of a nonprofit organization for license for the sale of ALL ALCOHOLIC BEVERAGES to be drunk on the premises.

_____ Fee: \$100.00

Please complete and *attach* all requested information

1. Date of event for which application is being filed: _____
2. Dates of set-up and disposal of event alcohol: _____
3. Full name, address & phone number of person applying: _____

4. Is the applicant acting on behalf of a nonprofit organization registered with the Secretary of State? Y/N _____
5. Which organization: _____
Attach documentation.
6. Nature of Event: _____ Number of Attendees: _____
Attach flyer, invitation, notice.
7. Location where the event is to be held: _____
Attach permission from the property owner.
8. Full name, home and business addresses, e-mail address and phone number(s) of manager responsible for license:

9. Full name, home and business addresses, e-mail address and phone number(s) of assistant manager of record responsible for license _____

10. Caterer/Entity responsible for serving alcoholic beverages:

11. Are the caterer/bartenders to be used certified in alcoholic beverages server training?
Y/N _____
Attach documentation.
12. Exact times of the actual event: From: _____ o'clock AM/PM
To: _____ o'clock AM/PM

13. Has the applicant been issued similar licenses in Westwood in the past 12 calendar months?
If so, when? _____

14. Does the applicant have an application for a license to sell alcoholic beverages pending before the LLA of the Town of Westwood? Y/N _____

15. Insurance Carrier: _____
Amount of Insurance _____
Attach documentation.

16. Attach Certificate of Good Standing(COGS) from the Department of Revenue.
Go to www.mass.gov/dor and follow links.

Attach a plan of the parking to be provided for attendees showing the number of spaces available and adequate space for emergency access.

Attach a floor plan of the premises showing delivery site, sale and/or service of alcoholic beverages and location/delivery of food.

The applicant hereby states that he/she has received a copy of the Licensing Authority's Rules and Regulations pertaining to Special Licenses and is aware of and shall comply with all applicable statutes, by-laws and regulations.

Authorized Representative: _____
Title

Date: _____

SIGN-OFFS

DEPARTMENT	DATE	COMMENTS	SIGNATURE
Police Department			
Fire Department			
Health Department			
Building Department			

For Office Use Only:
Date mailed to the ABCC

One-Day License Checklist

Application to be filed 30 days prior to event.

Event date: _____ Application rec'd: _____

_____ License fee \$50/\$100

_____ Cert. of Insurance w/liquor liability

_____ Signatures obtained

- Fire
- Police
- Building
- Health

_____ Written permission to use the facility

_____ TIPS Certificate and photocopy of license

_____ Certificate of Good Standing from the DOR

_____ Details of the event (flyer, invitation)

_____ Floor Plan showing location of bar and delivery area, entertainment, security

_____ Parking plan

_____ Proof of non-profit status by the Secretary of State

_____ Evidence of not for profit status (if selling all alcohol)

_____ Have any other One Day Licenses been issued to the applicant in the current calendar year (30 day max.)

BOS approval: _____

Date(s) of License: _____

Notify the ABCC within 10 days of LLA approval of the event