



SPECIAL SHORT-TERM ALCOHOL SERVING LICENSE APPLICATION

Received:	<u>For Office Use Only:</u>
	Application No. _____ Ref. No. _____ Lic. No. _____
	Police Chief Approval: _____ Date: _____
	Board of License Commissioners Approved / Denied Date: _____

PLEASE READ GUIDELINES CAREFULLY BEFORE COMPLETING THIS APPLICATION.

Name of Applicant: _____ Organization (if applicable): _____ Phone Number: _____ Email Address: _____ Mailing Address: _____ Type of Event: _____ Hours of Event: _____ Event Date(s): _____ Alternate Date (if applicable): _____ Name of Event Location: _____ Event Location Address: _____ Expected # of Attendees: _____ Age Range of Attendees: _____ On-Site Manager Responsible for Alcohol Service (if different than applicant): _____ Have all alcohol servers completed a Mass. Alcoholic Beverages Server Training Program? <input type="checkbox"/> Yes <input type="checkbox"/> No Date alcohol will be picked up from wholesaler? _____ Date returned? _____ Describe steps taken to secure the event and ensure compliance with liquor laws and regulations: _____ _____	Type Of License Applied For: <input type="checkbox"/> All Alcohol (Non-Profit Only) <input type="checkbox"/> Wine & Malt
Event Will Be Held: <input type="checkbox"/> Inside <input type="checkbox"/> Outside	
Attach additional pages if necessary.	
Signature of Applicant: _____ Date: _____ Role in Organization (if applicable): _____	

GUIDELINES FOR SPECIAL SHORT-TERM ALCOHOL SERVING LICENSES

- Short-Term Alcohol Serving Licenses are available for individuals and organizations who would like to serve & sell alcohol at an event, but do not have a liquor license. They are typically used for events like weddings, receptions, baby showers, etc. They are only necessary for events in which money is exchanged for alcohol, including events with a cover charge or presold ticket where alcohol is served; they are not necessary if alcohol is given to guests or attendees for free. They can be issued for up to 30 days, but are usually issued only for the date(s) of the events in question, as well as one business day before and after for licensees to pick up and return alcohol to a wholesaler. No applicant may be issued a Short-Term License for more than 30 days per calendar year.
- Short-Term Alcohol Serving Licenses are issued by the Amherst Board of License Commissioners and applications are to be filed with Inspection Services in Town Hall.
- Nonprofit entities may apply for an All Alcohol Short-Term license; all other applicants may only apply for a Wine & Malt license. Nonprofit entities applying for a Short-Term license must provide documentation certifying their nonprofit status with their application.
- Completed application(s) must be filed by 4:30 PM one week prior to a scheduled hearing to be included on the agenda. Hearings are typically held on the **second and fourth Monday** of each month, however, **dates, times and rooms are subject to change**. The filing fee must be submitted with application.
- Applicants must submit a **floor plan or diagram** (8½ x11) sketch showing the exact location within the event area where alcoholic beverages will be dispensed.
- Applicants must provide written confirmation by the owner of the property (if applicable) where the event is being held, stating approval is given for the sale & service of alcohol. The occupancy number for the location must also be included in the letter.
- The application must be approved by the License Commissioners prior to the event. The Board reserves the right to require the designated individual appointed to be responsible for the event to appear at the hearing.
- All events can only be held on the date(s) and time(s) approved by the License Commission at the hearing. Rain dates for events must be noted on the application prior to approval. If none is listed on the application at time of approval, the event cannot be held other than on the date specified.
- All alcohol must be purchased from a licensed wholesaler for any one day liquor event. Alcohol must be removed from the premises when event is over. **Short-Term licensees CANNOT purchase alcoholic beverages from a package store and CANNOT accept donations of alcoholic beverages from anyone.**
- Short-Term license holders must prevent any outside alcohol from being brought to the event.
- Short-Term licenses will not be granted by the Board of License Commissioners to any person(s), association, partnership or corporation while an application for an alcohol pouring license under Section 12 is pending before the licensing authorities.
- A special license cannot cover any portion of a premises with a current alcohol pouring license under Section 12.
- Alcohol must be dispensed at the event by someone who has completed a Mass. Alcoholic Beverages Server Training Program and has an active certification. Certifications must be printed out and available at the event.
- Short-term license holders must prevent anyone under 21 years of age from purchasing or consuming alcohol at the event.
- No more than two alcoholic beverages may be delivered to one person at one time.
- The area where the alcoholic beverages are being sold and consumed must be controlled, confined, and properly policed.
- Alcoholic beverages may not be carried outside the area approved for consumption. This may constitute a violation of the Amherst Open Container Bylaw.
- A police detail(s) may be required by the Board of License Commissioners depending on number of people attending event. It is the applicant's responsibility to set up these details.
- No refund is possible after a Special Short-Term Alcohol Serving License application has been heard by the Board.
- The temporary license must be posted in a conspicuous place at the location where alcohol is being served.

Failure to abide by the above listed guidelines or any provision of the laws or regulations pertaining to alcoholic beverages shall be grounds to deny, suspend, or revoke any Short-Term Alcohol Serving License.