



Town of Falmouth
59 Town Hall Square
Falmouth MA 02540

licensing@falmouthma.gov • 508-495-7320

Application for a Special One-Day Liquor License Checklist

A complete application is required at least 45 days prior to Select Board hearing.

Step 1: Gather all the requirements.

- A separate letter from the Event Host providing a narrative overview of the event including premises description, food service, and alcohol service security plan (*ID's, etc.*).
- If applying for an *All Alcoholic Beverages License*, form 501(c)(3), or other proof of the organization's non-profit status is required.
- Certificate of Liquor Liability Insurance verifying coverage in the applicant's name for \$1 MILLION PER OCCURANCE - \$2 MILLION AGGREGATE, *see page 5*
- TIPS or other Alcohol Safety Certification for all bartenders, servers, or other persons handling alcohol.
- A Floor Plan showing the event including the area where alcohol will be served, consumed, and securely stored. Show clearly on the plan how the area will be separated from public areas (roping, fences, etc.)
- A Temporary Food Service Permit, *contact the Health Department at 508-495-7485.*

Step 2: Now you are ready to submit the application form and requirements to the Select Board Office.

- Submit the application and all requirements with the fees payable to the Town of Falmouth: a \$10.00 filing fee paid by check or cash and \$25.00 per day License Fee payable by cashier's or bank check only. Applicants usually do not need to attend the Select Board meeting at which the application is reviewed.
- Upon approval, the license will be mailed to the address on the application.

Proofread the application carefully. Incomplete applications may be denied.
For questions contact licensing@falmouthma.gov or call 508-495-7320.

TOWN OF FALMOUTH

Office of the Town Manager & Selectmen
59 Town Hall Square, Falmouth, Massachusetts 02540
Telephone (508) 495-7320

Fax (508) 457-2573

One-Day Permit

For a One Day Special Permit you must contact the Local Licensing Authority of the town in which the event is being held.

The Local Licensing Authorities may issue special licenses for the sale of wines and/or malt beverages to any enterprise, however; special licenses for the sale of all alcoholic beverages may be issued to non-profit organizations only. The license is to be utilized for a single day.

The Local Licensing Authorities cannot grant special licenses to:

1. any person for more than a total of 30 days per calendar year,
2. to any person that has an on premises license application pending before it,
3. any premises that has an alcoholic beverages license.

Special Licensees must purchase alcoholic beverages from a licensed supplier. PLEASE NOTE: For the most recent version of these lists, go to Apply for a Special License or Permit (ABCC): <https://www.mass.gov/special-licenses-and-permits-abcc>

Special licensees CANNOT purchase alcoholic beverages from a package store and CANNOT accept donations of alcoholic beverages from anyone.

However, a nonprofit charitable corporation organized pursuant to chapter 180 and registered with the Division of Public Charities in the Department of the Attorney General and licensed pursuant to this section may accept free alcoholic beverages donated to the nonprofit charitable corporation by an individual, by a person licensed to manufacture alcoholic beverages or by a person licensed to sell alcoholic beverages at wholesale or retail pursuant to this chapter for the purpose of serving such donated alcoholic beverages at fundraising events for the benefit of the nonprofit charitable corporation.

Commonwealth of Massachusetts
Department of the State Treasurer
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
Telephone: (617) 727-3040



Please be advised that all license application fees must be paid upon submission of an application as follows:

- Filing fees, public notice advertising fees, and other administrative fees must be paid by personal or business check when the application is submitted. Cash is also accepted.

- License fees must be paid in full at the time of submission by a separate cashier's check or bank check only. These checks will be held on file and not processed until the application is fully approved and all license requirements completed. If the application is not approved the cashier's/bank checks will be returned to the applicant.

Please contact the Select Board Office for further information.



APPLICATION
SPECIAL ONE-DAY LIQUOR LICENSE FOR THE SALE OF ALCOHOLIC BEVERAGES
M.G.L.A. CHAPTER 138, SECTION 14

Apply at least 45 days prior to Select Board hearing.

NAME OF APPLICANT:

ADDRESS OF APPLICANT:

TOWN

STATE

ZIP CODE

NAME OF ORGANIZATION:

MAILING ADDRESS:

TELEPHONE #:

EMAIL:

LOCATION TO BE LICENSED-ADDRESS:

TOWN

STATE

ZIP CODE

EVENT TITLE:

APPROXIMATE # OF PEOPLE:

DATE(S) OF EVENT:

HOURS OF EVENT:

AUTHORIZED MANAGER OF ESTABLISHMENT EVENT:

TYPE OF LICENSE:

1. **WINE & MALT**

FOR PROFIT

2. **ALL ALCOHOLIC**

NON-PROFIT ORGANIZATIONS ONLY

NON-PROFIT

REQUIREMENTS check list:

1. Submit in a separate note or letter a narrative overview of the event including a description of the premises, food service, and the alcohol security plan
2. Certificate of non-profit status for All Alcoholic Beverages Licenses ONLY)
3. Certificate of liquor liability insurance; 1 MILLION PER OCCURANCE - \$2 MILLION AGGREGATE
4. Certificate of TIPS or other alcohol safety training for all persons handling alcohol
5. Floor plan of area where alcohol will be served, consumed, and securely stored and how this will be separated from public areas (roping, fences, etc.)
6. Temporary Food Permit (Health Department)

DATE

APPLICANT SIGNATURE

FEES DUE UPON SUBMISSION:

\$25.00 PER DAY payable by Cashier's or Bank Check only

\$10.00 FILING FEE

