

## **SPECIAL LICENSES:**

### **ONE DAY License All Alcohol/Beer & Wine Main Street Live Checklist Outdoor Serving & Other Helpful Information**

1. Special Licenses are required if you keep, sell or deliver any alcoholic beverages. They are issued to individuals holding a function at a place that presently does NOT have a liquor license.
2. The Board may issue a One Day Wine & Malt to any applicant, however only non-profit organizations may be issued a One Day All Alcohol License. The License has to be made out in the name of the person having the function.
3. Fee Information (*Please make checks payable to the **Town of Walpole***):  
One Day Wine & Malt License - **\$35.00**  
One Day All Alcohol License - **\$60.00**
4. All Individuals involved in the service of liquor are required to attend a server training program and must be server trained prior to serving any alcoholic beverages. Copies must be on file in the Selectmen's Office (TIPS Certified)
5. All Alcoholic Beverages must be purchased from a licensed Massachusetts Wholesaler and must be removed after the function – ***Per the ABCC Regulations, the beer/wine MUST be purchased separately and served from an area within the enclosed outdoor area, not from inside***
6. The Wine & Malt per the ABCC may not be delivered until the day of the event and removed the same day
7. Liquor may not be served prior to 11:00 am Monday-Saturday and prior to noon on Sundays.
8. [Workers' Compensation](#) and [Tax Affidavit](#) must be filled out by the bartender/caterer service and if applicable, a copy of the Workers Compensation Certificate of Liability Insurance submitted.
9. The Board of Selectmen will seek approval/comments from the Police Department pertaining to the event/function

10. The License must be posted in a conspicuous location during the event
11. Must describe the area in detail, including dimensions, seating capacity, and maximum occupancy
12. The premises must be enclosed by a fence, rope, or other means to prevent access from a public walkway
13. The outdoor area must be connected to the licensed premises with either (a) a clear view of the area from inside the premises, or, alternatively (b) the licensee may commit to providing management personnel dedicated to the area
14. The applicant must have a lease or documents for the right to occupy the proposed area
15. Certificate of Liability for Liquor and General naming the Town of Walpole as the Certificate Holder for that day if the liquor will be served on Town property
16. One Day Special Licenses are limited to 30 Licenses a year



**Town of Walpole**  
**Application for One Day License**

*A Special License is a temporary license issued to a responsible party. The Board may issue a Wine & Malt License to any enterprise; however, only non-profit organizations may be issued a One Day All Alcoholic License. No more than 30 One Day Licenses may be issued to any person per calendar year. Special License holders **MUST** purchase alcoholic beverages from an authorized source, usually a licensed wholesaler in Massachusetts, not from a package store and **CANNOT** accept donations of alcoholic beverages from anyone.*

**Today's Date:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_

The application is for:

☐ All Alcoholic Beverages: **\$60.00**

☐ Wine & Malt Only: **\$35.00**

Is this your first application? **YES/NO**

Name of Non-Profit Organization/or individual: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: (     ) \_\_\_\_\_ - \_\_\_\_\_      Email: \_\_\_\_\_

Name of Event Manager if applicable: \_\_\_\_\_

Name of Bartending Service if applicable: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: (     ) \_\_\_\_\_ - \_\_\_\_\_      Email: \_\_\_\_\_

Proof of TIP Certification: \_\_\_\_\_

SIGN YOUR NAME IN FULL: \_\_\_\_\_

**EVENT INFORMATION:**

Description: \_\_\_\_\_

Location: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Hours of Event: \_\_\_\_\_      Hours that Alcohol will be served: \_\_\_\_\_

Approved by Board \_\_\_\_\_

Restrictions: \_\_\_\_\_