



Office of the  
**SELECT BOARD**  
ABBOT HALL  
188 Washington Street  
MARBLEHEAD, MASSACHUSETTS 01945

**Application for a Special One-Day Liquor License**

Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

\_\_\_\_\_

Applicant's Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Organization Name/Address: \_\_\_\_\_

\_\_\_\_\_

Date /Hours of Event \_\_\_\_\_

Description of Event: \_\_\_\_\_

The Applicant is ☐ Nonprofit or not-for-profit or ☐ For Profit Date of Event:

Location of Event: \_\_\_\_\_

Number of Participants: \_\_\_\_\_

License for: ☐ All Alcoholic Beverages (Issuable only to a responsible manager of a nonprofit or not-for-profit organization)

☐ Wine and Malt Beverages Only

Name of Licensed Supplier/ Distributor you will purchase from: \_\_\_\_\_

*Fee: \$50.00 per day (make checks payable to "Town of Marblehead")*

The Select Board advises each Applicant to seek liquor liability insurance in conjunction with the Special License, although such insurance is not **mandated unless your request is for a town owned building. State law does require that the applicant purchase all alcoholic beverages from a licensed supplier (see list of licensed suppliers, this list is not inclusive). Purchases cannot be made from a package store and donations of alcoholic beverages cannot be accepted from anyone.**

**Applicants Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Submit completed application along with payment and Liquor Liability (if required) to Select Board, Abbot Hall, 188 Washington Street, Marblehead, MA 01945 or email to [wileyk@marblehead.org](mailto:wileyk@marblehead.org). Applications should be received at least 30 Days prior to the event as approval is required at a meeting of the Select Board.*

## Liquor License Rules and Regulations

### For 1-Day Special Event Liquor License

The state's Alcoholic Beverages Control Commission allows for permits that authorize the sale of alcoholic beverages to the public at special events.

The Select Board 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 Select Board cannot grant special licenses to:**

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

Special Licensees must purchase alcoholic beverages from a licensed supplier. For an updated list of licensed suppliers visit <https://www.mass.gov/media/1998476/download>. Special licensees CANNOT purchase alcoholic beverages from a package store and CANNOT accept donations of alcoholic beverages from anyone.

#### **DO I NEED A SPECIAL ONE-DAY LIQUOR LICENSE?**

A Special One-day License is necessary whenever money is changing hands:

- Either by a direct sale of alcoholic beverages.
- When tickets are sold to an event where alcoholic beverages will be consumed.
- When a caterer is supplying alcohol on which they will make a profit (indirect sale).

For example:

- A fundraising event at a public facility where people buy tickets or make a donation to attend DOES require a Special One-day License, even if the money exchanged is not used directly to pay for alcohol.
- Delivery of alcohol is considered to be a sale of alcohol—a caterer must obtain a Special One-day License when arranging for the delivery of alcohol on which they will make a profit

\*The Select Board at its discretion may require other conditions including, but not limited to, TIPS certification and proof of insurance.

If you are unsure if your event will require a one-day liquor license, please contact:

Select Board's Office

781.631-0000

Or email Kyle Wiley at [wileyk@marblehead.org](mailto:wileyk@marblehead.org)

***The above is not intended to be all inclusive.*** For more information visit <https://www.mass.gov/service-details/apply-for-a-special-license-or-permit-abcc>