



# Town of Royalston

## Application for Special Liquor License

### Terms and Conditions

1. Application must be submitted a minimum of 30 days before the planned event. Failure to do so may result in no license because of the time required for review.
2. Completed application should be submitted to the Select Board office. It will be reviewed first by the Police Department and then by the Select Board.
3. If the event is to be held on town property, a separate facilities use application must be filed at the same time.
4. The application fee for this license is \$25, though the Select Board may waive that fee.
5. If this license is granted, the alcohol must be consumed only at the permitted premises. If it is an indoor venue, alcohol may not be carried outside. If it is an outdoor venue, alcohol may not be carried outside the defined boundaries of the event. Applicants must define those boundaries in this application. Please see details on reverse.
6. At minimum, one server who will be on duty the entire event must be TIPS certified; please present the certification at the time of application. Applicants and servers will be accountable for the responsibilities such certification entails.
7. The Police Department will require a police presence at the event and will charge a detail fee according to department policies.
8. The Select Board may require evidence of event insurance, naming the town of Royalston as an additional insured.
9. If granted, the license will be dated with a four-day window, to allow for proper delivery, storage and disposal of the alcoholic beverages as required by MGL Chapter 138.
10. Applicants are reminded that they must purchase the alcohol from a state-authorized source (list available on ABCC website).
11. The permit holder must ensure that the permitted boundaries are maintained and oversee the server's work. Both the permit holder and the server must monitor patron activity and consumption. Violation of these responsibilities may result in a ban of a year or more on future permits for the applicant, the server and/or the sponsoring organization. If the Select Board takes such action, the parties involved will be informed in writing within one month of the event.

## Application

Name of Applicant: \_\_\_\_\_

Sponsoring organization, if any: \_\_\_\_\_

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

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

License applied for:

Malt Beverage Only \_\_\_\_\_ Wine Only \_\_\_\_\_ Malt Beverage & Wine \_\_\_\_\_

Wine Auction\* \_\_\_\_\_ All-Alcohol\*\* \_\_\_\_\_

*\*Issued only to a charitable organization; submit application from ABCC website.*

*\*\*Issued only to non-profit organizations. Federal non-profit number: \_\_\_\_\_*

Event planned: \_\_\_\_\_

Location of event: \_\_\_\_\_

Specific area where liquor may be consumed: \_\_\_\_\_

**Note:** If this is an outdoor event, provide a sketch of the planned restricted area.

Date(s), time(s) and duration of event: \_\_\_\_\_

Anticipated number of attendees: \_\_\_\_\_

**Acceptance of terms:** *By signing below, the applicant accepts responsibility for complying with all state laws, town bylaws, and the terms and conditions stated above.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Police Department Review

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Comments: \_\_\_\_\_

## Select Board Review

This application is approved \_\_\_\_\_ rejected \_\_\_\_\_.

Fee: \_\_\_\_\_

Signature, Select Board Chair: \_\_\_\_\_

Date: \_\_\_\_\_

Comments or conditions: \_\_\_\_\_