



BOARD OF SELECTMEN

P.O Box 372

West Brookfield, Massachusetts 01585

LICENSING POLICIES AND PROCEDURES

The Board of Selectmen serve as the Local Licensing Authority (LLA) for the Town of West Brookfield.

Common licenses the LLA has the authority issue are:

- Special Licenses to Managers of Indoor or Outdoor Activities (commonly known as a one-day pour permit) under M.G.L. Chapter 138, Section 14.
- Special License for Sale of Wine Produced by a Farmer-Winery for Off-Premises Consumption at Indoor or Outdoor Agricultural Event (commonly known as a farmer's market permit) under M.G.L. Chapter 138, Section 15F.

Policies and procedures for obtaining these licenses are as follows:

1. Complete applicable application form, sign, and submit with required documentation.
2. Pay license fee. Checks are to be payable to Town of West Brookfield.
3. Return fee and complete application materials to Board of Selectmen office no later than 30 days prior to event date.

Please note the following restrictions for each license type:

- One Day Pour Permit: The Local Licensing Authorities cannot grant special licenses to:
 - Any person for more than a total of 30 days per calendar year
 - To any person that has an on-premises license application pending before it
 - Any premises that has an alcoholic beverages license
 - *Note: Special licensees CANNOT purchase alcoholic beverages from a package store*
- Farmer's Market Permit
 - These licenses cannot overlap any area or premises that is already covered by an existing license

The Local Licensing Authority may also issue other licenses permissible by law. These applications will be handled on a case-by-case basis. As with above licenses, complete information on the license sought together with the applicable fee must be delivered to the Board of Selectmen no later than 30 days prior to the event or purposes for which the license is sought.

Alcoholic Beverages Retail License Procedure

- To apply for an alcoholic beverages retail license, the LLA works together with the Massachusetts Alcoholic Beverages Control Commission (ABCC). The ABCC has detailed information on the process necessary to apply for a new license or a transfer of an existing license. The processing time expected for these types of licenses may take 8-12 weeks. Detailed information about these licenses and links to information put forth by the ABCC are available on the Town of West Brookfield website.