

City of Holyoke License Board
20 Korean Veterans Plaza, Room 401, Holyoke, MA 01040
Telephone: (413) 322- 5599 Email: champagnej@holyoke.org

APPLICATION FOR SPECIAL ONE DAY ALCOHOLIC BEVERAGE LICENSE

Regulations: 204 CMR 7.00: SPECIAL LICENSES 7.02: Licensee

A special license, other than a special license for a dining hall maintained by an incorporated educational institution authorized to grant degrees, may be issued only to a natural person, although the licensee may be a responsible manager acting on behalf of a corporation, partnership, or other entity.

Applicant/Host's name: _____

Home Address: _____

Phone number: _____ Email address: _____

Event Details:

Type of event: (i.e. banquet, birthday party, fundraiser) _____

Where will it be held? _____

Who owns the property? _____ Owner's phone number: _____

Date of event: _____ Hours of event: _____

Expected number of people attending: _____ Admission charge: (if any) _____

Type of alcohol to be served: (check one) Beer and Wine _____ All Alcohol _____
Alcohol will be: (check one) Sold _____ Given away _____

Security arrangements: _____

I hereby certify under the pains and penalties of perjury that the above is true and accurate information, and that I will be responsible for the proper observance of the laws governing the dispensing of such alcoholic beverages.

Signature: _____ **Date:** _____

For Official Use Only

Holyoke Fire Department Fire Safety Acknowledgement:

Inspector: _____ Position: _____

Chief: _____ Dated: _____

Security request/additional comments: _____

License Boards Action: **GRANTED** _____ **DENIED:** _____

Payment received: Date: _____ Check Number _____

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**INSTRUCTIONS FOR SPECIAL ONE DAY
ALCOHOLIC BEVERAGES LICENSE APPLICATION**

1. All applications must be received by the Friday 4 weeks preceding the event to comply with the law.
2. Applications must include payment in the form of check or money order payable to the City of Holyoke. A \$30.00 fee is applicable per day with a maximum of thirty (30) events per calendar year.
3. The Fire Safety acknowledgement portion of the application will be completed by the Holyoke Fire Department Official. The Fire Department Official will review your application upon it's submission to the Local Licensing Authority for consideration.
4. If event is taking place in space owned by a public or governmental entity, you must provide proof of authority to use the space and serve alcohol therein.
5. Only non-profit organizations may apply for any type of license (All Alcohol or Wine & Malt). Proof of non-profit organization status will be required.
6. All profit making enterprises may only apply for a malt and Wine License unless holding a not-for-profit event. Applicants hosting a not-for-profit event seeking an All Alcohol license may be required to submit additional information as to the type of event.
7. All persons issued a Special License must purchase the alcohol from a wholesaler licensed pursuant to G.L. c 138 §18, 19, 19B or 19C, or from a holder of a special permit so sell issued under G.L. c. 138 §22A. A list of approved sellers can be found by visiting <http://www.mass.gov/abcc/onedayauthorized.htm>. Alcohol cannot be obtained from a package store and alcohol cannot be donated to you unless you've been granted a Charity Wine Auction License.
8. If the licensee is granted, you are subject-to and must follow the laws and regulations as any other licensee under M.G.L. 138. Licensee will be subject to discipline or the denial of any future applications if you fail to comply with the laws and regulations.
9. If the license is granted, you will be required to provide proof of alcohol liability insurance in the minimum amount of \$250,000. The Certificate of Insurance must list the City of Holyoke, 536 Dwight St., as the Certificate Holder.
10. The Local License Board may require licensee to hire a police officer for events expecting crowds larger than 100 people.

**ADDITIONAL REQUIREMENTS FOR CHARITY WINE
AUCTION OR WINE TASTING**

Completed application and supporting documents must be submitted 8 weeks before the event as ABCC approval is necessary. ABCC application can be obtained by visiting: <http://www.mass.gov/abcc/index.htm>. The following documents must be attached to the application:

- *Articles of Incorporation (must be registered as a Massachusetts corporation.
- *Certificate of Exemption
- *Certificate of Good Standings
- *Certificate of Solicitation
- *Completed One Day Special License Application

I acknowledge that I have received, understand and will comply with the above instructions and requirements of the Special One Day Alcohol License.

Signature of Applicant

Date