



Mayor Joshua Garcia

Office of Planning & Economic Development

City of Holyoke

License Board

Anthony Luciano, Chair

Jose Correa, Commissioner

Michael Moriarty, Commissioner

**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: \_\_\_\_\_

**\*\*A Fire Department Safety Inspection must be arranged by the Applicant prior to submitting this application\*\***

*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 must be completed by the Holyoke Fire Department Official. The Fire Department Official will review your application upon its 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 to prove status.
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 to 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.
10. The Local License Board may require licensee to hire a police officer for events expecting crowds larger than 100 people.
11. Special licensees CANNOT purchase alcoholic beverages from a package store.

**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

Revised January 2023