



TOWN OF HANOVER
550 HANOVER STREET, SUITE 29
HANOVER, MASSACHUSETTS 02339
(781) 826-2261 (781) 826-5010

Board of Selectmen

POLICY #11-02
Updated July 2, 2012
SPECIAL LICENSE POLICY
(Commonly referred to as "One-Day Liquor License")

PURPOSE OF POLICY

The policy of the Board of Selectmen is to provide consistent and uniform application and review processes for all applicants submitting a request to the Board for a Special License, commonly referred to as a "One-Day Liquor License". This Policy updates Policy #11-02 dated October 17, 2011 to reflect the May 8, 2012 Annual Town Meeting vote to charge a fee of \$40.00 for non-profit Special Licenses.

SCOPE

This policy is applicable to any individual applying on behalf of a non-profit or for-profit organization for a Special License under the provisions of M.G.L. c. 138, § 14 in the Town of Hanover.

PROVISIONS

All applications will undergo a public safety review (Fire, Police, and DPW) prior to being heard by the Board of Selectmen. The applicant must contact the Hanover Police Department directly upon submission of their request to arrange for a Police Detail for the event. Exceptions to this requirement for a Police Detail can only be made by the Police Chief upon written request of the applicant.

The applicant named on the Special License Application shall, at all times during which alcoholic beverages are being sold, be available to the licensing authorities unless some other person similarly qualified, authorized and satisfactory to the licensing authorities, and whose authority to act in place of such applicant shall **first** have been certified to the licensing authorities in the manner aforesaid, is present in the premises and is acting in the place of such applicant.

Applications must be filled out completely, all required documentation attached, and filed at least **21 days prior** to the event date in order for the application to be considered by the Board of Selectmen. Acceptance of any applications filed less than 21 days prior to the event date are at the Board of Selectmen's discretion.

The hours during which sales of alcoholic beverages may be made under a Special License shall be between 11:00 AM to 11:00 PM, Monday through Saturday, and from 12:00 Noon to 11:00 PM on Sundays, Christmas Day (or the day following when Christmas Day is on a Sunday), or Memorial Day. A maximum of five hours is allowed per event.

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All beverages/glasses/bottles or other containers must be removed from tables and service bar area one-half hour after closing time or by 11:00 PM, whichever first occurs. Patrons must be off premises one-half hour after closing time.

The full name, residential address, business and home telephone numbers of said applicant must appear on the Special License Application. Failure to have such information on file and current shall alone be sufficient cause for revocation or suspension of such license, as well as future licenses.

The Board of Selectmen, at their discretion, may require proof of \$1,000,000 Liquor Liability Insurance naming the Town of Hanover as additional insured. If you are requesting a license for an event being held on Town-owned property, proof of \$1,000,000 Liquor Liability Insurance must be provided with the Town of Hanover named as additional insured.

Please see Attachment A for the Rules and Regulations of the Alcohol Beverages Control Commission.

FEE PER EVENT SCHEDULE

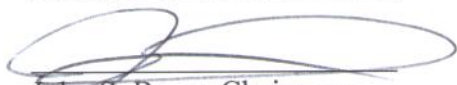
Non-profit \$ 40.00

For-profit \$75.00

EFFECTIVE DATE:

This update was issued by the Board of Selectmen on July 2, 2012 and is effective immediately.

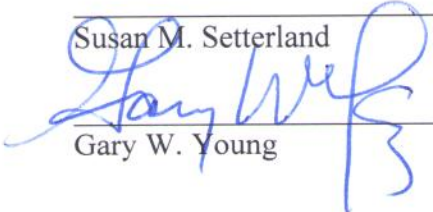
BOARD OF SELECTMEN


John S. Barry, Chairman


Joseph R. Salvucci, Vice-Chairman


Harold L. Dunn, III


Susan M. Setterland


Gary W. Young

Attachment A

RULES AND REGULATIONS OF THE ALCOHOL BEVERAGES CONTROL COMMISSION

The individual purchasing/providing the liquor and servers of the liquor **must** request the license.

Only non-profits may apply for an All Alcohol Special License. For-profits may only apply for a Wine and Malt Special License. No 3rd Party Special Licenses can be issued.

No one under 21 years of age may be served alcoholic beverages. Licensees are responsible for ensuring that minors are not being served, or consuming, alcoholic beverages on the licensed premises, whether served to them by an employee or handed to them by any other patron.

All servers and wait staff clearing up bottles, glasses, serving, handling, etc. of alcoholic beverages must be at least 18 years of age.

Anyone holding a Special License **must** purchase alcoholic beverages from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder. **Purchasing alcoholic beverages from a package store is prohibited by the ABCC.** *A list of authorized sources to purchase alcohol can be found on the ABCC website www.mass.gov/abcc or you can contact the ABCC directly at (617) 727-3040.*

A Special License shall not be granted to any applicant while their application for a license under M.G.L. c. 138, § 12 (Restaurant) is pending before the licensing authorities.

Not more than one license can be issued for a premise at one time.

The ABCC prohibits liquor sales between the hours of 2:00 AM and 8:00 AM.

A Special License can be issued for indoor and/or outdoor events.



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Board of Selectmen

SPECIAL ("One-Day") ALCOHOL LICENSE APPLICATION

Check one: Non-profit - Fee \$40.00 () For-profit - Fee \$75.00 ()

Check one: All Alcohol () Wine & Malt () Malt Only () Wine Only ()

PLEASE PRINT LEGIBLY

*Applicant's Name: _____

* Applicant must be a person (not an entity). For an All-Alcohol License, the applicant must be a person who represents a **non-profit** organization.

Applicant's Street Address: _____

Daytime Contact #: _____ Applicant's E-mail Address: _____

Name/Purpose of Event: _____

Event Date: _____ Requested Hours of Sale: _____

Event Location Street Address: _____

Organization sponsoring event: _____

Organization's Street Address: _____

Number of People Expected to Attend Event (including staff & volunteers): _____

Server/Caterer Name: _____

Name of Liquor License Holder (Attach copy of license): _____

Have servers had training in Alcohol service? _____ If yes, attach copies of proof of training

Do you have liquor liability insurance? _____ If yes, attach a copy of your certificate of liability insurance

Has permission been received from the property owner to hold this event? _____

I, the undersigned, understand and agree to the restriction and responsibilities of holding a One-Day Alcohol License and certify that I am not prohibited from holding such license. I agree that the Town of Hanover is in no way responsible for the actions of the applicant.

Applicant's Signature

Date Filed

Chairman - Board of Selectmen

Date Approved