

City of Salem, MA Special One-Day Liquor License Application

Date of Event: _____ Expected No. of People: _____ Rain Date: _____

Start Time of Event: _____ End Time of Event _____

Location of Event: _____

Type of Function: _____

Applicant: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email Address: _____

Will a tent be used on site: Yes ___ No ___ Rental Company: _____

Will propane be used: Yes ___ No ___ (if yes a permit from the fire department will be required)

Will there be live entertainment: Yes ___ No ___

Will tickets be sold at the door or is the event pre-ticketed: _____ Capacity of venue: _____

Name(s) of certified crowd managers: _____

Please check one:

If function is for a Non-Profit
Organization, License may be
granted for all alcoholic beverages

If function is for profit,
License is limited to wine
and malt beverages only

Conditions of a Special License:

1. Liquor Liability Insurance naming the City of Salem as an additional insured and showing the dates of the event, must be submitted before the issuance of a License
2. A City of Salem Detail Officer may be required to be on duty during the serving and the consumption of alcohol, see rules
3. \$100 fee, payable to the City of Salem, must accompany this application

Requirements for Crowd Managers:

https://www.mass.gov/files/documents/2019/01/02/Crowd%20ManagerPamphletFAQ_2018.pdf

Signature: _____ Date: _____

Below to be completed by the Licensing Board

Approved: _____ Fee: _____

Special 1-Day License Rules

Licenses for the sale of wines and/or malt beverages may be issued to any enterprise, however, special licenses for the sale of all alcoholic beverages may be issued for non-profits (non-profit organizations or individuals) only. Applications should be submitted more than 30 days in advance.

The Local Licensing Authorities cannot grant special licenses to:

- a. any person for more than a total of 30 days per calendar year,
- b. to any person that has an on premises license application pending before it,
- c. any premises that has an alcoholic beverages license.

Special Licensees must purchase alcoholic beverages from a licensed supplier. **Special licensees CANNOT purchase alcoholic beverages from a package store/CANNOT accept donations of alcoholic beverages from anyone.**

1. A Special Alcoholic Beverage License is required from the Licensing Board for any activity at which alcoholic beverages are served.
 - A. A License may be issued to the responsible person of any indoor or outdoor activity for a for profit enterprise for wine and malt beverages only, unless the person is holding an event for a not for profit that is closed to the public
 - B. Only Nonprofit entities or applicant hosting a not for profit event may apply for an All Alcoholic License. Nonprofits must show proof of nonprofit status. Applicant hosting a not for profit event must submit proof that event is closed to the public and that no profits will be derived from the event.
2. A License may be issued to the responsible person of any non-profit conducting any indoor or outdoor activity for all alcoholic beverages or wine and malt only.
3. All alcoholic beverage laws shall be observed.
 - a. MGL Chapter 138-34, Sale or delivery of furnishing alcoholic beverages to persons under twenty-one (21).
 - b. MGL Chapter 138-69, Sale or delivery to intoxicated persons.
 - c. City Ordinance Section 24-19, Drinking alcoholic beverages on public ways or public places.
4. Conditions of Special Licenses
 - a. A Police Officer may be required at all activities in which alcoholic beverages are served. This is to ensure that all laws are being observed and to provide for the safety of all in attendance. An officer shall be required for any event when the license holder is serving beer and wine only and the event exceeds three hours in duration and the event organizer expects more than 125 attendees. An officer shall be required for any event when the license holder is serving all alcohol and the event exceeds two hours in duration and the event organizer expects more than 100 attendees.
 - b. It shall be the responsibility of the server not the Police Officer to identify under age guests attempting to obtain alcoholic beverages.
 - c. A liquor license liability policy in an amount not less than \$1Million naming the City of Salem as additionally insured must be provided to the City prior to the issuance of a license.
5. Checks must be made payable to the **City of Salem** for \$100.00 for a one-day license.
6. Applications **MUST** be submitted a **MINIMUM** of **ONE MONTH PRIOR** to the date of the event.
7. Submit applications to Melissa Mojica in the Licensing Commission via email at mpagliaro@salem.com or in person to 93 Washington Street, 3rd Floor, Salem MA 01970.