



# Town of Stockbridge

50 Main Street, P.O. Box 417  
Stockbridge, Massachusetts 01262-0417  
Telephone: 413-298-4170

## Board of Selectmen APPLICATION FOR SPECIAL ONE DAY ALCOHOLIC BEVERAGE LICENSE

**Application Fee: \$30.00**

Upon receipt of this completed application, payment and required documentation, your application will be processed. This application must be received 30 days prior to the event. Please note that submission of this application should in no way be construed as final approval or confirmation of your request. Final approval will require sign-off by the Select Board.

### Event Information:

#### **Applicant Information:**

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Is applicant for the Entertainment License the owner of premises? \_\_\_\_\_ Yes \_\_\_\_\_ NO\*

\* If applicant is not the owner of the premises, please attach a notarized letter from property owner giving permission for such entertainment to take place.

**Location / Name of Establishment:** \_\_\_\_\_

Address of proposed entertainment: \_\_\_\_\_

Manager/Owner: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Description of the premises to be used** (ie, 1<sup>st</sup> floor, patio, indoors, outdoors, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Description of location:** (i.e. museum, garden, estate): \_\_\_\_\_

**Floor Plan:** Attach a floor plan showing:

Dimensioned area of licensed premises;  
Proposed location of bars or service area;  
Seats or bench areas, secured and/or moveable; and  
Entrances and exits

**Attach written plan for the control of litter**

**Type of Event** (i.e. exhibit opening, fundraiser, wedding): \_\_\_\_\_

**Date of Event:** \_\_\_\_\_

**Event Start Time:** \_\_\_\_\_

**Event End Time:** \_\_\_\_\_

**Type of Beverages:** All Alcoholic \_\_\_\_\_ Wines and Malt Only \_\_\_\_\_  
(Not-for-profit only)

**Number of attendees expected:** \_\_\_\_\_ ( if >250 persons, applicant must notify Chief of Police)

**No special licensee may sell any alcoholic beverage other than those purchased from a licensee under M.G.L. c. 138 §§ 18, 19, 19B, or 19C or from a holder of a special permit to sell issued under M.G.L. c. 138 § 22A. Event participants are PROHIBITED from bringing their own alcoholic beverages to the event and Special licensees CANNOT purchase alcoholic beverages from a package store. A list of approved sellers can be found at**

<https://www.mass.gov/service-details/apply-for-a-special-license-or-permit-abcc>

Please refer to the Town of Stockbridge Alcoholic Beverage License Policies and the ABCC

(<https://www.mass.gov/orgs/alcoholic-beverages-control-commission> ) for complete rules and regulations.

**CHECK LIST FOR ONE-DAY ALCOHOLIC BEVERAGES LICENSE APPLICATION**

- completed and signed application submitted at least 30 days prior to the event
- \$30.00 fee for each one-day license being requested (made payable to the Town of Stockbridge)
- Copy of Certified Bartender card
- Proof of Liquor Liability Insurance
- Floor Plan
- Parking Plan
- Control of Litter Plan

*I certify that I will be responsible for the proper observance of the Laws Governing the dispensing of such alcoholic beverages and hereby swear under the pains and penalties of perjury that the information I have given is true to the best of my knowledge and belief.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Office Use Only:**

Date Received: \_\_\_\_\_

Payment Received:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Written Approval if required:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Floor Plan Received:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Liquor Liability Insurance Received:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Parking Plan:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Control of Litter Plan Received	YES <input type="checkbox"/>	NO <input type="checkbox"/>
			Copy of Certified Bartender Card:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
License Approval:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	<b>Permit Issued:</b>	_____	