



TOWN OF WHATELY
MASSACHUSETTS
OFFICE OF THE SELECTBOARD
4 Sandy Lane, Whately
Phone: 413-665-4400 Fax: 413-665-9560

Mailing Address
4 Sandy Lane
South Deerfield, MA 01373

REQUEST FOR A ONE-DAY LIQUOR LICENSE

The undersigned hereby makes application for the following one-day liquor license:

_____ All Alcoholic
 (*see note below)
_____ Wine and Malt

Today's Date: _____

Date of Event: _____ Time: From _____ to _____

*Name of Applicant: _____

Applicant's Signature: _____

Applicant's Address: _____

Applicant's E-Mail Address: _____

Applicant's Telephone Number: _____

Location of Event: _____

Description of Premises: _____

Number of People Expected at Event (including staff and volunteers): _____

Name of Food Caterer (if applicable): _____

Name of Liquor Caterer/Bartender: _____

Type of Food to be Served (e.g.: appetizers, dinner) _____

Required Attachments:

_____ Proof of \$500,000 Liquor Liability Insurance. For events on Town property, the Town of Whately must be named as additional insured.

_____ Copy of the Bartender's Server Training Certificate (TIPS)

_____ Approval letter from the property owner

***Applicant must be a person (not an entity). For all-alcoholic license, the applicant must be a person who represents a non-profit organization or is a not-for-profit entity.**

Rules for One Day Liquor License in the Town of Whately

1. All applications should be submitted to the Selectboard, 4 Sandy Lane, South Deerfield, MA 01373 at least 30 days before the event.
2. Proof of liquor liability insurance will need to be provided for the event with liability amounts of no less than \$500,000 per occurrence. If the event is held on town property the Town of Whately must be listed as an additional insured on the policy.
3. Fees for either type of license will be \$75.00
All payments should be made payable to the Town of Whately
4. All alcohol servers for the event must have received alcohol awareness training. Proof of training must be supplied with application for each individual that is to serve alcohol.
5. If you are a non-profit organization or a not-for-profit entity (for example the father of a bride) you may apply for an all alcohol license or wine and malt license. If you are a non-profit organization you must enclose a copy of your 501 C certificate with your application for proof of your non-profit status for an all alcohol license.
6. If you are a for-profit organization, you will only be eligible for a wine and malt license per M.G.L. c. 138 section 14.
7. All applications must have approval of the owner of the property. A signed letter from the owner stating the date, event and name of person to receive the one-day liquor license should be submitted with the application.
8. All alcohol for the event must be purchased with a distributor licensed by the State (a list is attached). No alcohol can be stored on the premises before or after the event and any excess alcohol must be returned to the distributor.
9. All applicants will be notified when the application will be on the Selectmen's agenda. The applicant or a representative from the organization will be expected to attend the Selectmen's meeting
10. Any questions can be directed to the Selectmen's Office at 413-665-4400.

This application and rules regarding one-day liquor licenses were voted by the Board of Selectmen on September 27, 2011. Updated July 12, 2012.