

Town of Reading Massachusetts
Application for SPECIAL (One Day) Alcoholic Beverage License

THE COMMONWEALTH OF MASSACHUSETTS
Alcoholic Beverages Control Commission
239 Causeway Street, Boston, MA 02114

Event for which application is made (type of event): _____

Date of Event: _____ **Time** of Event: _____ until: _____

Name to Appear on the License (**note – the licensee may only be an individual – not an organization, corporation, etc.**): _____

Give a full **description of the premises** to be licensed, including the name of the site (if applicable), street address, rooms at the address to be licensed, location of all entrances and exits (**Note – All alcoholic beverages must be stored only on the licensed premises, and at no other site. Chapter 138 Section 22 requires a permit for any vehicle transporting alcoholic beverages except for personal use**):

Address of Premises: _____

Phone Number of Premises: _____

Seating Capacity for this event: _____ Occupancy Number: _____

License Category

- All Alcoholic (non-profits only) Wine and Malt (for profit only)

Service Category

- Serve Sell

Contact Person (attorney or representative, if applicable) who can be contacted concerning this application:

Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Applicant is an individual representing (check one):

- Association Non-Profit Corporation Individual
 Partnership Corporation LLC

I have read and agree to abide by all Commonwealth of Massachusetts laws, rules and regulations including all rules and regulations of the Massachusetts Alcoholic Beverage Control Commission, and all Town of Reading Liquor License Policy - Requirements for Special (One-Day) Liquor Licenses, and attest that the information submitted in this application is true, accurate, and complete.

Signed and subscribed to under the penalty of perjury this _____ day of _____ 20____

By: Signature of Full Name

Title:

Please attach:

- A letter on their letterhead, from the organization that you are representing, giving authorization to file this application for the event noted in the application, and signed by the individual or officer authorized to file all forms and disclosures with the Secretary of State's office;
- A letter on their letterhead, of the owner of the premises, indicating that you have their permission to use the premises for the event that is the subject of this application;
- If a caterer is being utilized, please include a statement on their letterhead that confirms that they are being paid a set fee, and not a fee based on alcoholic beverage sales;
- A copy of the insurance certificate showing proof of issuance of Liquor Liability Insurance for this event that names "Town of Reading" as additional insured;
- Check for \$50 made payable to the "Town of Reading" if you are selling the liquor. There is no fee if you are just serving.