



TOWN OF WELLESLEY

Application for Special License(s)

Date of Application: _____

Date of Event: _____

A special License is a temporary license issued pursuant to Chapter 635 of the Acts of 1982 to the responsible manager of any nonprofit organization conducting any indoor or outdoor activity or enterprise for the sale of alcoholic beverages. A special License for wine and malt beverages only may be issued to a for-profit organization conducting indoor or outdoor activity for the sale of beverages pursuant to Chapter 186 of the Acts of 2022.

Application fee: **\$25.00**

License fee: **\$50.00**

Checks payable to: Town of Wellesley

The undersigned hereby applies for a Special License for:

☐

All Alcoholic Beverages (nonprofit organizations only)

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Wine and Malt Beverages Only

All applications must include the following documents or will be returned to the applicant:

- a. Description of the event;
- b. Documentation of control over the licensed area (lease or deed);
- c. Written indication of the manner by which service, sale, delivery, and dispensing of alcoholic beverages are to be controlled;
- d. Proof of nonprofit status (for nonprofit organizations requesting all alcoholic beverage licenses)
- e. A floor plan or diagram (8½" x 11" sketch) showing the exact location within the event area where alcoholic beverages will be dispensed;
- f. Designation and identification in writing of all individuals who will serve, sell, deliver, and/or dispense alcoholic beverages;
- g. Proof of Liquor Liability Insurance
- h. Server Training Certificates for each individual serving; and
- i. Other such information that the Board may request.

APPLICANT INFORMATION

Name of Organization: _____

Address: _____

Name of Event Manager: _____ Address: _____

Assistant Event Manager: _____ Address: _____

EVENT INFORMATION

Event and Menu Description

Location: _____

Occupancy: _____ Estimated Attendance: _____ Indoor/Outdoor (circle one)

An 8X11" floor plan of the premises to be licensed must be submitted along with the application showing the exact location within the event area where alcoholic beverages will be sold, served, and consumed, and indicating all entrances and exits.

Name of catering service responsible for service of alcoholic beverages:

Name of Catering Service

Address

List the names and addresses of persons who will be serving alcoholic beverages. Use additional sheets if necessary.

Name

Address

Name

Address

Name

Address

Name

Address

Describe steps you have taken to ensure that the employees of the catering service or the individuals listed above have completed an alcoholic beverage server-training program or similar in-house training. (e.g. Tips training program)

Describe security precautions or police details if any:

Printed Name of Applicant

Applicant's Signature

Date

RETURN COMPLETED APPLICATION, FLOOR PLAN, CERTIFICATE OF INSURANCE, PROOF OF TIPS TRAINING, AND CHECK FOR THE APPLICATION AND LICENSING FEE TO:

SELECT BOARD OFFICE
525 Washington Street
Wellesley, MA 02482
781-431-1019 ext 2219