



Town of Concord – Select Board

Special License for the Sale of All Alcoholic Beverages/Wines and Malt Beverages Massachusetts General Laws, Chapter 138, Section 14

Procedural Requirements

A One Day Special License is required by the Town of Concord for an event if alcoholic beverages are being **sold to attendees or if admission is being charged for the event where alcohol is served for free or for a charge**. No more than thirty (30) One Day Special Licenses may be issued **per calendar year** to the holder of the Special License under MGL 138, Section 14.

Non-profit organizations may apply for either a Special One Day “All Alcoholic Beverage License” or a Special One Day “Wines & Beer” License. **For-profit** organizations may only apply for a Wine & Beer License.

The applicant must complete the application form and submit it to the Office of the Select Board in advance of the event and at least two weeks prior to next scheduled Select Board meeting. (Select Board meetings are typically held bi-weekly on Monday evenings – check the Town calendar online for the schedule of their meetings.) Alcoholic events require the advance approval of the Select Board. The Select Board may approve, postpone review, or take no action on any submitted application. The Office of the Select Board will confirm with the applicant in advance the scheduled date of review by the Select Board.

TIPS Training Cards or the equivalent must accompany the application. These must be current and must show the name and photo of the bartender. If a photo is not on the TIPS Training Card, a copy of a valid photo identification card should be included as well.

Should the applicant anticipate more than 100 attendees, the applicant should check with the Police Department in advance of the application’s approval at a Select Board meeting to determine whether police coverage of the event will be necessary and whether traffic control will be necessary.

Once the Select Board has approved the application, the license will be mailed to the address listed on the application and electronically mailed to the applicant’s contact information.

Liability Disclaimer for One Day Special Licenses

The applicant assumes sole responsibility for the serving of alcohol at the approved event on such specified date and time. The Select Board require liability insurance for events being held in Town-owned buildings.



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Identification Cards for the Sale of Alcohol

Alcoholic beverages may only be served or sold to adults who are 21 years of age and older. The following forms of identification may be accepted: Massachusetts Drivers License, Massachusetts Liquor Identification Card, Massachusetts Identification Card, Passport Issued by the United States or a government that is officially recognized by the United States, Passport Card for a Passport issued by the United States, and a Military Identification Card.

Purchase of Alcoholic Beverages for Resale

The licensee must purchase all alcoholic beverages from a **licensed wholesaler**, per Massachusetts General Laws, Chapter 138, Section 18. A list of wholesalers may be obtained from the Office of the Select Board.

License Fees

The license fees are payable at the time of the submission of the application. The fee is **\$75.00** for a One Day Special License, payable to the Town of Concord. The fee is non-refundable. The Select Board only reviews complete applications. The application will be deemed complete if and only if the application is completed and signed, the application fee is paid, and the TIPS cards are included.

If the event is held on a Sunday, a Sunday Entertainment License is also required. The fee for a Sunday Entertainment License is **\$50.00**, payable to the Town of Concord, and a fee payable to the Commonwealth of Massachusetts depending on the time of the event. For more information, see Sunday Entertainment Procedures.

Licenses Premises

Gambling of any sort, except those games of chance authorized by the Commonwealth, shall not be permitted on any licensed premises. The licensee shall be responsible for any disorder, disturbance, or illegality of any kind to take place in or on the licensed premises, whether the licensee is present or not. All premises covered by a license shall be kept in a clean and sanitary condition. All premises shall be in compliance with the Building Inspector's seating capacity limit. Every liquor license must be posted in a conspicuous place adjacent to where the alcoholic beverages are being served and sold.

Permitted Hours

The hours in which alcoholic beverages may be sold are:

Monday – Thursday: 8:00 AM – 1:00 AM

Friday – Saturday: 8:00 AM – 1:15 AM

Sunday: 12:00 PM – 1:00 AM

* Last call should be made by 12:30 AM