

## Town of Hardwick

307 Main Street

P.O. Box 575

Gilbertville, MA 01031

413-477-6197 x 101



1. Special Licenses are required if you keep, sell or deliver any alcoholic beverages. They are issued to individuals holding a function at a place that presently does **not** have a liquor license, or is outside of the licensed premises.
2. The Board may issue an All Alcohol or Wine & Malt License to any applicant. The License has to be made out in the name of the person having the function.
3. Fee Information (*Please make checks payable to the **Town of Hardwick***):  
One Day Wine & Malt License - **\$35.00**  
One Day All Alcohol License - **\$60.00**
4. In all cases where liquor is served it is advised that it be by a caterer or bar service. All individuals involved in the service of liquor are required to attend a server training program and must be server trained prior to serving any alcoholic beverages. Copies must be on file in the Selectmen's Office (TIP Certified)
5. Workers' Compensation Affidavit must be filled out by the bartender/caterer service and, if applicable, a copy of the Workers' Compensation Certificate of Liability Insurance submitted.
6. All Alcoholic beverages must be purchased from a licensed Massachusetts Wholesaler and must be removed after the function
7. No one can bring, consume or sell any alcohol on the premises other than that offered by the licensee.
8. The Wine & Malt, and Alcohol per the ABCC may not be delivered until the day of the event and removed the same day.
9. The liquor may not be served prior to 11:00 a.m. Monday – Saturday and prior to noon on Sundays
10. The Board of Selectmen will seek approval/comments from the Police Department pertaining to the event/function.
11. The License shall be posted in a conspicuous location during the event.
12. One Day Special Licenses for All Alcohol or Wine & Malt are limited to 30 Licenses a year.

**Town of Hardwick**  
**Application for One Day License**

*A Special License is a temporary license issued to a responsible party. The Board may issue an All Alcohol or Wine & Malt License One Day All Alcoholic License. No more than 30 One Day Licenses may be issued to any person per calendar year. Special License holders **MUST** purchase alcoholic beverages from an authorized source, usually a licensed wholesaler in Massachusetts, not from a package store and **CANNOT** accept donations of alcoholic beverages from anyone.*

**Today's Date:** \_\_\_\_\_ **Date of Event:** \_\_\_\_\_

The application is for:     All Alcoholic Beverages: **\$60.00**                       Wine & Malt Only: **\$35.00**

Is this your first application?    **YES / NO**

Name of Non-Profit Organization/or individual:  
\_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: ( \_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Name of Event Manager if applicable: \_\_\_\_\_

Name of Bartending Service if applicable: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: (            ) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Proof of TIP Certification: \_\_\_\_\_

**SIGN YOUR NAME IN FULL:** \_\_\_\_\_

**EVENT INFORMATION:**

Description: \_\_\_\_\_

Location: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Hours of Event: \_\_\_\_\_

Hours that Alcohol will be served: \_\_\_\_\_

Restrictions: \_\_\_\_\_

Approved by Board:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Approved:  
\_\_\_\_\_