

TOWN OF CHARLTON
PROCEDURE FOR REQUESTING
SPECIAL ALCOHOLIC BEVERAGE LICENSE

The Alcoholic Beverages Control Commission states that the Local Licensing Authorities may issue special licenses for the sale of wines and/or malt beverages to any enterprise however, special licenses for the sale of all alcoholic beverages may be issued to non-profit organization only.

The Local Licensing Authorities cannot grant special licenses to:

- Any person for more than a total of thirty (30) days per calendar year;
- To any person that has an on premises license application pending before it;
 - Any premises that has an alcoholic beverage license.

Special licensees must purchase alcoholic beverages from a licensed supplier. Special licensees CANNOT purchase alcoholic beverages from a package store and CANNOT accept donations of alcoholic beverages from anyone. (an updated list of suppliers can be found on the ABCC website)

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1. Applicant receives blank “Application for Special Alcoholic Beverage License from the Board of Selectmen/Town Administrator office or from the town’s website at www.townofcharlton.net at least four (4) weeks prior to the event. (This allows enough time for all departments to review)
 2. Applicant completes entire application. Applicant must get sign off from each department listed to ensure proper documents submitted.
 3. Application shall be submitted to the Selectmen/Town Administrator office for processing upon completion by each department required to review.
 4. Application will be placed on next available Selectmen’s meeting for the Board of Selectmen’s consideration.
 5. Once approved, copies of the application will be provided to the applicant, Police Department, Fire Department, Building Commissioner and the Alcoholic Beverage Control Commission.

Applicant agrees to adhere to all applicable rules, regulations, town bylaws, state and federal laws.

7. If the event sponsor (or any of it’s associated businesses, owners, shareholders, etc) and venue are the same, no more than 30 days of special licenses can be approved in a calendar year. Within the 30 days, the day before the event and after the event are included within the 30 day limit per the ABCC.
8. If the event sponsor is different than the event venue (such as renting for a wedding, etc.) the event sponsor would be the applicant for the request.

The cost for this Special One Day Alcoholic Beverage License is:

\$ 50.00 for profit

\$ 0 for non profit (**must submit copy of 501c(3) to qualify**)

Attachments:

- Mandatory Crowd Manager(s) & Daily Fire & Building Safety Checklist information
- Authorized Sources of Alcohol for 1-Day Licenses from the ABCC

Accepted: July 6, 2004

Amended: January 28, 2013

Amended: March 5, 2013

Amended: November 7, 2017



TOWN OF CHARLTON, MA

Application for SPECIAL Alcoholic Beverage License

Applicant Information:

Name: _____

Address: _____

Mailing Address: (if different) _____

Telephone: _____

E-Mail Address: _____

Sponsor of event: _____

Event Information:

Type of Event: _____

Date of Event: _____ **Time of Even: (start)** _____ **(end)** _____

Name of Venue and Location of Event:

Description of Premises for Event:

Description of where alcohol will be stored on premises:

Type of License requested:

___ All Alcohol (non-profit organizations only) **(must submit 501c(3))**

___ Wine and/or Malt Beverages

Number of persons expected to attend: _____

Server Information:

Who will be serving the alcohol to your guests? (TIP certified company and/or server(s))

Name: _____

Address: _____

Phone: _____

Bartenders and/or servers of alcohol, beer and/or wine must have completed in the past three years, an appropriate Massachusetts alcoholic beverages server training program. **Please provide individual names and copies of training certificate(s).**

A copy of the Server Liquor License Liability Insurance certificate is required prior to approval of license.

Alcohol Purchase:

What company will the alcohol be purchased from:

Company Name: _____

Company Address: _____

All Alcohol for a SPECIAL Alcoholic Beverage License MUST be purchased from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery. Alcohol CANNOT be purchased from a package store. See ABCC website – www.mass.gov/abcc for more information.

I, _____, the applicant for the SPECIAL (One Day) Alcoholic Beverage License request, certify under the pains and penalties of perjury that the above information is true and that I will comply with all applicable Alcohol Control Laws of the State of Massachusetts and policies and regulations of the town of Charlton.

Signature of Applicant.

Date

Departments - requirements and sign off needed: (applicant must get all departments approved)

Fire Department: ___ Fire Alarm Testing report in accordance with NFPA 72 (see owner of establishment)

___ Fire Protection reports in accordance with NFPA25 (see owner of establishment)

___ Review Crowd Manager 527 CMR 10.13 (see Fire Personnel)

The use of Pyrotechnics is prohibited in this venue. 527 CMR 2 Manufacturing, Storage, Transportation and use of Fireworks. Section 2.09 Theatrical Special Effects or Pyrotechnics Display before a proximate Audience Part (3B) the use of Pyrotechnic special effects indoors is prohibited in nightclubs, Disco's, dance halls, Bar's or similar occupancies. Please keep all Fire Lanes clear and Handicapped parking spaces accessible for such.

Received in the Fire Department on: _____

Recommend Approval: _____

Denial: _____

Date completed: _____

(Fire Department official signature)

Stipulations (if any)

If denied – state reason(s)

Building Department: Requirements vary depending on place of activity. Building Commissioner will review application from applicant.

___ Floor plan required (hand drawn or to scale – requirements: building and room arrangement for proper isles and exit access)

Received in the Building Department on: _____

Recommend Approval: _____

Denial: _____

Date completed: _____

(Building Commissioner signature)

Stipulations (if any)

If denied – state reason(s)

Police Department:

The holder of a “Special Alcoholic Beverage License” must adhere to all rules and regulations under M.G.L. Chapter 138.

No person under the age of 21 years of age be allowed to purchase or consume alcoholic beverages, except as provided under M.G.L. Chapter 138, section 34.

All persons serving alcohol be TIP certified.

Officers of the Charlton Police Department, the Massachusetts State Police and Agents of the Massachusetts Alcohol Beverage Control Commission shall be accorded full access to inspect any location where a One Day Special License has been issued to ensure that the license is in full compliance of all applicable rules, regulations, town bylaws, state and federal laws.

The Police Department will determine if a detail officer is needed or not.

Received in the Police Department on: _____

Recommend Approval: _____ Denial: _____

_____ Date completed: _____

(Police Officer Signature

Stipulations (if any) If denied – state reason(s)

Received in the Selectmen’s office on: _____

Placed on next available Selectmen’s meeting for discussion: _____

2017 WHOLESALER LICENSEES

3/13/2017

| License Number | Business Name | DBA Name | City | State |
|----------------|--|--------------------------|------------------|-------|
| WM-LIC-000399 | A & P WINE WHOLESALERS LLC | | CAMBRIDGE | MA |
| WA-LIC-000276 | A.J. LUKES IMPORTING & DISTRIBUTING CO., INC. | | HYANNIS | MA |
| WS-LIC-000329 | A.W. MCMULLEN COMPANY, INC. | PROSPECT HILL COMPANY | BROCKTON | MA |
| WA-LIC-000352 | ABACUS DISTRIBUTING LLC | | SOUTHBRIDGE | MA |
| WM-LIC-000290 | ADONNA IMPORTS LLC | | WALTHAM | MA |
| WA-LIC-000241 | AKG DISTRIBUTORS, INC. | | ROSLINDALE | MA |
| WS-LIC-000330 | ANDREW LANE COMPANY, INC. | | PEABODY | MA |
| WM-LIC-000363 | AP WINE IMPORTS, INC. | | NEW YORK | NY |
| WA-LIC-000417 | ARAGOSO CORP. | | ASHLAND | MA |
| WM-LIC-000162 | ARBORWAY IMPORTS, INC. | | BURLINGTON | MA |
| WA-LIC-000402 | ASTRALUNA LLC | | MEDFIELD | MA |
| WA-LIC-00019.9 | ATLANTIC IMPORTING COMPANY, INC. | | FRAMINGHAM | MA |
| WA-LIC-000194 | ATLAS DISTRIBUTING, INC. | | AUBURN | MA |
| WA-LIC-000159 | ATLAS LIQUORS, INC. | JOANNA IMPORTS | MEDFORD | MA |
| WA-LIC-000292 | ATOMIC IMPORTS & EXPORT, INC. | RIO'S WINE & LIQUORS CO. | LEOMINSTER | MA |
| WM-LIC-000007 | AUGUST A. BUSCH & COMPANY OF MASSACHUSETIS, INC. | | ST. LOUIS | MO |
| WM-LIC-000420 | BACCHUS IMPORTS LLC | | WINCHESTER | MA |
| WM-LIC-000448 | BARB'S BEER FOUNDATION | BARB'S BEER FOUNDATION | PLYMOUTH | MA |
| WA-LIC-000334 | BAYSTATE WINE COMPANY, INC. | BAYSTATE WINE & SPIRITS | AVON | MA |
| WA-LIC-000339 | BERKSHIRE BREWING COMPANY, INC. | | SOUTH DEERFIELD | MA |
| WA-LIC-000333 | BERKSHIRE MOUNTAIN DISTILLER'S, INC. | | SHEFFIELD | MA |
| WA-LIC-000335 | BLUE COAST BEVERAGES, INC. | | BRIDGEWATER | MA |
| WM-LIC-000403 | BOAVIDA FIVE STAR IMPORTS, INC. | BOAVIDA IMPORTS | NEW BEDFORD | MA |
| WA-LIC-000234 | BOSTON BEER CORPORATION | THE BOSTON BEER COMPANY | BOSTON | MA |
| WA-LIC-000057 | BOSTON WINE COMPANY, LTD. | WINEBOW BOSTON | MONTVALE | NJ |
| WM-LIC-000389 | BOTILES & BARRELS, LTD. | | EAST BRIDGEWATER | MA |
| WA-LIC-000307 | BROCKTON LIQUORS, INC. | BROCKTON LIQUOR IMPORTS | BROCKTON | MA |
| WA-LIC-000090 | BURKE DISTRIBUTING CO., LLC | | RANDOLPH | MA |
| WA-LIC-000444 | BURKE DISTRIBUTING CO., LLC | | RANDOLPH | MA |
| WM-LIC-000247 | CAFE EUROPA LLC | | STOUGHTON | MA |

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|----------------|---|--------------------------------|---------------|----|
| WM-LIC-000446 | CALEB NOBLE | SAINTLY CIDER | ROWLEY | MA |
| WM-LIC-000427 | CANAAN KHOURY | TAYBEH USA | JAMAICA PLAIN | MA |
| WM-LIC-000224 | CAPE COD WHOLESALE WINE & SPIRITS, INC. | BERNARD MAGREZ USA | ORLEANS | MA |
| WM-LIC-000386 | CARPE VINUM LLC | | BRIGHTON | MA |
| WM-LIC-000255 | CELLARBRATION, INC. | | SHEFFIELD | MA |
| WM-LIC-000268 | CHARLES RIVER WINE COMPANY, INC. | | STURBRIDGE | MA |
| WA-LIC-000011 | CLASSIC WINE IMPORTS, INC. | | NORWOOD | MA |
| WA-LIC-000230 | COIMBRA IMPORTS & EXPORTS, INC. | AIDIL WINES & LIQUORS | NEW BEDFORD | MA |
| WA-LIC-000048 | COLONIAL WHOLESALE BEVERAGE CORPORATION | | FALL RIVER | MA |
| WM-LIC-000266 | COLUCCIELLO IMPORTS LLC | | LYNNFIELD | MA |
| WA-LIC-000042 | COMMERCIAL DISTRIBUTING COMPANY, INC. | | WESTFIELD | MA |
| WA-LIC-000316 | COMMONWEALTH WINE & SPIRITS LLC | | NORWOOD | MA |
| WA-LIC-000313 | CONSUMER PRODUCT DISTRIBUTORS, INC. | J. POLEP DISTRIBUTION SERVICES | CHICOPEE | MA |
| WS-LIC-.000177 | COUNTRY CANDLE CO., INC. | LAURENCE CANDLE CO., INC. | MILLBURY | MA |
| WA-LIC-000298 | CRAFT BEER GUILD LLC | | EVERETT | MA |
| WM-LIC-000406 | CRAFT COLLECTIVE, INC. | | STOUGHTON | MA |
| WA-LIC-000404 | CS WHOLESALE LIQUORS, INC. | | EAST BOSTON | MA |
| WM-LIC-000328 | D.B. WINE SELECTION, INC. | | FRAMINGHAM | MA |
| WM-LIC-000282 | DAVID RAINES | VINEYARD RESEARCH | LUNENBURG | MA |
| WA-LIC-000382 | DEAD PINE WHOLESALE LLC | | NANTUCKET | MA |
| WM-LIC-000437 | DECORFOOD ART USA CORP. | | WALTHAM | MA |
| WM-LIC-000413 | DOWN THE ROAD BREWERY, INC. | DOWN THE ROAD BREWERY CO. | EVERETT | MA |
| WA-LIC-000210 | ENO MASSACHUSETTS, INC. | | STOUGHTON | MA |
| WM-LIC-000429 | ENTITLED BEER COMPANY LLC | ENTITLED BEER COMPANY | HINGHAM | MA |
| WM-LIC-000433 | ESSEX ENTITIES, INC. | | BOSTON | MA |
| WM-LIC-000195 | F.X. MAGNER SELECTIONS, INC. | | SHREWSBURY | MA |
| WM-LIC-000299 | FANTASY FINE WINE CORP. | | BOSTON | MA |
| WM-LIC-000264 | GARY E. KLINE | IBERIAN WINE IMPORTERS | SHARON | MA |
| WM-LIC-000421 | GEMMA IANNONI | GIANNONI SELECTIONS | NEWBURYPORT | MA |
| WM-LIC-000267 | GENUINE WINE SELECTIONS, INC. | | MEDFIELD | MA |
| WA-LIC-000424 | GEO GLOBAL GROUP, INC. | | LAKEVILLE | MA |
| WM-LIC-000172 | GIRARDI DISTRIBUTORS LLC | | ATHOL | MA |
| WM-LIC-000175 | GIRARDI DISTRIBUTORS LLC | | ATHOL | MA |

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|---------------|--|-------------------------------|-----------------|----|
| WM-LIC-000322 | GLOBAL WINES, INC. | | FRAMINGHAM | MA |
| WM-LIC-000323 | GRAPE EXPECTATIONS, INC. | GILBERT DISTRIBUTORS | BOYLSTON | MA |
| WM-LIC-000336 | HANGTIME WHOLESALE WINE COMPANY LLC | | MEDFIELD | MA |
| WM-LIC-000244 | HARPOON DISTRIBUTING COMPANY, INC. | | BOSTON | MA |
| WA-LIC-000341 | HEAVENLY SPIRITS LLC | | LAKEVILLE | MA |
| WM-LIC-000441 | HOG ISLAND DISTRIBUTORS LLC | | ORLEANS | MA |
| WM-LIC-000430 | HOGSHEAD WINE CO LLC | | WEYMOUTH | MA |
| WA-LIC-000142 | HORIZON BEVERAGE COMPANY, INC. | HORIZON BEVERAGE COMPANY | NORTON | MA |
| WA-LIC-000435 | HUB BEVERAGE LLC | | BOSTON | MA |
| WM-LIC-000379 | HUB WINE CORPORATION | | MARLBOROUGH | MA |
| WM-LIC-000405 | HUMBOLDT IMPORTS LLC | HUMBOLDT IMPORTS | SHARON | MA |
| WA-LIC-000024 | IDEAL WINE & SPIRITS COMPANY, INC. | | MEDFORD | MA |
| WM-LIC-000414 | IROKOS GROUP LLC | | BOSTON | MA |
| WM-LIC-000398 | ITALIAN WINE TRADERS LLC | | WALTHAM | MA |
| WA-LIC-000202 | J. M.ONITZ COMPANY, INC. | | FALL RIVER | MA |
| WM-LIC-000236 | JAMES G. GUIDO | GUIDO AND SON ITALIAN IMPORTS | MILFORD | MA |
| WA-LIC-000376 | JOHNSON BROTHERS OF MASSACHUSETIS, INC. | | ST. PAUL | MN |
| WA-LIC-000447 | JSTIL LLC | | SHEFFIELD | MA |
| WA-LIC-000198 | K.T. LIQUOR WHOLESALE, INC. | | BRIGHTON | MA |
| WA-LIC-000263 | KAPPY'S IMPORTING & DISTRIBUTING CO., INC. | | EVERED | MA |
| WM-LIC-000436 | KING DAVID WINES LLC | | SOUTH DARTMOUTH | MA |
| WM-LIC-000443 | L & T ABRUZZI WINE LLC | | WORCESTER | MA |
| WA-LIC-000325 | L. KNIFE & SON, INC. | | KINGSTON | MA |
| WA-LIC-000326 | L. KNIFE & SON, INC. | SEABOARD PRODUCTS CO. | DANVERS | MA |
| WM-LIC-000423 | Longbow Distribution LLC | | HATFIELD | MA |
| WA-LIC-000009 | LUIZ'S GROCERY AND LIQUOR, INC. | | FALL RIVER | MA |
| WA-LIC-000123 | M.S. WALKER, INC. | | SOMERVILLE | MA |
| WA-LIC-000373 | MARIPOSA PARTNERS LLC | MARIPOSA WINES & SPIRITS | FOXBORO | MA |
| WA-LIC-000022 | MARTIGNETII GROCERY CO., INC. | | NORWOOD | MA |
| WA-LIC-000132 | SAN MARTINO IMPORTS, INC. | MASCIARELLI WINE COMPANY | WEYMOUTH | MA |
| WA-LIC-000362 | MASSACHUSETIS BEVERAGE ALLIANCE LLC | | RANDOLPH | MA |
| WA-LIC-000428 | MASTER BRANDS MASSACHUSETIS LLC | | OXFORD | CT |

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|---------------|---|-----------------------|---------------|-----|
| WM-LIC-000408 | MATCHVINO WHOLESALE LLC | | BOSTON | MA |
| WM-LIC-000445 | MAYFLOWER BREWING COMPANY | | PLYMOUTH | MA |
| WM-LIC-000432 | MAYNARD BREW LLC | | MAYNARD | MA |
| WM-LIC-000371 | MBJ WINE GROUP LLC | | NORTH EASTON | MA |
| WM-LIC-000440 | MEDFORD BREWING COMPANY | | MEDFORD | MA |
| WM-LIC-000385 | MENDOZA PVE WINES,LTD. | | BOSTON | MA |
| WA-LIC-000074 | MERRIMACK VALLEY DISTRIBUTING CO.,INC. | | DANVERS | MA |
| WA-LIC-000245 | MILTON'S DISTRIBUTING CO.,INC. | SIGNATURE IMPORTS | MANSFIELD | MA |
| WM-LIC-000368 | MISE,INC. | | NEWTON | MA |
| WA-LIC-000222 | MONSIEUR TOUTON SELECTIONS OF MASSACHUSETIS, LTD. | BLANCHON SELECTIONS | WILMINGTON | MA |
| WM-LIC-000384 | MUCCI IMPORTS LLC | | HINGHAM | MA |
| WM-LIC-000439 | NIGHT SHIFT DISTRIBUTING LLC | | CHELSEA | MA |
| WM-LIC-000350 | OAK BARREL IMPORTS LLC | | BEVERLY | MA. |
| WM-LIC-000320 | OLIVE HARVEST LLC | | SUDBURY | MA |
| WM-LIC-000361 | OLMSTEAD WINE COMPANY LLC | | MILTON | MA |
| WM-LIC-000239 | OZ PACIFIC WINES,INC. | OZ WINE COMPANY | HAVERHILL | MA |
| WM-LIC-000355 | PANTHER DISTRIBUTING LLC | ITALIAN WINE EXCHANGE | WORCESTER | MA |
| WS-LIC-000176 | PATRICK BAKER & SONS OF MA,INC. | COMEAU BUTLER | MILLBURY | MA |
| WM-LIC-000243 | PEMBURY IMPORTERS,INC. | | SUTION | MA |
| WA-LIC-000388 | PIRATE DOG BRAND LLC | | SALEM | MA |
| WM-LIC-000418 | PREMIUM EUROPEAN WINES,INC. | | STOW | MA |
| WM-LIC-000344 | PSP MANAGEMENT COMPANY LLC | PSP IMPORTS | MANCHESTER | MA |
| WM-LIC-000426 | PURE ITALIAN LLC | PURE ITALIAN | WATERTOWN | MA |
| WA-LIC-000192 | QUALITY BEVERAGE LIMITED PARTNERSHIP | QUALITY BEVERAGE | TAUNTON | MA |
| WA-LIC-000223 | ROLIVIA,INC. | | LAWRENCE | MA |
| WA-LIC-000101 | RUBY WINES,INC. | | AVON | MA |
| WM-LIC-000147 | RUDI & SON WINE IMPORTERS,INC. | | SOUTHBRIDGE | MA |
| WA-LIC-000342 | RYAN & WOOD,INC. | | GLOUCESTER | MA |
| WA-LIC-000113 | SARAIVA ENTERPRISES,INC. | | NEW BEDFORD | MA |
| WA-LIC-000130 | SARMENTO'S IMPORTS & EXPORTS,INC. | SARMENTO'S IMPORTS | FALL RIVER | MA |
| WA-LIC-000327 | SELECT WINE IMPORTS LLC | | CHESTNUT HILL | MA |
| WM-LIC-000383 | SONOMA WINE GROUP LLC | | WABAN | MA |

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|----------------|-------------------------------------|---------------------------------|-----------------|----|
| WM-LIC-000324 | SPECIALTY MARKETING GROUP, INC. | | WRENTHAM | MA |
| WM-LIC-000434 | SPINNING JIG LLC | | FRAMINGHAM | MA |
| WM-LIC-000161 | ST. KILLIAN IMPORTING CO., INC. | | EVERETI | MA |
| WM-LIC-000407 | SWING OIL BREWERY, INC. | | GRANBY | MA |
| WA-LIC-000079 | TABLE & VINE, INC. | | SPRINGFIELD | MA |
| WM-LIC-000310 | THE PIERPONT GROUP LLC | | WALTHAM | MA |
| WM-LIC-000438 | THE WHITE LION BREWING COMPANY LLC | | SPRINGFIELD | MA |
| WM-LIC-000416 | TOSKO IMPORTS LLC | | HOLBROOK | MA |
| WA-LIC-000317 | TRIO WINE COMPANY, INC. | | WAREHAM | MA |
| WA-LIC-000235 | UNITED LIQUORS LLC | | BRAINTREE | MA |
| WA-LIC-000002 | V. CIRACE & SON, INC. | CIVE IMPORTING CO. | BOSTON | MA |
| WA-LIC-000289 | VALLEY VODKA, INC. | | HADLEY | MA |
| WA-LIC-000425 | VELO SQUARED LLC | | PALMER | MA |
| WM-LIC-000415 | VIN DISTRIBUTORS LLC | | AGAWAM | MA |
| WA-LIC-000240. | VINE IMPORTERS, INC. | | NORTH ATILEBORO | MA |
| WM-LIC-000227 | VINEYARD ROAD, INC. | | FRAMINGHAM | MA |
| WM-LIC-000271 | VINLOZANO IMPORTS, INC. | | WINCHENDON | MA |
| WM-LIC-000003 | WILLIAMS DISTRIBUTING COMPANY, INC. | | CHICOPEE | MA |
| WM-LIC-000391 | WIN IT TOO, INC. | LEGACY VINTERS | MIDDLETON | MA |
| WM-LIC-000395 | WINE ADVENTURES, INC. | | MANSFIELD | MA |
| WM-LIC-000209 | WINE-CASK IMPORTS, INC. | | ACTON | MA |
| WM-LIC-000375 | WORLD WIDE WINE OF NEW ENGLAND LLC | | HOLBROOK | MA |
| WM-LIC-000359 | YANKEE DISTRIBUTION LLC | GLOBAL WINES DISTRIBUTION OF MA | NORTHHAMPTON | MA |
| WA-LIC-000288 | YANKEE SPIRITS, INC. | | STURBRIDGE | MA |
| WA-LIC-000332 | YIANNIS DISTRIBUTING COMPANY, INC. | | EASTHAMPTON | MA |

**ALCOHOLIC BEVERAGES CONTROL COMMISSION ADVISORY
REGARDING MANDATORY CROWD MANAGER(S) & DAILY FIRE AND
BUILDING SAFETY CHECKLIST**

In 2004 the Legislature enacted Chapter 304 of the Acts of 2004, *An Act Relative to Fire Safety in the Commonwealth*. Under this law, each §12 licensee must obtain a valid Certificate of Inspection signed by both the local building inspector and the fire chief for both the first issuance and the renewal of §12 licenses. Effective June 1, 2011, all §12 licensees:

1. with an *Occupant Load* of 100 or more persons and
2. who are a

(a) “nightclub, dance hall, discotheque or bar” or who

(b) feature entertainment by a live band or recorded music generating above normal sound levels and have a specific area designated for dancing

must have trained Crowd Managers in the licensed premises at all times that they are open to patrons. This requirement will impact many, but not all, §12 licensees.

Under this regulation, a Crowd Manager must ensure the premises are safe and must complete a *Fire and Building Safety Checklist* on the premises every day before opening to the public. This *Fire and Building Safety Checklist* was created by the Department of Fire Safety (“DFS”). Items on the *Checklist* include a routine safety check of existing fire alarms and fire protection systems, fire extinguishers, exits and exit signs, interior finish, means of egress, crowd control procedures and building occupancy limits. The original completed *Fire and Building Safety Checklist* must be kept on the premises for at least 1 year and is subject to inspection.

Crowd Managers must complete a training course given by the State Fire Marshal and also must provide documentation that this training was successfully completed. The training is available online, 24 hours a day on the website of the Massachusetts Department of Fire Services (www.mass.gov/dfs). Simply click on the link “Crowd Manager” under “Online Services” on the right side of the homepage.

DFS estimates that it takes approximately 30- 40 minutes to complete this online training and take a short test on the information included in the program. If an individual successfully answers 70% of the questions, he/she can obtain a Certificate of Successful Completion. If anyone does not correctly answer 70% of the questions, they will be directed to take the exam a second time; and if anyone fails a second time, they will be directed to re-take the training program.

Pursuant to this new requirement, one (1) Crowd Manager must be designated for every 250 occupants or portion thereof based upon the *Occupant Load* specified on the Certificate of Inspection. The DFS defines *Occupant Load* as the total number of employees, performers and patrons permitted in a “nightclub, dance hall, discotheque or bar” as shown on the Certificate of Inspection. It is NOT the number of people actually

present in the building at any given time. An *Occupant Load* of 100-250 persons requires 1 Crowd Manager, an occupant load of 251-500 persons requires 2 Crowd Managers, and an occupant load of 501-750 persons requires 3 Crowd Managers. The Crowd Manager(s) must be in the licensed premises at all times the business is open to patrons.

Any qualifying §12 licensee's failure to designate and have the required Crowd Manager(s) present when open to the public is a violation of the law. Under Massachusetts General Laws chapter 138, §64, each license holder must comply with all laws of the Commonwealth, including this new law that can be found at 527 C.M.R. 10.13. Furthermore, the regulations of the Alcoholic Beverages Control Commission require that a licensee cannot permit any illegality to occur in or on the licensed premises.

Also, license holders subject to this new requirement may lose their alcoholic beverages license if they fail to obtain the required Certificate of Inspection. For example, a fire chief may not sign the Certificate of Inspection with any outstanding fire code violations, according to the DFS. Local licensing authorities and §12 licensees may find further information on this new requirement at the following links at the Department of Fire Safety Webpage:

http://www.mass.gov/Eeops/docs/dfs/crowd_mgr/letter_to_license_holders.pdf

http://www.mass.gov/Eeops/docs/dfs/crowd_mgr/crowd_manager_flyer.pdf

http://www.mass.gov/Eeops/docs/dfs/crowd_mgr/fire_and_bldg_checklist.pdf

http://www.mass.gov/Eeops/docs/dfs/crowd_mgr/excerpts_of_fire_code_527cmr.pdf

http://www.mass.gov/Eeops/docs/dfs/crowd_mgr/letter_to_local_licensing_authorities.pdf

Individuals with questions concerning this Advisory and the new Crowd Manager requirement may contact the ABCC at 617-727-3040 x 31.

(Issued: Tuesday, March 22, 2011)