

TOWN OF CHARLTON
PROCEDURE FOR REQUESTING
SPECIAL ONE DAY ALCOHOLIC BEVERAGE LICENSE

1. Applicant receives blank "Application for Special One Day Alcoholic Beverage License from the Board of Selectmen/Town Administrator office 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
3. Completed application shall be submitted to the Selectmen/Town Administrator office for processing.
4. Application will be placed on next available Selectmen's meeting seeking approval from the Board of Selectmen.
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.
6. Applicant agrees to adhere to all applicable rules, regulations, town bylaws, state and federal laws.
7. 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:

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



TOWN OF CHARLTON, MA

Application for SPECIAL (One Day) Alcoholic Beverage License

Applicant Information:

Name: _____

Address: _____

Mailing Address: (if different) _____

Telephone: _____

E-Mail Address: _____

Event Information:

Type of Event: _____

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

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)

___ 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: (see attached list provided by the ABCC)

Company Name: _____

Company Address: _____

All Alcohol for SPECIAL (One Day) Alcoholic Beverage Licenses MUST be purchased from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery. Alcohol CANNNOT be purchased from a package store. See ABCC website – www.mass.gov/abcc for more information.

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.

Approved: _____ Date: _____

(Fire Department official signature)

Stipulations (if any)

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)

Approved: _____ Date: _____

(Building Commissioner signature)

Stipulations (if any)

Police Department:

The holder of a "Special 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.

Approved: _____ Date: _____

(Police Chief and/or Police Representative Signature)

Stipulations (if any)

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

Wholesaler As of 5/27/2015

LICENSENO	COMPANY	ADDRESS	CITY
WI-399	A & P Wine Wholesalers LLC	353 Howard Street	Brockton
WI-276	A.J. Lukes Importing & Distributing Co., Inc.	395 Barnstable Road	Hyannis
WI-329	A.W. McMullen Company, Inc.	12 Field Street	Brockton
WI-352	Abacus Distributing LLC	60 Mill Street	Southbridge
WI-290	Adonna Imports, LLC	101 Clematis Ave, Unit 21	Waltham
WI-241	AKG Distributors Inc.	Office: 173 Belgrade Avenue	Roslindale
WI-284	Andes Imports, Inc.	100 Billerica Avenue	Billerica
WI-330	Andrew Lane Company, Inc.	3 Walter Road	Peabody
WI-363	AP Wine Imports, Inc.	372 Main Street	Watertown
WI-417	Aragoso Corp	134 Main Street - Suite #6	Milford
WI-162	Arborway Imports, Inc.	141 Middlesex Turnpike	Burlington
WI-400	Artisanal Distributors, LLC of Massachusetts	60 Island Street	Lawrence
WI-402	Astraluna, LLC	45 West Street, Unit 1	Medfield
WI-199	Atlantic Importing Company, Inc.	101 Bishop Street	Framingham
WI-194	Atlas Distributing, Inc.	44 Southbridge Street	Auburn
WI-159	Atlas Liquors, Inc.	156 Mystic Avenue	Medford
WI-292	Atomic Imports & Export, Inc.	40 Albert Drive	Leominster
WI-7	August A. Busch & Company of Massachusetts, Inc.	440 Riverside Avenue	Medford
WI-364	Bantam Cider Company	411 Norfolk Street #2E	Somerville
WI-334	Baystate Wine Company, Inc.	40 Robbie Road, Unit A & B	Avon
WI-339	Berkshire Brewing Company, Inc.	12 Railroad Street	South Deerfield
WI-333	Berkshire Mountain Distillers, Inc	356 S. Main St.	Sheffield
WI-335	Blue Coast Beverages, Inc.	45 Scotland Blvd	Bridgewater
WI-403	BoaVida Five Star Imports, Inc.	2243 Purchase Street	New Bedford
WI-234	Boston Beer Corporation	185 Boylston Street	Boston
WI-57	Boston Wine Company, Ltd.	30 Dane Street	Somerville
WI-389	Bottles & Barrels, Ltd.	150 Franklin Street	East Bridgewater
WI-307	Brockton Liquors, Inc.	383-385 North Main Street	Brockton
WI-90	Burke Distributing Corporation	89 Teed Drive	Randolph
WI-247	Café Europa, LLC.	262 Tosca Drive	Stoughton
WI-224	Cape Cod Wholesale Wine & Spirits, Inc.	195 Route 6A	Orleans

WI-386	Carpe Vinum, LLC	14 Meehan Street	Boston
WI-255	Cellarbration, Inc.	700 Main Street, Suite 2A (Big Y Plaza)	Great Barrington
WI-268	Charles River Wine Company., Inc.	453 Main Street	Fiskdale
WI-409	Choco, LLC	130 Lincoln Street	Boston
WI-11	Classic Wine Imports, Inc.	975 University Avenue	Norwood
WI-230	Coimbra Imports & Exports, Inc.	39-49 Brook Street	New Bedford
WI-48	Colonial Wholesale Beverage Corporation	970 Old Reed Road	North Dartmouth
WI-266	Colucciello Imports, LLC	9 Liberty Lane	Lynnfield
WI-42	Commercial Distributing Company, Inc.	46 South Broad Street	Westfield
WI-316	Commonwealth Wine & Spirits, LLC.	Office: 975 University Avenue	Norwood
WI-313	Consumer Product Distributors, Inc.	705 Meadow Street	Chicopee
WI-396	Contessa Imports, LLC	3 Brooks Crossing	West Boylston
WI-177	Country Candle Co., Inc.	22 West Street	Millbury
WI-298	Craft Beer Guild, LLC	170 Market Street	Everett
WI-406	Craft Collective, Inc.	378 Page Street, Unit #13	Stoughton
WI-404	CS Wholesale Liquors Inc.	51 Union Square	Somerville
WI-328	D.B. Wines Selection, Inc.	OFFICE: 79 Main Street, Suite 201	Framingham
WI-282	David Raines	629 Lancaster Avenue	Lunenburg
WI-382	Dead Pine Wholesale LLC	7 Bartlett Farm Road	Nantucket
WI-413	Down the Road Brewery, Inc.	56 Woodcliff Road	Newton
WI-210	Eno Massachusetts, Inc.,	200 Tosca Drive	Stoughton
WI-195	F.X. Magner Selections, Inc.	173 Memorial Drive, Unit B	Shrewsbury
WI-299	Fantasy Fine Wines Corp.	(Office) 328 Commercial Street	Boston
WI-412	First Press Imports, Inc.	148 Bray Street	Gloucester
WI-294	Gaeta Imports, LLC	238 Andover Street	Wilmington
WI-264	Gary E. Kline	Office: 43 Berkshire Avenue	Sharon
WI-267	Genuine Wine Selections, Inc.	258 Main Street	Medfield
WI-175	Girardi Distributors, LLC	5 Railroad Place	Athol
WI-172	Girardi Distributors, LLC	40 Downing Two, Industrial Park	Pittsfield
WI-323	Grape Expectations, Inc.	240 Shrewsbury Street	Boylston
WI-322	Global Wines, Inc.	148 South Street	Shrewsbury
WI-336	Hangtime Wholesale Wine Company, LLC	99 South Street	Medfield
WI-244	Harpoon Distributing Company, Inc.	306 Northern Avenue	Boston
WI-341	Heavenly Spirits, LLC	59 Main Street	Lakeville

WI-213	Hellas Import Ltd.	147 Brook Street	Brookline
WI-142	Horizon Beverage Company, Inc.	45 Commerce Way	Norton
WI-379	Hub Wine Corporation	420 Maple Street, Suite #2	Marlborough
WI-405	Humboldt Imports LLC	2 Merchant Street, Ste3-A	Sharon
WI-24	Ideal Wine & Spirits Company, Inc.	3890 Mystic Valley Parkway	Medford
WI-414	Irokos Group LLC	101 Tremont Street - Suite 908	Boston
WI-398	Italian Wine Traders, LLC	675 Main Street, Suites 3&4	Waltham
WI-202	J. Moniz Company, Inc.	91 Wordell Street	Fall River
WI-236	James G. Guido	194 West Street, Unit 1	Milford
WI-376	Johnson Brothers of Massachusetts, Inc.	305 Forbes Blvd	Mansfield
WI-397	Joyce Galliac	108 Forest Ave	Hudson
WI-198	K.T. Liquor Wholesale, Inc.	364 Huttleston Avenue	Fairhaven
WI-263	Kappy's Importing & Distributing Co., Inc.	296 Main Street	Everett
WI-326	L. Knife & Son, Inc.	17 Collins Street, (P.O. Box 330)	Danvers
WI-325	L. Knife & Son, Inc.	Elder Avenue, Extension	Kingston
WI-9	Luiz's Grocery and Liquor, Inc.	90 Howard Street	Fall River
WI-123	M.S. Walker, Inc.	20 Third Avenue	Somerville
WI-373	Mariposa Partners, LLC	22 Hayden Drive	Foxborough
WI-22	Martignetti Grocery Co.	Office: 975 University Avenue	Norwood
WI-362	Massachusetts Beverage Alliance, LLC	89 Teed Drive	Randolph
WI-392	Master Brands Massachusetts LLC	1116 Great Plain Avenue	Needham
WI-408	Matchvino Wholesale, LLC	107 Southbridge Road	North Oxford
WI-371	MBJ Wine Group LLC	246 Elm Street	Easton
WI-385	Mendoza PVE Wines Ltd.	97 R Mendon Street	Bellingham
WI-74	Merrimack Valley Distributing Co., Inc.	50 Prince Street	Danvers
WI-245	Milton's Distributing Co., Inc.	305 Forbes Boulevard	Mansfield
WI-368	Mise, Inc.	69 Chapel Street	Newton
WI-222	Monsieur Touton Selections of Massachusetts, Ltd.	230 Lowell Street Unit 2I	Wilmington
WI-384	Mucci Imports, LLC	OFFICE: 9 Lantern Lane	Hingham
WI-350	Oak Barrel Imports, LLC	OFFICE: 421R Essex Street	Beverly
WI-320	Olive Harvest LLC	43 Broad Street, #A102, A 103	Hudson
WI-361	Olmstead Wine Company, LLC	93 Warren Avenue	Milton
WI-239	Oz Pacific Wines, Inc.	41 Rogers Road	Haverhill
WI-355	Panther Distributing, LLC	Office: 51 Union Street, Suite 108	Worcester

WI-176	Patrick Baker & Sons of MA., Inc.	22 West Street	Millbury
WI-243	Pembury Importers, Inc.	28 Town Farm Road	Sutton
WI-387	Percival Beer Company	166 Brush Hill Road	Milton
WI-388	Pirate Dog Brand, LLC	4 Florence Street, Unit #3	Salem
WI-344	PSP Management Company, LLC	481 Wildwood Avenue	Woburn
WI-192	Quality Beverage Limited Partnership	525 Myles Standish Blvd	Taunton
WI-223	Rolivia, Inc.	678 Andover St, Unit #3	Lawrence
WI-101	Ruby Wines, Inc.	625 Bodwell Street, Extension	Avon
WI-147	Rudi & Son Wine Importers, Inc.	505 Worcester Street	Southbridge
WI-342	Ryan & Wood, Inc.	15 Great Republic Drive	Gloucester
WI-132	San Martino Imports, Inc.	144 Moore Road	Weymouth
WI-113	Saraiva Enterprises, Inc.	74 Conway Street	New Bedford
WI-130	Sarmiento's Imports & Exports, Inc.	991 Airport Road	Fall River
WI-410	Seductive Spirits, LLC	15 Smith Street	Rehoboth
WI-327	Select Wine Imports, LLC	Office: 27 Dale Street	Chestnut Hill
WI-383	Sonoma Wine Group, LLC	Office: 181 Windsor Road	Waban
WI-380	South Shore Wine Imports LLC	300 Oak Street, Unit #500	Pembroke
WI-324	Specialty Marketing Group, Inc.	20 Commercial Drive	Wrentham
WI-161	St. Killian Importing Co., Inc.	170 Market Street	Everett
WI-407	Swing Oil Brewery, Inc.	34 Barton Street	Granby
WI-79	Table & Vine, Inc.	OFFICE: 1107 Riverdale Street	West Springfield
WI-356	The Gulla Group, LLC	12 Bradbury Avenue	Medford
WI-310	The Pierpont Group LLC	OFFICE: 430 Bedford Street, Suite 195	Lexington
WI-416	Tosko Imports LLC	275 Centre Street	Holbrook
WI-390	Trident Craft Beverage Merchants, Inc.	632 A Main Street	Winchester
WI-317	Trio Wine Company, Inc.	220 O'Connell Way, Bldg B, Ste B-400	East Taunton
WI-411	Tripel M Trading LLC	4226 Church Street	Thorndike
WI-235	United Liquors LLC	175 Campanelli Drive	Braintree
WI-2	V. Cirace & Son, Inc.	173 North Street	Boston
WI-289	Valley Vodka, Inc.	124 West Street	Hadley
WI-415	Vin Distributors LLC	295 High Street - Suite 219	Holyoke
WI-369	Vincantara, Inc.	425 Green Street	Boylston
WI-240	Vine Importers, Inc.	27 Market Street	Swansea
WI-227	Vineyard Road Inc.	1451 Concord Street	Framingham

WI-271	Vinlozano Imports Inc.	Office: 2 Juniper Street	Winchendon
WI-80	Violette Imports, Inc.	One Belmont Street	Cambridge
WI-3	Williams Distributing Company, Inc.	880 Burnett Road	Chicopee
WI-391	Win It Too, Inc.	325 North Main Street, Unit 15A	Middleton
WI-395	Wine Adventures, Inc.	241 Francis Avenue	Mansfield
WI-209	Wine-Cask Imports, Inc.	100 Powder Mill Road	Acton
WI-375	World Wide Wine of New England LLC	9 Mear Road	Holbrook
WI-359	Yankee Distribution, LLC,	125 Flanders Road	Westborough
WI-288	Yankee Spirits, Inc.	376 Main Street	Sturbridge
WI-332	Yiannis Distributing Company	19 Wemelco Way	Easthampton

**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 §12licenses. 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, §12licensees.

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 I 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)