

SPECIAL ONE-DAY LICENSES

WHO NEEDS TO APPLY

- Public event organizers
- Current alcohol licensees applying for a temporary extension of their licensed premises.
- **An alcohol license is required if either of the following statements is true:** (1) Any event open to the public **or** (2) private events where attendees are being charged admission.
- An entertainment license is required if the following statement is true: The event offers entertainment, is open to the public, **and** there is an admission charge for the event or for the entertainment.

LIMITATIONS

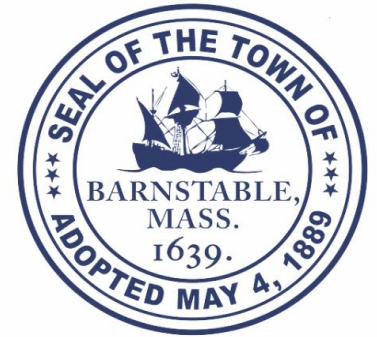
- Only Wine & Malt beverages may be served on the following Town owned properties: *Hyannis Village Green, Hyannis Harbor Overlook, and Aselton Park*
- An all-alcohol license may only be issued to event holders who provide proof of non-profit status **and** whose events are not on town property.

DEADLINE TO APPLY

- Completed applications must be received a **minimum of 30 days prior** to the scheduled event.
- Events serving food require approval of the Health Division. Email dianna.bellaire@town.barnstable.ma.us for more information noting that Dianna must receive your application **90 days prior** to the schedule event.

REQUIRED DOCUMENTS - ALCOHOL

- ✓ **Site plan** detailing entrances, exits, alcohol service area, tents, vendor booths/tables, food stations, etc.
- ✓ **Security plan** which outlines how alcohol will be managed during the event and contained within the licensed event space.
- ✓ Current **TIPS Certificate** for the individual (s) that will be serving the beer/wine/alcohol
- ✓ Proof of **Non-profit status** (if applicable)
- ✓ Events serving wine & malt on town owned property will need to provide a **Certificate of Liability Insurance** reflecting liquor liability coverage and naming the Town of Barnstable as Additional Insured.



TOWN OF BARNSTABLE

LICENSING PROGRAM

LICENSING AUTHORITY

**367 Main Street
Hyannis, MA 02601**

**Erin Logan
Licensing Director
P 508.862.4774
C 774.470.8033**

**Consumer Affairs
Officer, Chris Kelsey
P 508.862.4667**

SPECIAL ONE-DAY LICENSES CONTINUED...

REQUIRED DOCUMENTS – ENTERTAINMENT

- ✓ **Site plan** detailing entrances, exits, entertainment area, tents, vendor booths/tables, food stations, etc.

Events at Barnstable Performing Arts Center do not require a plan

HOW TO APPLY

- ✓ Click [here](#) to log onto our OpenGov Permit Portal.
- ✓ Click [here](#) to apply for your Special One-Day License

MEETING ATTENDANCE

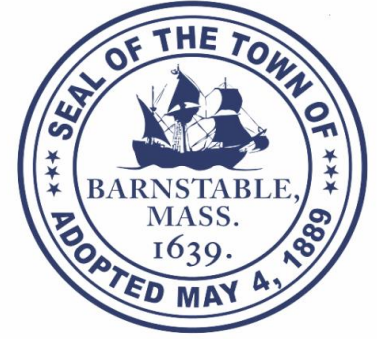
- Applicants of new events are required to attend an in-person meeting of the Licensing Authority at a public meeting. The meetings are held at Barnstable Town Hall at 10:00 a.m., on the 4th Wednesday of every month but for November and December where the dates vary.
- Applicants of repeat/annual events with no known or reported past problems are typically waived of the appearance requirement.

YOU'VE BEEN APPROVED! NOW WHAT?

- **YOU MUST PURCHASE YOUR WINE/MALT/ALL-ALCOHOL FROM AN APPROVED WHOLESALER.**
- Please click [here](#) then select **ABCC Authorized Sources for One-Day Licenses**. Questions regarding this list should be directed to the Alcoholic Beverages Control Commission Office at 617.727.3040.
- Print your license and have it readily available during the event.
- If you applied for a one-day entertainment license, there is nothing further to do but print your license and have it readily available during the event.

FEE SCHEDULE

<u>License Type</u>	<u>For Profit</u>	<u>Non-Profit</u>
Entertainment	\$50	\$25
All-Alcohol	NA	\$90
Wine & Malts	\$40	\$40
Malt Only	\$35	\$35
Wine Only	\$35	\$35



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