

Select Board
Osler L. Peterson, Chair
Eileen M. Murphy, Clerk
Gustave H. Murby, Member



Kristine Trierweiler
Town Administrator

Frank Gervasio
Assistant Town Administrator

TOWN OF MEDFIELD

Office of the Select Board

Town House • 459 Main Street • Medfield, Massachusetts 02052-0315

Phone: 508-906-3011 • www.town.medfield.net

ONE DAY LIQUOR LICENSE POLICY

As of July 18, 2023

As the licensing authority for the Town of Medfield, the Select Board issues One Day Liquor Licenses under Massachusetts General Law Chapter 138 Section 14.

One day liquor licenses are necessary for events that are held at facilities that don't hold a traditional liquor license. These include events taking place on public property, events open to the public, or other events where alcohol is being sold or tickets to an event includes the price of alcohol.

The hours during which sales of alcoholic beverages may be made by a special license shall be fixed by local authorities, but no special licensee may sell or deliver any alcoholic beverage between the hours of 2 A.M. and 8 A.M.

No person may be granted a one day liquor license for more than 30 days per calendar year, no one day liquor licenses will be granted to any person while their application for an annual license under Section 12 is pending before the licensing authorities, and no one day liquor license will be granted to any premises that has an alcoholic beverages license. No more than one license can be issued for a premises at one time.

Wine and Beer Only Licenses are available to all individuals or organizations, while All Alcohol Licenses are limited to non-profit groups. Licenses may only be issued to a person, not an organization, who is 21 years old or older. One day liquor licenses are valid only for the day of the event. If the event is outdoors, the one day liquor license would also include the rain date specified by the applicant so there is no need to reapply. However, we do ask the applicant notify the Town Administrator's office if their event was cancelled due to weather and are using the rain date as specified in the original request. To apply, provide the required supporting documentation and a completed application to the Office of the Town Administrator at the latest by the Tuesday before the next Select Board Meeting. If you have any questions please call 508-906-3012 or email bfranklin@medfield.net.

Required supporting documentation:

1. Completed Town of Medfield Application Form
2. Sketch of area where liquor is to be served to include floor plan or drawing of exact area where liquor will be served and where it will be consumed.
3. Copy of a valid bartender training certificate (TIPS or ServSafe) for anyone who will be serving alcohol at the event

4. Copy of certificate of liability insurance showing proper insurance coverage and naming the Town of Medfield as an additional insured. Coverage should be provided for fire, premises liability and liquor liability. Minimum coverage for liquor liability must be \$1,000,000 per occurrence and \$2,000,000 in the aggregate.
5. Non-profit applicants applying for an all-alcohol permit must submit proof of non-profit status

Once deemed complete, the application will be voted upon by the Select Board at one of their next regularly scheduled meetings. The applicant's attendance at the meeting is not required unless informed otherwise, but is welcome and may facilitate the approval in cases where questions and/or issues arise. Applicants may be required to submit further information or documentation in support of their application. The Select Board may issue further conditions or restrictions as they deem to be in the public interest.

Persons holding a one day liquor license must purchase alcoholic beverages from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer brewer or special permit holder. One day liquor license holders cannot purchase alcoholic beverages from a package store. Here is the link to the [ABCC website](#) with the current list of authorized sources.

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ONE DAY LIQUOR LICENSE APPLICATION

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Applicants Name: _____ Email: _____

Street Address: _____ Telephone: _____

City/Town, State: _____

Event and Purpose:

Location of Event: _____

Date and Hours of Event: _____

Type of License Requested: All Alcohol ____ Or Malt/Wine only ____

Sketch of Area Where Liquor to be Served attached: Yes____ No____

Copy of Valid Bartender Trainings attached: Yes____ No____

Copy of Certificate of Liability Insurance attached: Yes____ No____

If Requested All Alcohol License, proof of non-profit status attached: Yes____ No____

Signature of Applicant

Date filed

Licensing Authority Signature

Date approved

Conditions: _____