



Licensing Board for the City of Boston

One City Hall Square, Room 809, Boston, Massachusetts 02201

Telephone: (617) 635-4170 | Facsimile: (617) 635-4742 Email: LicensingBoard@boston.gov

INSTRUCTIONS FOR A SPECIAL ONE DAY ALCOHOLIC BEVERAGES LICENSE APPLICATION (Revised July 2025)

1. All applications must be received by the Monday **at least two (2) weeks** preceding the event for sufficient review, processing, and Licensing Board vote. You may submit your application to the Board by email to LicensingBoard@boston.gov. Please note that applications for charity wine auction/wine tastings must be submitted six (6) weeks in advance for ABCC approval. **Applications submitted within the two-week deadline may be denied or conditions may be added to the license.**
2. Definitions:
 - a. **Applicant** – The applicant for a Special One Day must be an individual person (not an organization). If granted, the applicant is responsible for the Special One Day license and will be the manager of the alcohol license.
 - b. **Manager of Premise** – The manager of the premise gives permission to use the space. They may be the same as the Applicant.
3. Special One Day Licenses cannot be issued to:
 - a. An individual (Applicant) for more than a total of thirty (30) days per calendar year.
 - b. Any premise that has an on-premises license application pending before the ABCC.
 - c. Any premise that has an alcoholic beverages license.
4. An individual (Applicant) representing a non-profit organization may apply for any type of license (All Alcohol or Malt and Wine). Non-profit organizations may be required to show proof of non-profit status (Ex. 501c-3 determination letter).
5. All other applicants may only apply for a "Malt and Wine" license.
6. All individuals issued a Special One Day License must purchase the alcohol from a wholesaler or from a holder of a special permit to sell per Mass. State Law. A list of approved sellers can be found at <https://www.mass.gov/info-details/apply-for-a-special-license-or-permit-abcc> under "Authorized Sources of Alcohol for 1-Day Licenses"
 - a. You **cannot** obtain the alcohol from a package store and cannot have the alcohol donated to you unless you are granted a Charity Wine/Auction license **or** if you are a registered charitable organization hosting a fundraising event.
7. Certificates of Inspection and Place of Assembly permits (if over 49 capacity) must be presented for premises where the Board has not typically placed a license in the past. If the event is being held on the street or in a space owned by a public/governmental entity, you must present something from the owner of the premises showing you have authority to use the space and serve alcohol therein.
8. The fees are \$150.00 per day for an All-Alcoholic Beverages License and \$75.00 per day for a Malt and Wine Beverages License. If a Special One-Day Alcohol License is issued and the event is cancelled, the Applicant must notify the Licensing Board via email **before the event date** in order to request a refund.
9. If the license is granted, you must, prior to the event date, pay (online) and then the license will be emailed to you. Payment instructions will be emailed to the Applicant. On the date of the event, the license must be posted in a clear and conspicuous place at the venue. You are subject to and must follow the laws and rules under M.G.L. Ch. 138. You may be subject to discipline or the denial of any future applications if you fail to comply with the relevant laws, rules, and regulations.

ADDITIONAL REQUIREMENTS FOR CHARITY WINE AUCTION OR WINE TASTING

1. Application and all documents must be submitted **six (6) weeks** before the event as **ABCC approval is necessary**.
2. Must provide the following additional documents:
 - Articles of Incorporation (must be registered as a Massachusetts Corporation);
 - Certificate of Exemption;
 - Certificate of Good Standing;
 - Certificate of Solicitation;
 - Floor Plan;
 - Cover letter from place where event will occur disclosing the type of event, date and time of event, number of people attending, and security plan; and
 - Completed ABCC application, which can be found at <https://www.mass.gov/service-details/apply-for-a-special-license-or-permit-abcc>. **We will submit the ABCC application to the State on your behalf.**

Application Checklist (Required)

- Approval from the property manager/owner (ex. letter, agreement, lease, etc.).
- (If indoors) A valid Inspection Certificate
- (if indoors and over 49 person capacity) A valid Place of Assembly Permit
- If the host is a non-profit, please submit a 501c-3 determination letter.
- If applying for a Charity Wine Auction or Wine Tasting, please submit documents requested above.
- Liquor Liability Insurance
 - Must be in the name of the Applicant with event location and address
- Site or Floor plan (if outside)
 - Location of alcohol service and consumption
 - Egresses
 - Boundaries of space, if any
- Security and Operations plan
 - Where will the alcohol be served?
 - Who will be checking IDs?
 - How will underage drinking be prevented? (Wristbands, stamps, no entry, etc..)
 - Are bartenders TIPS certified?



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APPLICATION FOR A SPECIAL ONE DAY ALCOHOLIC BEVERAGES LICENSE

(Updated July 2025)

1. Name of venue (ex. Peter's Park, Prince Hall): _____
2. Venue address: _____
3. Venue phone number: _____
4. Type of event (ex. Fundraiser, Beer Garden, Banquet, Concert, etc...): _____
5. Organization/Applicant Name: _____ 6b. Tax ID: _____
6. Organization business address: _____
7. Type of Organization (select one): Individual Non-Profit For-Profit
8. Event will take place during the following:
Date(s): _____
Time(s): _____
9. Event will take place: Inside Outside
a. If outside, did you fill out a [special/public event application](#)? Yes, PUB# _____ No
10. Event is: Private Open to public
11. Type of Alcohol to be served (select one):
Beer Wine Beer & Wine All Alcohol* (please read #4 and #5 of instructions)
12. Alcohol will be (select one): Sold Given away
13. Are you applying for a Charity Wine Auction or Wine Tasting license? Yes No
14. Has the Applicant obtained any Special One Day licenses in this calendar year?
Yes, how many: _____ No
15. Event promotion? Email Radio Flyers Newspapers Internet Other: _____
16. Admission fee? \$ _____ 16b. What is the expected number of attendees? _____
17. Admission policy for patrons under 21 years of age? No Entry Wristbands Other: _____
18. Security arrangements: _____
19. Supporting documents: Please refer to the Instructions for requested documents.

Please sign below if you have read the instructions and agree to the Special One Day Alcohol Beverages license application policies, procedures, and certify under the pains and penalties of perjury that the above is true and accurate information, and that you will be responsible for the proper observance of the laws governing the dispensing of such alcoholic beverages.

Applicant's Name: _____

(Applicant must be an individual)

Manager of Premise: _____

Daytime Telephone: _____

Daytime Telephone: _____

Applicant's Email: _____

Manager's Email: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

(For Office Use Only)

DISTRICT POLICE CAPTAIN APPROVAL: Approved Denied Date: _____ BPD AREA: _____

Captain Signature: _____ Restrictions/conditions/remarks: _____

LICENSING BOARD APPROVAL: Granted Rejected LBS- _____

Decision Date: _____ Restrictions/conditions/remarks: _____