



Haverhill

City Clerk's Office, Room 118
4 Summer Street Haverhill, MA 01830
Phone: 978-374-2312 Fax: 978-373-8490
License_comm@cityofhaverhill.com
www.ci.haverhill.ma.us

ONE DAY LIQUOR LICENSE

Business/ Organization Information

Business/Organization Name: _____

Address: _____

Individual Applicant Information

Individual's Name: _____

Mailing Address: _____

Telephone: _____

Is the Applicant a US Citizen? Yes No

E-Mail Address: _____

Event Information

Date of Event: _____

Start Time: _____

End Time: _____

Location of Event: _____

Purpose of Event: _____

Will there be music or entertainment? Yes No

Is the event being catered? Yes No

Name of Caterer: _____

Approximate number of People Attending

Adults: _____ Children: _____

Type of License (circle one)

One-Day All-Alcoholic

One-Day Beer and Wine

Charitable Wine Pouring

Charitable Wine Auction

Purchase and Service

Alcohol for a one day license cannot be donated. The alcohol must be purchased. All receipts for purchase of alcohol must be submitted to the Clerk's Office by 4:00 PM the last business day before the event



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Where is the liquor being purchased from? _____

All alcohol must be purchased through a licensed wholesaler. If the above-listed business is not a licensed wholesaler, then this application will not be approved

Who will be serving the alcohol? _____

The server must be certified in safe service of alcohols (commonly referred to as TIPS certified) Please attach a copy of the certification for each server listed above.

Please attach a copy of the liquor liability insurance held by the server/applicant

If the server does not have liquor liability insurance, then the application will not be approved

Determination of License Requirements

Is the event held by, or held for the benefit of a business or non-profit group?

	Yes	No
Business:	<input type="checkbox"/>	<input type="checkbox"/>
Non-Profit:	<input type="checkbox"/>	<input type="checkbox"/>
Will there be a cash bar?	<input type="checkbox"/>	<input type="checkbox"/>
Is there an entrance fee or donation required?	<input type="checkbox"/>	<input type="checkbox"/>
Is the event open to the general public?	<input type="checkbox"/>	<input type="checkbox"/>

If the answer to ANY of these questions is YES:

- A One-Day Special License is required. License applications must be put before the License Commission.
- If the event is on city property, approval from City Council and the Mayor is also required.
- The licensee must purchase all alcohol from a *licensed wholesaler*.
- ***A copy of the receipts for alcohol purchases are due to the City Clerk's office no later than 4 pm on the workday before the event.***

I 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 City of Haverhill.

Signature: _____

Please contact the City Clerk's Office for any licensing questions



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Please provide the following info:

Date of Birth: _____

Tax ID/ SSN: _____



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Official Use Only

Approval

_____	_____
<i>Chief of Police</i>	Date

_____	_____
<i>License Commission</i>	Date

_____	_____
<i>City Council (City Property)</i>	Date

_____	_____
<i>Mayor (City Property)</i>	Date

Additional Conditions for License: _____



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ONE DAY LIQUOR LICENSE INSTRUCTIONS

Instructions:

Please complete the entire form and return with the required fee to the City Clerk's Office.

The Commission meets monthly to review and approve applications.

Once you have been approved, you must submit a copy of your receipts to the City Clerk's Office, no later than 4pm the workday before the day of your event.

Fees:

Application Fee: \$60.00
All Alcohol One Day License: \$125.00
Wine & Malt One Day License: \$100.00

Please submit a check along with your application that includes the application fee and license fee, made payable to the "City of Haverhill."