



# 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](mailto:License_comm@cityofhaverhill.com)  
[www.ci.haverhill.ma.us](http://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



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## 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**

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.**



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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**

**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."