



## TOWN OF ANDOVER TOWN CLERK'S OFFICE

36 Bartlet Street  
Andover, MA 01810 | 978-623-8230  
www.andoverma.gov

### ONE DAY LIQUOR LICENSES INFORMATION

#### INDIVIDUAL APPLICANTS:

In the case of events held by private residents, outside of their private residence, a One Day Liquor License is required if ANY of the following apply to the event:

- The event is open to the public
- Money is exchanged for alcohol
- Tickets are sold
- A donation is required or solicited
- An entrance fee is charged

#### BUSINESS/ORGANIZATION APPLICANTS:

In the case of events held by a business or charity, it is at the determination of the Licensing Agent whether a One Day Liquor License is required. This determination is based upon the location of the event, the purpose of the event, who is invited to the event, what fees are charged for the event, and other relevant information. If a business or charity applies for a One Day Liquor License, and it is determined that a license is not required, the application fee will be refunded.

#### ALL APPLICANTS:

It is important that all applicants applying for a One Day Liquor License understand the following rules and regulations. Further information regarding the following rules and regulations are stated in the Town of Andover Alcoholic Beverage License Policy, which is posted on the Town Clerk's website.

- The application fee for a One Day Liquor License is \$50.00 per day.
- An application must be submitted for review 14 days prior to the event.
- The person named on the license is responsible for management of the license and must be on the premises for the entire event. This person must be a US citizen.
- A One Day Liquor License permitting the consumption of *all types of alcohol* will be issued to non-profit organizations only. All other applicants will be permitted to serve *wine and malt only*.
- Under a One Day Liquor License, alcoholic beverages may be served between the hours of 11:00am and 1:00am Monday through Saturday and between the hours of 12:00pm and 1:00am on Sundays.
- All alcohol must be purchased from a licensed Massachusetts wholesaler. A list of wholesalers is available at the Town Clerk's Office and on the Town Clerk's website.
- Charities which have wine donated must apply for a Charitable Wine Pouring or Charitable Wine Auction.
- It is expected that substantial food be served in conjunction with alcohol. Please contact the Board of Health for further information and to obtain a One Day Food permit.
- If the event is being held at Old Town Hall, it is required that all alcohol be served by a caterer or bartending service that has presented evidence of liquor liability insurance to the Town of Andover.
- No alcohol may be stored on any unlicensed premise. For events covered under a One Day Liquor License, alcohol must be delivered the day of the event and removed from the premises after the event at the expiration of the license and can only be transported by a person or company that holds an Alcoholic Transportation and Delivery Permit (e.g. the wholesaler, caterer, or individual who has applied for the permit)
- A person, business, or organization may only be issued a maximum of 30 One Day Liquor Licenses in any calendar year.
- The license must be posted in a conspicuous location during the event.
- If you are an Alcoholic Beverages License holder, you may only obtain a One Day Liquor License for an event held outside of your licensed premises.



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## Food Guidelines for One-Day Alcohol Licenses

### Purpose

The Andover Select Board, serving as the Local Licensing Authority (LLA), has historically expected that food will be available whenever alcohol is served under a license that it issues. The Select Board has delegated the approval of plans that meet this expectation to the Health Division, and these Guidelines reflect the expectations of the LLA.

It is an established medical fact that the consumption of food while drinking alcoholic beverages helps to slow the absorption of alcohol into the bloodstream, and is an important intervention in preventing injuries related to alcohol consumption.

### Applicability

These Guidelines are applicable to all “one-day” and special event beer and wine, or “all alcohol,” licenses issued for use on private or Town-owned property. They apply to business enterprise and non-profit licensees.

### General Guidance

The setting and duration of the event where alcohol is served, as well as how that food will be provided, will influence the type of food required to comply with the Guidelines. Possible solutions, depending on the event, could include:

- Provision of a cheese & cracker or fruit & vegetable platter.
- Service of light or heavy hors d'oeuvres.
- Service of a meal free of charge or as part of an admission paid.
- Availability of food product to be purchased physically within the event space.
- An agreement with a nearby restaurant or food truck that allows for a patron to order a food product that can be delivered to the patron.

### Specific Guidance by Event Type

Note that the following is intended as guidance only, and that other solutions that meet the intent of the LLA’s requirements can be proposed by an applicant. Anyone who is aggrieved by the Health Division’s decision may seek a clarification through the LLA.

*Chart of Examples Continues on Back*

Event Type	Description	Possible Solution
Business Open House or Mixer	Typically, less than two hours in length and meant to bring customers or business partners to an establishment (or to thank them for their business), and less than 50 persons at any one time.	Cheese and Cracker or fruit and vegetable platters purchased from a licensed food establishment or big-box store. No health permit or registration is required.
Road Race or Limited Participation Event	Typically attended by only those who participate in the event and their immediate guests. Alcohol and food consumption is ancillary to the main intent of the gathering. Typically, no longer than about a two hour duration.	Self-service prepackaged snacks or whole fruit are freely available. No health permit or registration is required.
Community Event Open to the General Public (Car Show, Andover Day, etc.)	The event is intended to draw the general public to a public space, where alcohol may be purchased under controlled conditions. Typically, this would be an hours long event and would attract at minimum hundreds of visitors.	<ul style="list-style-type: none"> <li>• Purchase of pre-packaged snacks such as bags of chips, chip and dip packages, or other items within the controlled space. No health permit or registration is required.</li> <li>• Sale of premade sandwiches or pizza from a table within the controlled space. Health permit or registration is required.</li> <li>• Agreement with a mobile food establishment parked nearby. The mobile unit must be licensed by the Health Division.</li> <li>• Agreement with a local food service establishment within a 3 minute walk of the event, where patrons can order food electronically, and it is delivered by the licensed establishment to the controlled space.</li> </ul>
Private Events on Municipal Property (Town House Weddings, etc.)	Wedding, retirement party, or other event that requires either an invitation or a paid admission ticket. Typically a celebration that has limited attendance.	<p>Engagement of a licensed caterer that will serve at least light or heavy hors d'oeuvre or a meal. Catering Registration with the Health Division is required.</p> <p>In limited instances, Potluck events might qualify. See M.G.L.c. 94, §328A</p>



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**ONE DAY LIQUOR LICENSE APPLICATION**

<b>BUSINESS/ORGANIZATION INFORMATION</b>	
BUSINESS/ORGANIZATION NAME:	
BUSINESS/ORGANIZATION ADDRESS:	
IS THIS A BUSINESS OR NON-PROFIT ORGANIZATION?	<input type="checkbox"/> BUSINESS <input type="checkbox"/> NON-PROFIT ORGANIZATION
SOCIAL SECURITY/FID #:	
<b>INDIVIDUAL APPLICANT INFORMATION (THIS INFORMATION IS REQUIRED FOR ALL APPLICATIONS)</b>	
NAME:	
ADDRESS	
PHONE:	
EMAIL:	
DRIVER'S LICENSE #/STATE OF ISSUE	
IS THE APPLICANT A US CITIZEN?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>EVENT INFORMATION</b>	
DATE OF EVENT:	
TIME:	Start Time : <input type="checkbox"/> AM <input type="checkbox"/> PM End Time : <input type="checkbox"/> AM <input type="checkbox"/> PM
LOCATION OF LICENSED ACTIVITY:	
PURPOSE OF EVENT:	
WILL THERE BE ENTERTAINMENT?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE EVENT BEING CATERED?	<input type="checkbox"/> YES <input type="checkbox"/> NO (If no, will food be served? <input type="checkbox"/> YES <input type="checkbox"/> NO)
APPROX NUMBER OF PEOPLE ATTENDING:	Adults _____ Children _____
<b>TYPE OF LICENSE</b>	
<input type="checkbox"/> One Day All Alcohol <input type="checkbox"/> One Day Wine & Malt <input type="checkbox"/> Charitable Wine Pouring <input type="checkbox"/> Charitable Wine Auction	

PURCHASE AND SERVICE	
IS THE ALCOHOL BEING DONATED?	<input type="checkbox"/> YES <input type="checkbox"/> NO
WHERE IS THE LIQUOR BEING PURCHASED FROM?	
ARE THEY A LICENSED WHOLESALER?	<input type="checkbox"/> YES <input type="checkbox"/> NO
WHO WILL BE SERVING THE ALCOHOL?	
DOES THE SERVER HAVE LIQUOR LIABILITY INSURANCE?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DETERMINATION OF LICENSE REQUIREMENTS	
IS THE EVENT OPEN TO THE PUBLIC?	<input type="checkbox"/> YES <input type="checkbox"/> NO
WILL THERE BE A CASH BAR?	<input type="checkbox"/> YES <input type="checkbox"/> NO
ARE TICKETS BEING SOLD TO ENTER THIS EVENT?	<input type="checkbox"/> YES <input type="checkbox"/> NO
WILL A DONATION BE REQUIRED OR SOLICITED?	<input type="checkbox"/> YES <input type="checkbox"/> NO
WILL AN ENTRANCE FEE BE CHARGED?	<input type="checkbox"/> YES <input type="checkbox"/> NO

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 Town of Andover.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

<i>Office Use Only</i>
<p>Is has been determined by the Licensing Agent that a One Day Liquor License is</p> <p style="text-align: center;"><input type="checkbox"/> REQUIRED      <input type="checkbox"/> NOT REQUIRED</p> <p>Licensing Agent Signature: _____</p> <p style="text-align: center;">This application must be pre-approved by the Police Department, Fire Department, Health Department, and Treasurer before final approval by the Licensing Authority.</p>