



CITY OF NEWBURYPORT
LICENSING COMMISSION
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Guidelines for One-Day Liquor/Wine & Malt License

1. The policy of the Newburyport License Commission is to issue a one-day liquor license only to charitable and/or non-profit corporations, organization or associations. An organization is “charitable” if it is for the benefit on the public *at large* or some part thereof; or some indefinite class of persons. An organization is “non-profit” if it is organized pursuant to M.G.L. Chapter 180, not to any other type of private individuals, for-profit groups or corporations.
2. The event to be held by the said organization must be legally conducted and the revenues raised should be for the purpose of furthering the goals for which the organization was formed.
3. If the organization seeking the license is a group which has member and regularly seeks one-day licenses for internal meetings, then the event must be closed to the general public and must be limited to the group’s members and their invited guests only. If any non-profit organization seeking to have an open event (open to the public), then the organization must specifically advise the Commission in advance and the Commission must specifically approve that the event will be open to the public.
4. Organizations requesting a one-day license may request only one per License Commission meeting. Applications should be **submitted 60 days prior to the event**, and must be submitted to the City Clerk’s office at least **two weeks** prior to the Commission meeting the applicant will be attending. **Note** that the Commission meets once per month on the first Wednesday of the month.
5. A list of the name(s) of the bartender(s) is to be provided to the Commission at the time of the hearing with at least one bartender who is **TIP’s** or equivalent certified.
6. In order to protect the public, if an event is open to the public, the applicant must meet the following requirements:
 - a. The applicant must complete a one-day all alcohol/wine & malt license application and that the owner or host of this event *has been* or *will be* provided with a copy of these guidelines by the license applicant. If the location of the event is to be held on property owned by the City of Newburyport, then the applicant must submit written proof that appropriate permission has been granted at the time of the hearing.
 - b. The applicant’s letter shall also contain a list of names of any other individuals in

addition to the applicant who are responsible for the event, and the plans for policing the event in order to insure compliance with these guidelines, the Newburyport City Ordinances and the State Alcoholic Beverage laws.

- c. The applicant must present the Commission with proof that a liquor liability insurance policy with the minimum amount of one half million (\$500,000.00) dollars naming the City of Newburyport as a **certificate holder**, will be in effect on the date of the event for which the license is requested. To expedite the process, please submit a copy of the insurance certificate (if on file or for a new license) at the hearing.
7. In the event that the licensed event is to take place outdoors, in a public setting, then the applicant will be required to have at least one (1) police officer present during the established hours of the event. Additional police officers may be required depending upon the size of the estimated attendees.

City of Newburyport Code of Ordinance, Chapter 10, Section 8 prohibits anyone from drinking alcoholic beverages in public.

8. Current fee for a one-day all alcohol and wine & malt license is \$100 per event.
9. The License Commission meets on the 1st Wednesday in the Conference Room at the Police Department at 7:00 P.M. There is occasionally an exception so verify the date and location of each meeting on the City of Newburyport website calendar at www.cityofnewburyport.com.

PLEASE NOTE THAT FAILURE TO COMPLY WITH THESE PROCEDURES AND REQUIREMENTS AND ANY AND ALL OF THE PROCEDURES OUTLINED IN MASSACHUSETTS GENERAL LAW CHAPTER 138 CAN RESULT IN THE DELAY/DENIAL OF YOUR REQUEST FOR FUTURE ONE-DAY LIQUOR LICENSES AND/OR OTHER ADDITIONAL PENALTIES.

The Commission at any time may amend the foregoing guidelines by vote of the Commission. Fees may be subject to change.

Adopted by Vote of Commission on September 3, 1997,
Amended by Vote of Commission on October 1, 2009