



Town of Brewster
2198 Main Street
Brewster, MA 02631
Phone: (508) 896-3701
www.brewster-ma.gov

Office of:
Select Board
Town Manager

APPLICATION FOR LIQUOR LICENSE

Application must be submitted in addition to the ABCC application. There is a separate fee for a Town of Brewster Liquor License based on the type. Payment is required to process and is non-refundable once the license is approved. Following submission of a completed application the request will be scheduled for a public hearing during at a Select Board meeting. Please allow 4-6 weeks for processing, submit to Town Manager's office or licenses@brewster-ma.gov.

Type of Liquor License (please choose all that apply):

- ☐ New License ☐ Transfer of License ☐ Change of Class ☐ Change of Category
- ☐ Other _____ ☐ Seasonal ☐ Annual
- ☐ §12 "Pouring License" (e.g., restaurants, hotels, clubs, taverns, general on-premises)
- ☐ §15 "Package Store License" (e.g. package stores, convenience stores)
- ☐ All alcoholic beverages ☐ Wine only ☐ Malt beverages Only ☐ Wine and malt beverages

Section 1: Applicant Information

Applicant's Name:
Applicant's Address:
Telephone # and Email Address:

Section 2: Business Information

Business Name and d/b/a (if applicable):
Business Address:
Business Mailing Address:
Proposed Hours of Operation:
Proposed Hours of Liquor Sales:

Description of premises:

Applicant must attach a site plan (map) of the property, detailing where liquor sales will occur.

Section 3: Additional Information:

Will there be any structural changes at the business address? Yes: _____ No: _____

*If yes, a building permit may be needed, please contact the building department for more information.

Will there be any entertainment provided at the business? Yes: _____ No: _____

*If yes, an Annual Entertainment or a One-day Entertainment License may be required, please contact the Town Manager office for more information.

Will there be any food service or tobacco sales? Yes: _____ No: _____

*If yes, contact the Health Department to obtain required permits.

If abutter notification is required, the applicant will be provided with the abutter notification letter and address list. The applicant must provide proof that notification was sent using certified mail. Abutter notification must be completed prior to the public hearing. Failure to do so will result in a delay in processing.

Liquor Licensing Conditions:

- Annual Liquor License holder establishments may not close for more than 30 consecutive days without Local Licensing Authority (LLA) approval.
- Applicant has reviewed the Alcoholic Beverages Control Commission Frequently Asked Questions.
- Renewals for Annual licenses will begin in November of each year and in March for Seasonal licenses. The license holder is responsible to submit all required paperwork and payment in a timely manner.
- Once issued the Liquor License shall run with the original applicant. If there is any change in property ownership, management, hours of sales, or type of liquor license, a new application must be submitted.
- Liquor Licenses, when issued, come with the understanding that the LLA (the Select Board) has the authority to call a hearing to review the status of the license upon:
 - Any change of use or nature of use, or
 - Any traffic problems that arise, noise concerns, or
 - Any other unforeseen concerns that are raised that warrant attention, or
 - Any issue, concern, and/or violation raised by Town officials, or
 - Any notification from the ABCC of violations.
- The LLA has full authority to condition, amend or revoke the Liquor License
- Signature on the application attests that the applicant understands and accepts procedural conditions and permits the Town to conduct site visits to the property.
- Application and supporting documents will be distributed to municipal departments including (but not limited to) Health, Building, Fire, Police, Conservation, Natural Resources and Planning for feedback/comments.
- Manager of record must submit to fingerprinting through the Brewster Police Department.
- No license shall be issued or renewed until the applicant or licensee provides proof of coverage under a liquor legal liability insurance policy for bodily injury or death for a minimum amount of \$250,000 on account of injury to or death of 1 person, and \$500,000 on account of any 1 accident resulting in injury to or death of more than 1 person. The insurance shall be subject to sections 5 and 6 of chapter 175A of the Mass. General Laws.

Fingerprinting Requirement:

In the fall of 2021, the Town of Brewster passed a bylaw requiring civil fingerprinting for the State and National criminal history screening of applicants for the following municipal licenses: Alcoholic Beverages License (Manager), Hawker & Peddler, and Ice Cream Truck Vendor.

Licensing applicants may appear at the Brewster Police Department, located at 631 Harwich Road, contact Lt. Mawn at (508) 896-7011 x2101 or cmawn@brewster-ma.gov to schedule an appointment.

Payment of Fingerprinting Fees:

Fingerprinting fees include Federal, State and Local fees. Before being fingerprinted, all licensing applicants must pay the statutory fingerprinting fee of thirty dollars (\$30.00) with a money order or bank check payable to the “Commonwealth of Massachusetts”. In addition to a signature, the money order or bank check shall include the name of the applicant hand-printed in block letters.

The applicant must also pay the municipal fingerprint fee of seventy dollars (\$70.00) by check submitted to the Brewster Police Department.

*The Select Board will not approved any Alcoholic Beverages License, Hawker & Peddler, or Ice Cream Truck vendor applications until the results of the State and National criminal history information has been received. This will take a minimum of 2 weeks.

Applicant Signature: _____ Date: _____

Internal Use Only:

Application Received:_____ Fingerprint Results Received:_____ Public Hearing Date:_____ Dept. Review: _____

Abutter Notification:_____ LLA Decision: _____ ABCC Submission Date:_____ ABCC Decision:_____