

REQUIREMENTS FOR SPECIAL LICENSE APPLICATIONS

1. All applications must be received by the Monday of the week preceding the event.
2. All profit making enterprises may only apply for a Malt and Wine license.
3. Only Non-Profit entities may apply for an All-Alcoholic Beverages special license. (Non-Profit entity must show proof of Non-Profit status)
4. Certificates of Inspection must be presented for premises where the Board has not typically placed a license in the past.
5. Checks must be made out to the City of Boston. The fee is \$150.00 for an All-Alcoholic Beverage License and \$75.00 for a Malt and Wine Beverage License.
6. **ALL APPLICATIONS MUST BE SIGNED BY THE CAPTAIN, OR PERSON IN CHARGE OF THE BOSTON POLICE STATION IN THE AREA WHERE THE EVENT IS TO BE HELD. (NO EXCEPTIONS)**

Additional Requirements to apply for Charity Wine Auction or Wine Tasting. *(Must submit application and all documents 3 to 4 weeks before the event.)*

- a) Certificate of Exemption
- b) Certificate of Solicitation
- c) Floor Plan
- d) A cover letter from the location where the event is being held with the following information:

What type of event
How many people will attend
Date & Time of the event
Security plan