

Applying for a Public Event-Special Alcohol License

Submitting a Public Event and/or Special Alcohol license application:

- “Reserves” the time, date, and location you request.
- Prevents conflicts with other nearby events.
- Insures appropriate city assistance to enhance your event’s success and safety.

EVENTS REQUIRING A SPECIAL ALCOHOL LICENSE:

- Events in which alcohol is served inside a facility that doesn’t have an alcohol license, or
- Events in which alcohol is served outside.

These events don’t require a Special Alcohol license:

- Events in which alcohol is served on an outdoor patio that is licensed for alcohol service.

EVENTS REQUIRING A PUBLIC EVENT LICENSE:

- Events that close a public sidewalk, square, park, school playground, or other area, or
- Events that physically occupy a public sidewalk, square, park, school playground, or other area with one or more tables, stages, displays, tents, or other stationery equipment, or
- Events that travel through public spaces, including parades, road races, walks, or other processions, or
- Events that significantly affect nearby residents or public spaces.

These events don’t require a Public Event license:

- Gatherings of people in a public sidewalk, square, park, or other area with no stationery equipment. The City requests that you apply for a license if the size of the gathering will affect pedestrian or vehicular traffic, or if you would like city assistance with the event.
- Sporting events in a public park (Contact the Recreation Department for a license).
- Private events in a public park (Contact the Recreation Department for a license).
- Events inside a school building (Contact the School Department for a license).
- Soliciting money or conducting canning/boot drives (Contact the Police Department for a license).

TIMELINE AND TERM:

- Plan on 4-6 weeks for processing, especially for first-time events, road races, or other complex events.
- A complete Special Alcohol license application must be submitted at least 17 days before the next Licensing Commission meeting. The City will not consider an application complete, and will not begin processing it, until all questions are answered and all required documents are uploaded. Depending on your event, the City cannot guarantee that the application will be ready for the Licensing Commission if submitted just 17 days in advance.
- A complete Public Event license application must be submitted at least 13 days before the next Board of Aldermen meeting. The City will not consider an application complete, and will not begin processing it, until all questions are answered and all requested documents are uploaded. Depending on your event, the City cannot guarantee that the application will be ready for the Board of Aldermen if submitted just 13 days in advance.

APPLICATION CONDITIONS:

- You must apply online.
- The license is valid only at the approved location and on the approved date(s), time(s), and rain date(s).
- The license is not modifiable. Any changes require approval through the submission of a new application.
- The license is not transferable.

- Incorporated organizations may apply for a Special Alcohol license to serve wine and malt beverages only.
- Nonprofit organizations may apply for a Special Alcohol license to serve wine and malt beverages or all forms of alcohol.
- Individuals may apply for a Special Alcohol license to serve wine and malt beverages. They may apply to serve all forms of alcohol only if their event has a defined group of invited guests, is not advertised to the public, and will not generate revenues in excess of expenses.

FEES:

- There is a \$100 charge per day for a Special Alcohol license, payable when the license is approved.
- There is no charge for a Public Event license.

ADDITIONAL DOCUMENTS REQUIRED:

The City requires that you upload the following documents as part of your application:

- Maps, flyers, brochures, or other explanatory material.
- A detailed street route or map for any road race, walk, or other event that travels through public spaces.
- If some or all of your event is on private property, evidence that you have the approval of the property owner, such as a lease or a letter of support.
- If you are an incorporated organization or nonprofit organization without a current Alcohol license, a Workers' Compensation Insurance Affidavit (downloadable when you apply) or proof of WC Insurance.
- If you are a nonprofit organization without a current Alcohol license, proof of your tax-exempt status.

HOW TO APPLY:

Go to <http://www.somervillema.gov/citizenserve>.

- Click "APPLY FOR A LICENSE."
- Log in, or, if this is your first online application, click "REGISTER NOW" to create an account.
- At License Type, select "Public Event/Special Alcohol License."
- At Business Name, enter the name of your group and/or event.
- At "Is this application for a new or existing business location?":
 - Select "A new business location" if this is your first application.
 - Then enter your home or business address, and click on "FIND ADDRESS. Make sure CitizenServe accepts the address as valid. If it doesn't, contact the Licensing Commission Secretary.
 - OR
 - Select "An additional license for an existing business" if you've already been licensed before.
 - At "License #" select a license you've received before.
- Answer the remaining questions.
- Upload any required documents.
- Review the terms and conditions. Don't proceed until you are ready to accept all terms and conditions.
- Before you click "SUBMIT", note that once you submit the form, you may not be able to re-open it to edit it. If you're not ready to submit the form, click "SAVE FOR LATER", so you can come back to finish it.
- If you're ready, "SUBMIT" the form.

LICENSE CONDITIONS:

1. Any fees charged by the city are your responsibility and must be paid in full prior to the event.
2. If you find more attendees signing up for or attending your event than you indicated on the application, you must notify the Police Department immediately.

3. If you request a rain date, you may use it only if you notify the City Clerk with a voicemail/email (617-625-6600 x4110/cityclerk@somervillema.gov) immediately after cancelling your event due to weather. Failure to notify the City Clerk will result in the loss of the rain date.
4. Your event must not obstruct or inhibit the flow of vehicles or pedestrians except for any street/sidewalk closures or detours described in this application or conditions. All street closures or detours must be created with devices specified by the Traffic and Parking Department. Vehicles must not be used to block streets. Anything placed on any streets must be movable by city employees whenever necessary.
5. If any streets are closed, you must contact the MBTA so they can review and adjust their bus routes as needed. Contact the city's Traffic and Parking Department for MBTA contact information.
6. If any streets are closed, you must provide written notice to each resident and business that abuts the area, on both sides of the street, to notify them of the date and time of the event, and provide them with contact information for the event organizer(s) in case they have questions.
7. If your event is a neighborhood block party, you must keep a fire extinguisher available near any grille in use, and you must not consume or carry alcohol on any public street or sidewalk.
8. Unless your license specifically allows it, you must not make permanent markings on the street or sidewalk using paint or other indelible materials, or you will be held liable for the cost of removing those markings. The use of chalk is acceptable for street or sidewalk markings.
9. If your event includes the sale or consumption of alcoholic beverages, the Manager you have designated must be on-site at all times.
10. This license is valid only for the listed location and time, and is subject to all of the terms, conditions, and limitations set forth in the license, the Somerville Code of Ordinances, Federal and State law, and city officials, as well as the Board of Aldermen for public events, and the Licensing Commission and the ABCC for events that include the sale or consumption of alcoholic beverages.
11. You and your officers, employees, agents, and representatives hereby agree to release, discharge, indemnify and hold harmless, the City of Somerville and its officers, employees, agents and servants from all actions, causes of action, claims, demands, damages, costs, loss of services, expenses and compensation associated with this event or your conduct arising from the event, for any damages to the City's personal and real property resulting from the use, and any expenses the City incurs in restoring the property to its condition prior to the use.

QUESTIONS?

- If you have questions about your Public Event application, contact the City Clerk at 617-625-6600 x4110 or cityclerk@somervillema.gov.
- If you have questions about your Special Alcohol application, contact the Licensing Commission Secretary at 617-625-6600 x4108 or licensing@somervillema.gov.