

**TOWN OF DOUGLAS
SPECIAL ONE DAY LIQUOR LICENSE
APPLICATION CHECKLIST**

MGL c 138(14), and 204 CMR 7.00

- Complete “**Special One Day Liquor License Application**”. Download application from, fill in application on your computer, print application, sign, then return to BoS Office.
- Workers Compensation Certificate of Insurance** per MGL c152, §25A. Contact your insurance company and have them fax it to 504-476-4012 attn: Board of Selectmen or email skane@douglas-ma.govg. ***Please make sure the Town of Douglas is listed as “Certificate Holder”.***
- State Workers’ Compensation Insurance Affidavit** – Use the fillable PDF on Website. Even if your establishment does not require Workers’ Compensation this must be filled out.
- TIP Certifications** – a copy of all TIP Certification Cards.
- Liquor Liability Certificate**
- Criminal Offender Record (CORI)** Per MGL c6(172), the event manager must fill out a “CORI Request Form”. The form can be signed at the Selectmen’s Office or in front of a Notary Public using the PDF on the Website.
- Floor Plan** – Blue Print, or can be drawn to scale of area to be licensed.
- Emergency Contact Information** – Use the fillable PDF on the Website.
- Check** to the Town of Douglas per the fee chart below:
All Alcohol - \$35.00
Wine & Malt - \$25.00

Return checklist and all paperwork to the Selectmen’s Office.

Please allow at least three weeks for processing. The Board of Selectmen meet the 1st and 3rd Tuesday of each month. All applications must be reviewed by other Boards / Committees / Departments. The review process will take about two weeks. Once reviewed; the application will be placed on the Board of Selectmen’s next agenda. Once approved, the Local Licensing Authority shall notify ABCC of such approval in writing, no more than 10 days after approval.