

Liquor License Renewal

Deadlines:

- **November 23** – Applications must be submitted to the Board of Selectmen by this date.
- **December 31** – Approved licenses must be paid for and in your hands by this date.

Things to include:

- Renewal Application
- Workers' Compensation Insurance Affidavit form
- Proof of Workers' Compensation coverage
- Proof of Liquor Legal Liability Insurance coverage (for Restaurant and Club licenses)
- Fees

Instructions for Application:

- Fill in information requested, including email address, telephone number and Federal Identification Number.
- Changes and corrections – Please review the application form for correctness; make any changes in red ink on the form.

Instructions for Workers' Compensation Affidavit:

- Fill out the Affidavit even if policy is not required – for example, if the business owner is a sole proprietor, or legal partnership, with no employees.

Instructions for Insurance:

- Proof of coverage – May be a certificate from the insurance company, or may be copy of current policy information page (please make sure it shows the Liquor Liability and Workers' Comp coverage).
- Policy date – Use the policy currently in effect, even if policy is about to expire; policies renew at various times during the year.

Late applications:

- **The consequences of a late application are severe.** If the application is not received by the end of November, by law a renewal is not possible and a whole new application is required. (The ABCC will try to facilitate and suggests paying online and hand-delivering application to Boston.) Note that new applications require things not needed by renewal applications, e.g., CORI checks and verifying that the town's license quota is not exceeded.

(continued over)

Payment:

- Fees are the same: Restaurant All Alcohol \$990; Restaurant Wine and Malt \$495; Club \$800; Package Store \$990; Farmer Series Pouring Permit \$200.
- Please make payable to Town of Williamsburg.
- It is recommended that payment be included with the renewal application. Licenses will be mailed upon approval by the Board of Selectmen.
- Alternatively, you may bring in payment and pick up your license after approval; no later than December 17.

Contact:

- Telephone is 413-268-8400.
- Email is selectmen@burgy.org.
- If your email address changes, please let us know.
- Please call or email with any questions.

Hours:

- Normal hours are Monday to Thursday from 10 to 2.
- Winter weather, holidays, vacation days and illness are likely to reduce availability.

Other notes:

- Clubs – Remember to submit list of officers and residences and compensation of employees who handle or serve alcohol by April 1, to the ABCC and the town. (Please include all information. This is different from other state filings.)
- Information – For ABCC information generally, see <http://www.mass.gov/abcc>.