

Liquor License Renewal

Deadlines:

- **November 19** – 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.

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.

Things to include:

- Renewal Application
- Workers' Compensation Insurance Affidavit form
- Proof of Workers' Compensation coverage
- Proof of Liquor Legal Liability Insurance coverage (for Restaurant, General-on-Premises, Club, Farmer-Winery, not for Package Stores)
- Fees

Instructions for Application:

- Sign and date; no longer need to give other information.
- Changes and corrections – 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.

(continued over)

Payment:

- Fees are the same: Restaurant All Alcohol \$990; Restaurant Wine and Malt \$495; General-on-Premises All Alcohol \$990; 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 me know.
- Please call or email with any questions.

Hours:

- Normal hours are Monday to Thursday and they vary, often from 10 to 2; best time to reach me is between 1 and 2.
- Winter weather, holidays, vacation days and illness are likely to reduce availability.

Other notes:

- Clubs – All holders of Club licenses are required to notify the ABCC every time their officers and directors change. This requires an ABCC Change in Change in Officers, Stock or Ownership Interest form (see the ABCC website, specifically, <https://www.mass.gov/files/documents/2018/09/07/amendment-chgoffdirsownershipstockinterest2018.pdf>). The annual reports to the ABCC and to the Secretary of State are not a substitute for the full Change in Officers, Stock or Ownership Interest application.
- Clubs – Remember in the late winter or spring to submit list of officers and residences **and compensation** of employees who handle or serve alcohol to the ABCC and the town, due by April 1. (Please include all information. This is different from other state filings.)
- Change of Manager – See ABCC website, specifically <https://www.mass.gov/files/documents/2018/09/19/amendment-change%20of%20manager-2018.pdf> or call me and I'll guide you through it.
- Change of Ownership – See ABCC website, specifically <https://www.mass.gov/files/documents/2018/09/07/amendment-chgoffdirsownershipstockinterest2018.pdf>) or call me and I'll guide you through it.
- Information – For ABCC information generally, see <https://www.mass.gov/orgs/alcoholic-beverages-control-commission> or <https://www.mass.gov/guides/amending-your-alcoholic-beverages-retail-license-abcc>