



**TOWN OF BEDFORD-TOWN MANAGER'S OFFICE
PROCEDURE FOR GRANTING SPECIAL LICENSES – MGL CHAPTER 138
SECTION 14 FOR ALL ALCOHOLIC BEVERAGES, WINE AND MALT, OR ANY OF
THEM TO NON-PROFIT ORGANIZATIONS**

Selectmen may grant a special license under MGL Chapter 138 Section 14, (text attached) to allow for the sale of all alcohol, wine and/or malt beverages to the responsible manager of a non-profit organization.

In order to provide for adequate review and consideration of a request for a special license by the Selectmen, the application for the license (below) must be prepared and signed by the Chief Officer of the non-profit organization and responsible Manager of the event, and returned to the office of the Town Manager, 10 Mudge Way, Bedford, MA 01730 four weeks prior to the date for which the license is requested. The application will be reviewed in a public meeting of the Selectmen, to which the applicant will be invited.

Fee for the Special License is \$35.00 payable to the Town of Bedford prior to release of the license.

**APPLICATION FOR A SPECIAL LICENSE UNDER MGL CHAPTER 138 SECTION 14
FOR ALL ALCOHOLIC BEVERAGES, WINE AND MALT, OR ANY OF THEM
TO NON-PROFIT ORGANIZATIONS**

Name of Organization _____

Address of Organization _____

Name of Chief Officer _____

Address of Chief Officer _____

Telephone of Chief Officer _____ Email _____

Applicant must be a 501 C-3 Non-profit Organization. To verify non-profit status, please indicate which one of the following documents you have enclosed:

- A copy of C. 180 Articles of Organization* **OR**
- A copy of the most recent "certificate of good standing" from the Office of the Secretary of State.*

Name of Event _____

Location of Event _____

Description of premises _____

- Educational Institution Dining Hall (Check if applies)

Type of License Requested:

- All Alcohol
- Wine and Malt
- Wine
- Malt

If event is on premises other than those owned by applicant, a letter of permission from the owner must be attached.

Date: _____ Hours: _____ Number of Persons Attending: _____

Name of Responsible Manager _____ SS# _____
(Will be present on site at the event)

Address of Responsible Manager _____

Signature of Responsible Manager _____ Date _____

Signature of Chief Officer _____ Date _____