

TOWN OF WILBRAHAM
240 Springfield Street
Wilbraham, Massachusetts 01095



PLANNING YOUR EVENT

Your event may require licensing from the Town of Wilbraham. Please call the Selectmen's office (596-2800 ext. 101) for a preliminary review of your event, and possible licensing concerns.

SUBMITTING LICENSE AND PERMIT APPLICATIONS IN A TIMELY MANNER

For most events, submit event applications at least five weeks in advance. The initial application will be reviewed to determine public safety concerns and licensing requirements. The licensing authority may be unable to act on license applications with insufficient review time. Events should not be promoted until applications are considered and approved.

The following are the most common types of licensing granted by the Town of Wilbraham for special events:

- Notice of an outdoor event (private property)
- Application to use public property for an event
- Application for use of town roads or sidewalks (walking, running, bicycling races)
- Application for Temporary Food Establishment
- Application for One-Day Alcohol Service
- Application for Entertainment (Monday-Saturday)
- Application for Public Entertainment on Sunday
- Application to place temporary banners or signs on public property

TEMPORARY FOOD SERVICE

All food vendors must have a permit for food preparation and/or food service on location. The Board of Health may determine that the foods being prepared or served do not require oversight, but an application must be filed in order to make this determination. The vendor responsible for the food preparation and service should apply for the license, not the event sponsor or host.

TEMPORARY ALCOHOL SERVICE

Alcohol may only be served or sold under a Section 14 special license, upon application to the Board of Selectmen. The licensee is typically a restaurant or caterer, pouring drinks for the event, and who has liability insurance for the alcohol service contemplated. An individual may apply for such a license on behalf of a non-profit organization. This individual must abide by the statutory provisions for alcohol service generally, including purchase of alcohol only from wholesale distributors. The individual takes responsibility for the license, license conditions, and liability.

The license may be for service/sale of all alcoholic beverages or for wine and malt only. The type of license depends on the non-profit status of the licensee.

NON PROFIT – May be licensed for all alcoholic beverages.

Example: Wine being served at a dinner to benefit the Red Cross, the wine is covered by the sale of tickets, and proceeds go to the organization, which pays the vendor.

Example: A bar is set up before a basketball game, patrons buy tickets to use at the bar for each drink, and proceeds go to the local recreation basketball league, which pays the vendor for cost of the drinks served.

PROFIT – May be licensed for wine and malt only.

Example: A cash bar is set up for an all-day event to benefit the Equestrian Club; patrons purchase wine or beer directly from the vendor. The vendor is being paid and making a profit on the sale of the alcoholic beverages.

Example: A vendor is catering a wedding event and is asked to serve alcoholic beverages at a bar for all guests. The vendor is being paid by the host and making a profit on the sale of the alcoholic beverages.

WINE OR BEER TASTING EVENTS have additional oversight by the Alcoholic Beverages Control Commission and are available only to certified charitable organizations with a 501 3C designation. Please ask far in advance to determine if your organization is qualified.

TEMPORARY ENTERTAINMENT

If alcohol is available, or admission is charged, an entertainment permit must be obtained, whether indoors or outdoors. Selectmen reserve the right to require entertainment at charitable events to be licensed, depending on the scope, location, number of patrons, and duration. An application must be filed with the Board of Selectmen, at least five weeks in advance to provide sufficient time for a public hearing at the discretion of the Board of Selectmen. Entertainment includes amusement rides and “inflatables,” which are also subject to state oversight and licensing and safety regulations.

SUNDAY ENTERTAINMENT

Events on Sunday may be subject to state Sunday Entertainment permits. An application must be filed with the Board of Selectmen and approved by the Massachusetts Department of Public Safety. There are limitations on the hours of operation.

BANNERS or TEMPORARY SIGNS

Selectmen may grant permission to erect modest banners or place temporary signs on town property to promote a community event. Any other signs may be subject to zoning oversight.

OTHER LICENSING

The following activities may also require licensing: fireworks (Fire Department), raffles and casino-type games (Town Clerk), erection of tents (Building Inspector), open barbeque fire or campfire or community bonfire (Fire Department). Please call the Selectmen’s office (596-2800 X 101) for a preliminary review of your event, to identify possible licensing concerns.

WAIVER OF FEES

The Town of Wilbraham licensing authority will consider waiving fees for charitable events which directly benefit town residents or which have significant regional impact on Wilbraham residents. Not every non-profit event is a charitable event.

POLICE and PUBLIC SAFETY OVERSIGHT

The town's public safety offices will be invited to review event applications and plans. If your event is likely to generate pedestrian or vehicle traffic or create other public safety concerns, your event may be reviewed by police, fire, and highway officials. You may be required to pay for police or fire personnel to be on duty. Such a determination is at the discretion of public safety officials.