

The 2018 Annual Liquor-CV-Entertainment License Renewal period has arrived. Please read through the guidelines below for full details:

## **DUE BY THURSDAY, NOVEMBER 30, 2017 at 4:00 PM:**

**ABCC RENEWAL FORM:** All 2018 Annual License Renewal forms from the ABCC can be found here: [ABCC Renewal Application Form](#). Select and print your form –or– you may pick up a copy here at the Licensing Department, 4 Fairgrounds Road, Records window.

- **Signature:** The form must be dated and signed in the month of November by an authorized corporate officer, individual or partner.
- **Corrections:** Review the information on the form. If you need to make any corrections, please use the [Blank ABCC Renewal form](#) to fill in the correct information and return with your signed and dated Renewal form.

**INSURANCE:** All Section 12 (On-Premise) Licensees MUST include a current Insurance Liability Certificate with their Renewal Form. This policy must include a minimum amount of \$250,000 coverage for injury or death of one (1) person AND \$500,000 coverage for any one (1) accident resulting in injury to or death of more than one (1) person. The Board of Selectmen must have a copy of your insurance certificate to renew the license.

If you cannot meet the November 30 Deadline, please notify us as soon as possible to confirm your renewal status. You may deliver the documents as follows:

**Deliver** in person to the Police Department, 4 Fairgrounds Road, Records Window

**Mail** Licensing Department, 4 Fairgrounds Road, Nantucket, MA 02554

**Scan** and email to [licensing@police.nantucket-ma.gov](mailto:licensing@police.nantucket-ma.gov)

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## **DUE BY FRIDAY, DECEMBER 29, 2017 at 4:00 PM:**

**FEES:** There have been no changes to Liquor License, Common Victualler, and Entertainment Fees for 2018. The List of Current Fees and Payment Instructions can be found here: [2018 Annual License Fees](#). Final payment is due before a 2018 License is issued.

**INSPECTIONS:** You must submit an approved copy of your 2018 Board of Health Permit (if applicable) and Certificate of Inspection from the Building Department to be issued a final Liquor/Entertainment/CV License. No exceptions. Please schedule your inspections **at least 10 days before your anticipated opening** for the 2018 Season to allow sufficient time to be issued a final certificate. To schedule an inspection contact: HEALTH DEPT: 508-228-7200, x 7009; BUILDING DEPT.: 508-325-7587 (Building will take care of scheduling the Fire Department to join them for the inspection. You do not need to call the Fire Department separately).

**PUBLIC HEARING:** All Licenses up for renewal who have submitted all required paperwork by Nov. 30 will be reviewed by the Board of Selectmen in a Public Hearing on Wednesday, December 20, 6:00 pm, Community Room, PSF, 4 Fairgrounds Road. You do not need to be present for the Hearing. If any issues with your License are brought to our attention prior to the Hearing, we will notify you to have the opportunity to be present to address any complaints. Generally this comes from public comment that we receive in response to the Public Notice of renewals.

**2018 LICENSES:** 2018 Licenses will be available for pick-up beginning December 21, 2017. You will need to provide the following to be issued a final License:

- 2018 Board of Health Permit (if applicable)
- Current Certificate of Inspection
- Payment of all Fees

**QUESTIONS:** Please contact the Nantucket Licensing Department with any questions: 508-325-4100 x5832 - [licensing@police.nantucket-ma.gov](mailto:licensing@police.nantucket-ma.gov).