

Applying for a Farmer Winery Event License

Pursuant to MGL c138 s15F, you must obtain a license before selling wine at an agricultural event.

TIMELINE AND TERM:

- Submit a complete application at least 17 days before the next Licensing Commission meeting. The application is not complete until all questions are answered and all required documents are uploaded.
- The Commission meets once per month, but not at all in December. The Commission schedule is posted online.
- The license is valid for the duration of the approved event only. The license is not renewable.

APPLICATION CONDITIONS:

- You must apply online on the City's website.
- You must have paid all taxes, fees or fines owed to the City of Somerville and to the State.
- The license is valid only at the approved location and on the approved date(s), time(s), and rain date(s).
- You must appear at a meeting of the Licensing Commission to answer questions about your application.

FEES:

- There is a \$50 charge per event for a Farmer Winery Event license, payable when the license is approved.
- Fees may be paid online using a credit card (Visa, Mastercard, Discover), debit card, or electronic funds.

ADDITIONAL DOCUMENTS REQUIRED:

The City requires that you upload the following documents as part of your application:

- Proof of certification that your organization is a Farmer Winery.
- Proof of certification that the event is an Agricultural Event.
- A Workers' Compensation Insurance Affidavit (downloadable when you apply) or proof of WC Insurance.

HOW TO APPLY:

- Go to <http://www.somervillema.gov/citizenserve>.
- Click the [citi=enserve](#) logo.
- Click "my account."
- Log in, or, if this is your first online application, click "register now" to create an account.
- Scroll down and click "apply for a license."
- At Application Type, select "Farmer Winery Event License."
- At Business Name, enter the name of your business.
- At "Is this application for a new or existing business location?":
 - Select "A new business location" if this is your first application at this location.
 - Then enter the street address of the Farmer Winery Event, and click on "FIND ADDRESS." . If CitizenServe doesn't identify your address, select "use this address."
 - OR
 - Select "An additional license for an existing business" if you've been licensed at this location before.
 - At "License #" select a license you've received before.
- Answer the remaining questions.
- Upload the required documents.
- Review the terms and conditions. Don't proceed until you are ready to accept all terms and conditions.
- Before you click "SUBMIT", note that once you submit the form, you can't re-open it to edit it. If you're not ready to submit the form, click "SAVE FOR LATER", so you can come back to finish it.
- When you're ready, click "SUBMIT".
- To make changes after you've submitted your application, contact the Licensing Commission Secretary.

QUESTIONS?

- Contact the Licensing Commission Secretary at licensing@somervillema.gov.