

Applying for a Private Club (without alcohol) License

You must obtain a license from the Licensing Commission to operate a private club that does not serve alcohol. Private clubs may serve members and members' invited guests only. They may not open to, or serve, the public.

TIMELINE AND TERM:

- Submit a complete application at least 17 days before the next Licensing Commission meeting (4 weeks if you are also applying to offer entertainment performers or patrons).
- 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 expires on December 31 of the year the license is approved. License fees are not pro-rated.

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.
- The premises must be suitable pursuant to the zoning code.
- The premises must be satisfactorily inspected by building inspectors, health inspectors, and fire inspectors.
- For entertainment by performers or patrons, you must appear at a public hearing before the Licensing Commission.
- You must reach out to the Ward City Councilor to discuss your business plan. The Ward City Councilor will inform you if any community meetings are required.

FEES:

- A \$50 nonrefundable application fee must be paid upon submission of the application.
- An annual Private Club license fee of \$2,000 must be paid after the application is approved.
- An annual Common Victualler license fee of \$300 must be paid after the application is approved.
- If your club offers the following, an annual license fee must be paid as indicated, after the application is approved:
 - Entertainment by devices \$ 250
 - Entertainment by performers \$ 250
 - Entertainment by patrons \$ 250
 - Service on a private or public patio \$ 100
- If your club offers entertainment by performers or patrons, the cost of publishing a Legal Notice prepared by the Licensing Commission Secretary must be paid upon receipt of the bill from the newspaper.
- Fees may be paid online using a credit card (Visa, Mastercard, Discover), debit card, or electronic funds.

ADDITIONAL DOCUMENTS REQUIRED:

Upload or email the Licensing Commission with the following documents. The application is not complete until these documents are included:

- A Workers' Compensation Insurance Affidavit (downloadable when you apply) or proof of WC Insurance.
- A signed Purchase and Sale agreement, lease, or other documentation of your access to the premises.
- A floor plan drawn to scale, showing all dining rooms, tables, chairs, cooking facilities, and storage.
- A menu with pricing information.

- For entertainment by performers or patrons, an Affidavit of Notice of Mailing to Abutters: within 3 days of the publication of the legal notice by the Licensing Commission Secretary, you must send that notice by certified mail, return receipt requested, to all immediate abutters.

HOW TO APPLY:

Before you begin:

- Note that once you submit your application, you can't re-open it to edit it.
- Make sure you have entered all of your information properly before you click "SUBMIT."
- If you start your application and are not ready to submit it, you can always click "SAVE FOR LATER", and come back to it at a later time.

When you are ready:

- 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 "LICENSING COMMISSION LICENSE."
- At Sub Type, select "PRIVATE CLUB (WITHOUT ALCOHOL)."
- At Business Name, enter your business name.
- At Address or Parcel #, enter the Somerville address of the business you want to open, and click "FIND ADDRESS." If CitizenServe doesn't identify your address, select "USE THIS ADDRESS."
- 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.

When you finish:

- 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.
- If you're ready, "SUBMIT" the form, and pay the required application fee.
- To make changes to your application after you submit it, contact the Licensing Commission Secretary.

QUESTIONS?

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