



TOWN OF LONGMEADOW
 20 Williams Street
 Longmeadow, MA 01106
 413-565-4110 www.longmeadow.org

<i>For Office Use Only</i>	
Certificate of Insurance Rec'd	_____
Server Certification Rec'd	_____
\$50 Fee Received	_____

ONE DAY LIQUOR LICENSE APPLICATION

*You may apply for a one-day liquor license from the Select Board's Office at least 30 days prior to the event.
 ~Cost is **\$50.00 due with application**, check payable to **Town of Longmeadow**~*

Applicant Name: _____ Daytime Phone: _____

Applicant E-Mail Address: _____

Address: _____

Organization: _____

Organization Address: _____

Type of Event/Purpose: _____

Event Address: _____

Is event a fundraiser? Yes No *If yes, proceeds are for:* _____

Will the event be held under a tent greater than 400 square feet? (Building permit required) Yes No

Event Date: _____ **Approximate # of Persons:** _____ **Hours to/from:** _____

Entertainment: Yes No *If yes, type of entertainment:* _____

Attendance by: Invitation Tickets *If tickets,* General Public Members Only

Persons under 21 in Attendance: Yes No **Liquor to be:** Served Sold

Type of Liquor: Beer Only Beer/Wine All Alcohol

Servers' Name(s): _____ Certification: _____

_____ Certification: _____

If this one-day liquor license is granted, I hereby agree to abide by all rules, regulations and laws of the Commonwealth of Massachusetts concerning the sale and consumption of alcohol, particularly with regard to minors. No person under the age of twenty-one shall be served alcoholic beverages.

Signature of Applicant

Date

Information Regarding Liquor Liability Insurance

It is the applicant's sole responsibility to obtain the proper liquor liability insurance. A copy of the certificate of insurance with a current date must be presented before the one-day liquor license can be issued. It is advisable that you look into the insurance well in advance of the event date.

The liquor liability certificate of insurance must include:

1. Proof of liquor legal or host liquor legal coverage;
2. "Town of Longmeadow" named as an additional insured; and
3. Coverage amount of \$1 Million per occurrence/ \$3 Million aggregate.

One-day liquor licenses will be granted at the sole discretion of the Licensing Authority. Applicant must state time, date and place of event on application. Servers must be certified as trained in alcohol service safety (such as "TIPS", "SafeServ®", or other alcohol service safety program). Proof of certification must be submitted with the application. The certification certificate must not have an expiration date that is prior to your event.

Information regarding other requirements

- **FOOD:** If you will be serving food, and don't already have a food service permit, you must contact the Health Department (565-4140) to apply for a permit.
- **PROPANE:** If you are using propane at your function, you must contact the Fire Department (567-3357) to apply for a permit.
- **TENT:** If you are erecting a tent greater than 400 square feet on the premises for your event, you must contact the Building Department (565-4153) to apply for a permit far enough in advance to allow the permit to be issued and a field inspection completed.

These permits must be issued before the one-day liquor license can be released.

Police Department Official Use Only

- Approval Recommended
 Approval Not Recommended
Police Officer Required: Yes No Other

Comments/Conditions: _____

Date : _____

Police Chief Signature:

Select Board Official Use Only

- Approved
 Denied*
 Approved with Restrictions*

*Restrictions: _____

Date: _____

Longmeadow Select Board:

*The Massachusetts Alcoholic Beverages Control Commission (ABCC) requires that you purchase alcohol for your event from an authorized source, usually a licensed wholesaler in Massachusetts.
A list of authorized alcohol sources can be found on the ABCC's website: www.Mass.gov/ABCC*