



TOWN OF EAST LONGMEADOW
 60 Center Square
 East Longmeadow, MA 01028
 413-525-5400 www.eastlongmeadowma.gov

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|--------------------------------|-------|
| <i>For Office Use Only</i> | |
| Certificate of Liability Rec'd | _____ |
| Server Certification Rec'd | _____ |
| Fee Rec'd | _____ |

ONE DAY LIQUOR LICENSE APPLICATION

You may apply for a one-day liquor license from the Town Clerk's Office at least 30 days prior to the event.

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 (permit required, see back)? 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: _____

~Cost is **\$65.00**, due with application. Make check payable to: **Town of East Longmeadow**~

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 insurance certificate **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 liability certificate must include:

1. Proof of liquor legal or host liquor legal coverage;
2. "Town of East 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 to apply for a permit.
- **PROPANE:** If you are using propane at your function, you must contact the Fire Department 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 (413-525-5400 ext. 1150) 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.

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|--|---|
| <p align="center">For Police Department Official Use Only</p> <input type="checkbox"/> Approval Recommended <input type="checkbox"/> Approval Not Recommended Police Officer Required: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other Comments/Conditions: _____ _____ _____ Date: _____ Police Chief Signature: _____ | <p align="center">For Fire Department Official Use Only</p> <input type="checkbox"/> Approval Recommended <input type="checkbox"/> Approval Not Recommended Comments/Conditions: _____ _____ _____ Date: _____ Fire Chief Signature: _____ |
| <p align="center">For Building Department Official Use Only</p> <input type="checkbox"/> Approval Recommended <input type="checkbox"/> Approval Not Recommended Comments/Conditions: _____ _____ _____ Date: _____ Building Commissioner Signature: _____ | <p align="center">For Health Department Official Use Only</p> <input type="checkbox"/> Approval Recommended <input type="checkbox"/> Approval Not Recommended Comments/Conditions: _____ _____ _____ Date: _____ Health Director Signature: _____ |
| <p align="center">TOWN COUNCIL OFFICIAL USE ONLY</p> <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Approved with Restrictions* *Restrictions: _____ _____ Date: _____ Town Council President Signature: _____ | <p align="center"><i>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</i></p> |