

# Town of Longmeadow

## ONE-DAY LIQUOR LICENSE APPLICATION

(submit to Office of Select Board at least 30 days prior to event)

For insurance purposes, Town departments may not be applicants for one-day liquor licenses.

Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Organization: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Event/Purpose: \_\_\_\_\_

Event Address: \_\_\_\_\_

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  BYOB

Type of Liquor:  Beer/Wine  All Alcohol Server's Name: \_\_\_\_\_ Certification: \_\_\_\_\_

Cost: \$50.00, payable upon receipt of license.

**See Select Board Policy on reverse side for insurance and additional requirements.**

***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 persons under the age of twenty-one shall be served alcoholic beverages.***

\_\_\_\_\_  
Signature of Applicant

.....  
**For Police Department Official Use Only**

\_\_\_\_ Approval Recommended

\_\_\_\_ Approval Not Recommended

Police Officer Required:  Yes  No  Other

Comments/Conditions: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Police Chief Signature

.....  
**For Select Board Official Use Only**

\_\_\_\_ Approved

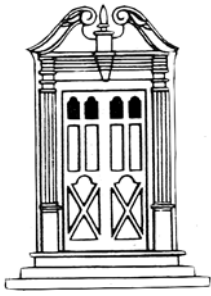
\_\_\_\_ Denied\*

\_\_\_\_ Approved w/Restrictions\*

\* \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# Town of Longmeadow

## SELECT BOARD & TOWN MANAGER

20 Williams Street • Longmeadow, MA 01106  
Tel. (413) 565-4110 • FAX (413) 565-4112 • E-Mail [townhall@longmeadow.org](mailto:townhall@longmeadow.org)

TO: All Town Departments  
FROM: Select Board  
SUBJECT: One-Day Liquor License Policy  
DATE: January 18, 2007

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### **Select Board Policy**

One-day liquor licenses will be granted at the sole discretion of the Select Board. Applicant must state time, date and place of event on application forms.

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.

For events on Town property or premises, where alcoholic beverages will be served, all licensees MUST submit the following prior to the event:

*Proof of a certificate of insurance in the amount of \$1 Million per occurrence / \$3 Million aggregate and naming the Town of Longmeadow as an additional insured on a liquor liability policy for the event.*

For insurance purposes, Town departments may not be applicants for one-day liquor licenses.

*Adopted March 21, 2005  
Amended January 16, 2007*

## Additional Information Regarding Liquor Liability Insurance

It is the applicant's sole responsibility to obtain the proper **liquor liability** insurance, and a copy of the insurance certificate **must** be presented in order to pick up the one-day liquor permit from the Office of the Select Board. The permit will not be issued without this certificate of insurance.

The certificate must include:

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

This type of insurance is sometimes difficult to procure; many companies do not write liquor liability insurance. It is advisable that you look into the insurance issue well in advance of the event date.

This office does not keep a list of insurers, or make any recommendations. You must find a company and/or agent on your own. However, many people check first with their homeowner's insurance company. Another avenue to explore (if you are using a caterer) would be to check with the caterer to see if they carry their own policy. Most of them do carry such a policy and can easily obtain a rider for you.

You should be aware that liquor liability insurance can be very costly. The cost, which varies greatly, can cost anywhere from nothing to several hundred dollars, up to \$700 or more.

You may apply for the one-day permit from the Select Board at any time prior to the event (but at least 30 days prior). The insurance certificate is only needed when you pick up the permit. Generally, people apply well in advance of the event and work on the insurance issue in the meantime.