

**ONE DAY SPECIAL LICENSE
TOWN OF NEEDHAM BOARD OF SELECTMEN
EVENT INFORMATION SHEET**
(Please complete and attach event flyer or other information.)

| | |
|---|--|
| Event Manager Name (Name that will appear on license) | |
| Event Manager Address | |
| Event Manager Phone Number | |
| Organization Representing (if applicable) | |
| Is the organization (if applicable) you are representing non-profit? If so, please attach proof of non-profit status. | <input type="checkbox"/> Non-profit <input type="checkbox"/> For profit <input type="checkbox"/> Proof of non-profit status is attached Form of Proof: _____ |
| Name of Event | |
| Date of Event | |
| License is for Sale of: <input type="checkbox"/> Wines & Malt Beverages Only <input type="checkbox"/> All Alcoholic Beverages (for non-profit groups only) | |
| Requested Time for Liquor License FROM: TO: | |
| Are tickets being sold in advance for this event? | <input type="checkbox"/> YES \$ /per ticket <input type="checkbox"/> NO |
| Is there an admission fee for this event? | <input type="checkbox"/> YES \$ /per ticket <input type="checkbox"/> NO |
| Are you using dues collected to purchase alcohol for this event? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| How many people are you expecting at this event? | |
| Name & address of event location. Please attach proof of permission to use this facility. | |
| Who will be serving the alcohol to your guests? | |
| Bartenders and/or servers of alcohol, beer and/or wine must have completed in the past three years an appropriate Massachusetts alcoholic beverages server-training program. Please state below who will be serving alcohol, beer and/or wine and attach proof of their training (certificate). | |
| Please use the space below to describe the manner in which alcohol will be served to your guests. (For example, will guests be served alcohol or will they need to purchase it from the bar?) Please attach floorplan (can be hand drawn) of the event facility with liquor delivery plan. | |
| <input type="checkbox"/> I understand that the alcohol purchased for this event must be purchased from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder and that I have received a current list of wholesalers. (A person holding a Section 14 license cannot purchase alcoholic beverages from a package store. (MGL Ch. 138, Sec 14, 23; 204 CMR 7.04)) | |
| Event Manager Signature: | Date: |