

Town of Needham Liquor License Information One-Day Special Event License

Required Forms

- Attach invitation, flyer, or letter of explanation regarding event
- Written evidence of the owner's permission to use the proposed licensed premises
- Proof of Non-Profit status (if request is for all-alcoholic beverages)
- Sketch of the proposed licensed premises of a reasonably precise nature that clearly delineates the location and manner alcoholic beverages will be served, sold, delivered and/or dispensed
- Designation and identification in writing of all individuals who will serve, sell, deliver, and/or dispense alcoholic beverages and attached proof (certificate) of their completion in the past three years an appropriate Massachusetts alcoholic beverages server-training program
- \$25 application fee –can pay
 - Online by Credit Card or E-Check*
Credit card service fees will apply. No service fees for e-checks.
 - OR**
 - Mail your check (written to the “Town of Needham”) complete with license number to:
Needham Town Manager's Office, 1471 Highland Avenue, Needham, MA 02492
 - OR**
 - Drop off your check complete with license number in the payment box outside 1471 Highland Avenue.
 - OR**
 - Stop at the Town Manager's office and pay by cash or check.

**The licenses paid for by Credit Card or E-Check will not be issued for 24-48 hours to allow for processing time.*

- ABCC Notice of Approval of Special License (completed by Town)

Notes

- Event manager shall provide for the orderly and safe conduct of the event, shall be responsible for the proper sale, service, delivery, dispensing and consumption of alcoholic beverages, shall be physically present during the duration of the entire event and shall sign the Event Information Sheet.
- Request for the sale of alcohol/wine/malt under a Special License is limited to between the hours of 11:00 a.m. and 12:00 a.m. on secular days and 12:00 p.m. and 12:00 a.m. on Sundays.
- No special event license will be granted to a licensed premise or to any person whose application for a license is pending before the licensing authorities.
- No person shall be granted a special license for more than 30 days in a calendar year.
- Alcohol purchased for this event must be purchased from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder.