

APPLICATION FOR ONE DAY TEMPORARY PERMIT

All Alcohol: \$75.00
Wine/Malt: \$50.00

Filing Fee: \$25.00
Payable To: City of Newton

M.G.L. CHAPTER 138, SECTION 14, AS AMENDED, TEMPORARY PERMITS MAY BE ISSUED BY LOCAL LICENSING AUTHORITIES TO NON-PROFIT ORGANIZATIONS WHO ARE CONDUCTING ANY INDOOR/OUTDOOR ACTIVITY OR ENTERPRISE AS WELL AS TO INCORPORATED EDUCATIONAL INSTITUTES. (Non-Profit Organizations Duly Organized Or Chartered Under Applicable Laws and Regulations) AN OFFICER OR DULY APPOINTED AND AUTHORIZED INDIVIDUAL FROM ORGANIZATION APPLYING **MUST ATTEND** THE PUBLIC HEARING.

DATE: _____

The undersigned hereby applies for a **One Day Temporary Permit** for:

ALL ALCOHOLIC BEVERAGES WINE/MALT BEVERAGES

NAME OF APPLICANT, ORGANIZATION OR GROUP APPLYING: _____
ADDRESS: _____
PHONE NUMBER: _____

(NO PERMIT WILL BE APPROVED FOR AFTER 11:30 P.M.)

1. Nature of Event: _____ Day of week to be held: _____
Date: _____ Raindate: _____ Hours of Event: _____

2. Event Location (give name and address) _____

Note: If location is a Church, Synagogue, Temple, Educational Facility or Grounds of Newton Parks & Recreation Department, a written letter addressed to the Board of License Commissioners must be attached approving the sale/service of all alcoholic or wine/malt beverages within or upon the premises if the application, for a One Day Temporary Permit, is approved.

3. Will function be held: Inside _____ Outside _____ Both _____ Occupancy Number _____
Estimated Attendance: _____ Age Group of Those Attending: _____
Security to be provided: Newton Police # _____ Private # _____ None _____
(the Commission reserves the right to require additional police details)

4. Complete Name and Address of Officers of Non-Profit Organization Applying:
Title: _____ Name: _____ Address: _____
Title: _____ Name: _____ Address: _____
Title: _____ Name: _____ Address: _____

5. Who will be in charge of the sale/dispensing of alcohol beverages? _____

Has individual completed in past three years, an appropriate Massachusetts Alcoholic Beverages Server Training Program? Yes _____ No _____

How will alcoholic beverages be dispensed? (cups, bottles, etc.) _____

Note: Describe procedures to be used to insure compliance with existing laws (check I.D.'s, responsible alcohol service, etc.) and specify the manner by which service of such beverages to minors will be controlled. No minors shall be allowed within the area where alcoholic beverages are dispensed.

6. A floor plan of the designated premises to be licensed must be submitted along with the application form showing the exact location within the event area where alcoholic beverages will be sold, served, consumed and indicate all entrances and exits. This can be done on 8-1/2 x 11" white paper.

7. Each applicant must designate an individual to be RESPONSIBLE for the event and such person must sign the application.

name: _____ address: _____

city/town: _____ phone number with area code: _____

Signature: _____ Date: _____

RETURN COMPLETED APPLICATION AND PROPER FEE(S) TO: BOARD OF LICENSE COMMISSIONERS
1000 Commonwealth Avenue
Newton Centre, MA 02459
Attn: Patricia Sweeney, Administrative Assistant
617-796-1090

GUIDELINES FOR SPECIAL ONE DAY TEMPORARY PERMITS

- A completed application(s) must be filed by 5 P.M. on the **first Wednesday** of each month. All hearings are held on the **third Tuesday** of each month, except during the month of December. Filing fee must be submitted with application.
- You **must** submit a floor plan or diagram (8 1/2x11) sketch showing the exact location within the event area where alcoholic beverages will be dispensed.
- Written confirmation by owner of property (if applicable) where event is being held stating approval is given for sale/service of alcohol and the occupancy number for location must also be included in letter.
- The application must be approved by the License Commissioners prior to the event. The designated individual appointed to be responsible for the event must appear at the hearing.
- All events can only be held on day and date approved by the License Commission at hearing.
- Rain dates for events must be noted on the application prior to approval. If none is listed on the application at time of approval, event cannot be held.

• All alcohol must be purchased from a licensed **wholesaler** for any one day liquor event. **Alcohol is to be delivered one hour before event and must be removed when event is over. Section 14 licensees cannot purchase alcoholic beverages from any retail licensee. Organizations are not allowed, by state law, to ask retail licensees for donations of alcohol.**

- **DO NOT** allow anyone to bring their own alcoholic beverages to your event.
- Section 14 licenses will not be granted by the License Commission to any person(s), association, partnership or corporation while his application for a license under Section 12 is pending before the licensing authorities. **A special license cannot cover any portion of a currently licensed premises.**
- Alcohol must be dispensed at the event by someone who is server trained and/or familiar with the laws regarding the service of alcohol. Do not allow anyone who is less than 21 years old to purchase or consume alcoholic beverages.
- Ask for identification and examine it closely. Acceptable forms of identification: valid Mass. Driver's License, Mass. Registry of Motor Vehicles Liquor Identification Card, Passport issued by the United States or country recognized by the United States, valid Military Identification Card. (active service card is green color)
- Not more than two drinks may be delivered to one person at one time.
- Control and properly police the area where the alcoholic beverages are being sold and consumed. Do not permit persons to carry their alcoholic beverages outside the area approved for consumption.
- A police detail(s) may be required by the Board of License Commissioner's depending on number of people attending event. It is the applicant's responsibility to set up these details.
- No refund is possible after a special one day temporary permit has been issued if not used on date specified. Issuance occurs with the delivery of the license and not on the effective date of the license.
- The temporary permit must be posted in the most conspicuous place at the location of event.

Failure to abide by the above listed guidelines or by any provision of the laws or regulations pertaining to alcoholic beverages shall be grounds to deny, suspend or revoke any special license issued under MGL Chapter 138, s14.