

**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))	
<b>Event Manager Signature:</b>	<b>Date:</b>

**Town of Needham  
Board of Selectmen  
One Day Special License Guidelines  
Events Held on Public Property**

M.G.L. Ch. 138 Section 14, 23; 204 CMR 7.04 authorizes the local licensing authority (Needham Board of Selectmen) to issue special licenses for the ***sale of wines and/or malt*** beverages to a responsible manager of any indoor activity or enterprise (for profit or non-profit organizations).

Special licenses may be issued by the Board of Selectmen for the ***sale of all alcoholic beverages for non-profit organizations only***.

- **If the alcohol is given to the attendees at no charge: No charge includes the applicant NOT charging admission to the event and NOT charging for the alcohol and the applicant has NOT purchased the alcohol with funds collected from the attendees to the event, including dues to an organization:**
  - a one-day special license from the Board of Selectmen will **NOT** be required.
  - Applicant will need to furnish a certificate of insurance naming Town of Needham as additional insured for the event only, since the event will be held on Town property.
  - Written permission from the appropriate controlling Town tribunal for applicant to hold event with alcohol/beer/wine on Town property. (Town of Needham By-law 3.1.9)
  
- **If the applicant will be charging admission to the event and/or will be charging for the alcohol and/or the applicant has purchased the alcohol with funds collected from the attendees to the event including dues to an organization:**
  - a one-day special license from the Board of Selectmen **WILL** be required. Applicant will need to provide all of the required supporting documentation with their application (See Attachment – One Day Special Liquor License Application)
  - Applicant will need to include with one-day special alcohol license an insurance certificate naming Town of Needham as additional insured for the event only, since the event will be held on Town property.
  - Written permission from the appropriate controlling Town tribunal for applicant to hold event with alcohol/beer/wine on Town property. (Town of Needham By-law 3.1.9)
  - ABCC guideline states "Persons holding a special license (1 day) must purchase alcoholic beverages from a licensed wholesaler/importer, manufacturer, farmer-winery or special permit holder. A person holding a Section 14 license (one day special license) cannot purchase alcoholic beverages from a package store."
  
- A four week lead time should be sufficient except in the summer, when the Selectmen meet only once each month in July and August.