



Medford License Commission

**Application for Alcoholic Beverage License for Retail Sale
One-Day License**

EVENT INFORMATION

Date of Event/License:

Hours of Event:

Type of Event (Fundraiser, wedding, etc.)

Estimated Number of Guests:

CONTACT INFORMATION

Name:

Address:

Phone:

Email Address:

Cell Phone:

LICENSE INFORMATION

Entity name to appear on the license:

Business name (d/b/a), if different:

Manager of Record (Responsible party present at event):

FID of Licensee:

Are you a registered non-profit? YES NO EIN Number:

License Category: All Alcoholic Wine and Malt

Type of Applicant: Association Corporation Individual

Partnership Non-profit corporation

PREMISE INFORMATION

Address of Premises (where event is taking place):

Phone:

Have you received permission from the owner of the premises to serve alcohol? YES NO

If so, who granted the permission?

Please provide a full and complete description of the premises where event is taking place including location of area where liquor is being served:

SERVING

Who will be serving the alcohol? Licensed Bartender Event Staff/Volunteer Other:

Has the organizer obtained liability insurance to afford minimum protection of not less than **\$250,000?**

Yes No

Will food be served at the event? Yes No

If yes, please contact the Board of Health at 781-393-2560 or at Medford City Hall, Room 311

Caterer:

Address:

Phone:

Signed and subscribed to under the penalty of perjury, this day of , .

Signature of Full Name

Title

Signature of person presenting application

Title

MEDFORD LIQUOR COMMISSION ONE DAY LIQUOR LICENSE REQUIREMENTS

1. License issued to a responsible manager
2. License limits sales to alcohol only
3. Licensee must contact the Medford Police Department to determine the need for police detail
4. All alcohol, malt beverages, beer and wine must be secured and adequately attended to during entire period of service, thereafter secured under lock and key
5. No more than one serving to any one person at any one time
6. Server of alcohol, malt beverages, beer and wine must be age appropriate and properly trained and supervised in the distribution of alcohol
7. Licensee shall obtain liability insurance to afford minimum protection of not less than \$250,000.00. Licensee shall provide a certificate of insurance evidencing terms of compliance with this condition.
8. Caterers must have proper Board of Health permits.
9. License Fee is Sixty Dollars (\$60.00) for For-Profit Organizations and no charge is required for Non-Profit Organizations.