



Medford License Commission

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

EVENT INFORMATION

Date of Event/License:

Hours of Event:

Rain Date (If Any):

Estimated Number of Guests:

Type of Event (Fundraiser, wedding, etc.):

CONTACT INFORMATION

Name:

Address:

Phone:

EmailAddress:

Cell Phone:

LICENSE INFORMATION

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:

The License Commission **requires** a full and complete description of the premises where event is taking place including location of area where liquor is being served along with a **sketch or drawing**:

Will there be entertainment at the event? _____ If so, please specify type of entertainment:

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

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 during hours of service.
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. **A one-day license fee of sixty dollars (\$60.00) is required for For-Profit Organizations.**
8. **There is no fee for Non-Profit Organizations. Proof of 501(c)(3) is required.**
9. Fee: \$ _____ Payable to: **City of Medford** (payment due on day of application)
10. Licensee must notify License Commission if event is canceled.
11. **APPLICATION MUST BE FILLED OUT COMPLETELY. N/A WHERE APPLICABLE, PLEASE.**