ONE-DAY LICENSE INSTRUCTIONS

1. Please submit your request as soon as possible. The best time to apply for a permit is between 2 weeks and 1 month before the event.

2. The information that is required in order for the Selectmen to vote on your request follows:
   - Name and address of person or organization making request;
   - What type of license is being requested – All Alcohol or Beer & Wine;
   - Date and hours license is being requested for;
   - Location of activity;
   - Reason for license (picnic, party, etc.);
   - Card issued by bartending course stating that individual is a Certified Bartender (Not for Conant Park)

3. There is a $45.00 fee for each Beer & Wine One Day Permit; $60.00 fee for each All Alcohol One Day Permit, which must be submitted with the completed Application, a Copy of the Rental Agreement (if any), and along with a signed Hold Harmless Agreement. (fees subject to change)

4. Once your request has been acted upon and approved by the Selectmen and mailed back to applicant.

5. **It is a condition of this permit that no one under the age of 21 be served any type of alcoholic beverage.** Therefore, the permit will be issued to the responsible manager/party conducting the activity or event. It will be his/her responsibility to make sure that a person trained in bartending practices is responsible for all dispensing of alcoholic beverages. If the event is held on a Sunday the permit will begin at noon.

6. It is suggested that the responsible party consider obtaining liability insurance for this one-day event.

7. Please see the Board of Health if a Food permit is required. Phone: (413) 529-1003 (*added 09-2013-shall be initialed by BoH if Food permit is required)*
TOWN OF SOUTHAMPTON
210 College Highway
Southampton, Massachusetts 01073

SELECT BOARD

DATE: ________________

NAME: _________________________________________________________________

ADDRESS: ____________________________ TELEPHONE: ______________________

TYPE OF LICENSE: circle one ALL ALCOHOL BEER & WINE

DATE OF EVENT: ___________ HOURS FOR EVENT: _____AM/PM to _______AM/PM

LOCATION: __Conant Park  __Library  __Other (specify):_________________

PURPOSE OF LICENSE: __Party  __Picnic  __Other (describe):

ANTICIPATED # OF GUESTS: ____________

NAME OF BARTENDER(S): ______________________________ Applicable for all locations except Conant Park Pavilion; Attach Certification

WHOLESALER WHERE ALCOHOL WILL BE PURCHASED: ____________________________ Applies to all location except Conant Park Pavilion

FEE(s): $45.00 FOR BEER & WINE; $60.00 FOR ALL ALCOHOL
(Fees subject to change)

Requirements: Selectmen will not act upon this request until the following are received by the Town: (1) the signed Hold Harmless Agreement; (2) copy of a Rental Agreement if any; (3) the completed Application; and (4) check made payable to the “Town of Southampton.”

Liability: The below individual agrees to take responsibility for the above-noted event and further agrees to indemnify, save harmless, and defend the Town of Southampton, its officers, employees and agents, from and against any and all liabilities, claims, penalties, forfeitures, suits, and the costs and expenses incident thereto, which may occur in connection with this event.

SIGNATURE OF RESPONSIBLE PARTY: ________________________________

TOWN USE ONLY

Permit # ____________________________ Food Permit # __________________

Date of Issue _____________ Required Y/N ________ initial BOH

Approved by BOS ____________ Comments ________________________
TOWN OF SOUTHAMPTON
210 College Highway
Southampton, Massachusetts 01073

SELECT BOARD

HOLD HARMLESS AGREEMENT
EDWARD’S PUBLIC LIBRARY

The Applicant agrees to indemnify, defend and hold harmless the Town of Southampton, its officers, agents and employees, from and against any and all claims, demands, suits, actions, costs, or judgments, whatsoever, including reasonable attorney’s fees, which may be imposed upon, incurred by or asserted against the Town on account of or arising out of the Applicant’s rental and use of Edward’s Public Library, including claims for personal injury, including death, or property damage suffered by or claimed to be suffered by any person on account of or arising out of the Applicant’s use of Edward’s Public Library.

____________________________
Applicant’s Signature

____________________________
Date

REVISED 12/2006