



## TOWN OF MONTEREY

435 Main Rd. P.O. Box 308

Monterey, MA 01245

Please review the following checklist when planning a special or theatrical event or when requesting a one day alcohol permit.

Event Checklist: Please check all that apply to your special/theatrical event.

Catered food

If you are service catered food your caterer must apply for a food services permit separately with the Board of Health. If this is a pot luck event and is open to the public event (open to all) you will need a temporary permit from the Board of Health.

Over 50 people

If your event will have more than 50 people you will need to submit an emergency contact sheet and plan along with this application (plain paper, no special format).

Tent or temporary structure larger than 700 sq ft

If you are using a tent or temporary structure you or the tent company will need to file for a building permit with the Building Department (online permitting system)

Parking

If the parking for your event will include street parking, a parking plan must be submitted with your application.

Alcohol

If you are a non-profit you will need to submit a copy of your 501(c)(3). Only non-profits may apply for an all alcohol permit (liquor, wine and beer). All applications for alcohol, beer and/or wine must submit a TIPS certified certificate of the person serving and a copy of your insurance certificate stating "alcohol liability" and list the Town of Monterey as an additional insured on it.

Music

If you will be having music, alcohol and more than 100 people you will need to submit a copy of the Certified Crowd Managers certificate that will be in attendance at the event.

Primary contact information:

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Full mailing address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

*I certify that I will be responsible for the proper observance of the laws governing the dispensing of such alcoholic beverages. I hereby swear under the pains and penalty of perjury that the information I have given is true to the best of my knowledge and belief. If your permit(s) are granted they must be visible and on site on the day of your event. Failure to obtain a permit may result in your event being shut down and/or fines as they may be applicable.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_



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### APPLICATION FOR A SPECIAL EVENT/THEATRICAL EVENT AND/OR ONE DAY ALCOHOLIC BEVERAGE LICENSE

#### Instructions:

- Fill out the attached application in its entirety and submit to the Administrative Assistant with a check made payable to the Town of Monterey in the amount of \$25.00.
- **Application must be submitted at least 30 days prior to the event. Time frames for Building and Health permits and Fire and Electrical Inspections may vary, please contact each department directly.**
- A copy of the Server Training Certificate (TIPS) for each person who will be serving alcohol must accompany this application (if you are requesting permission to serve alcohol).
- If you are a non profit organization and you are seeking an All Alcohol One Day Permit, you must submit a copy of your 501(c)(3) with this application. If you are a for profit organization, you may request a beer and wine only permit. **For profit organizations must also provide the name of the distributor where the beer and wine is being purchased.**
- If your application is approved, a copy of your permit shall be made available for inspection at the site location. A special event is any activity that occurs upon public or private property that affects the ordinary use and it may feature entertainment, amusements, food and non-alcoholic or alcoholic beverages. Examples include (but are not limited to): festivals, weddings, parties, events that charge an admission, etc.
- If you are serving food at your special event please make sure your caterer has filed the necessary paperwork, applications and fees with the Board of Health.
- If your event has more than 100 people, alcohol and music, a Certified Crowd Manager is necessary. Please provide a copy of this certification with your application.
- If you will be using any tent (or temporary structure) a building permit may be required. Temporary structures may also require an inspection by the Fire Inspector and Electrical Inspector. Fire Inspector phone: 528-1734 Electrical Inspector phone: 413-329-7091 Building Inspector phone: 528-1443 x118 Health Agent phone: 413-588-4667
- You must also submit a copy of your insurance certificate which must state on it “alcohol liability” and list the Town of Monterey as an additional insured if you are requesting to serve alcohol.
- Parking plan (if applicable) must be submitted with application.
- **It is advised that you first check with the Building Inspector to make sure that the building you are using has an up to date Certificate of Inspection.**



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This application is subject to any and all laws, regulations, standard, guidelines and policies of the Town of Monterey and any State or federal agency, department or body otherwise having jurisdiction and further subject to the specific terms, conditions and restrictions printed or written herein below or attached.

#### Event Information:

Name of event: \_\_\_\_\_

Address of event: \_\_\_\_\_

Date of event: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Number of people attending: \_\_\_\_\_ Distributor: \_\_\_\_\_

Will you be charging an admission? yes or no Circle one      Music?: yes or no Circle one

Please check the type of permit(s) you are requesting:

Theatrical Event permit

Beer and wine only permit requested.

All alcohol permit requested. **ONLY NON-PROFIT ORGANIZATIONS MAY APPLY FOR THIS PERMIT. A COPY OF YOUR 501(C)(3) MUST BE SUBMITTED WITH APPLICATION.**

**A COPY OF YOUR INSURANCE CERTIFICATE WHICH MUST STATE ON IT "ALCOHOL LIABILITY" AND BE SUBMITTED WITH THIS APPLICATION**

Description of the event (please include any temporary structures, their size and the company providing the temporary structure(s) in your narrative):