

Checklist for Special One-Day Temporary Alcohol/Wine & Malt Licenses

*If you have an *alcohol service state-licensed caterer* and your event is **not** on public property or open to the public, skip to #2.

1. Submit the application in our online system: <https://newtonma.viewpointcloud.com>, go to Board of License Commissioners and select "One Day Alcoholic Beverages and/or Entertainment License". To complete the application online you will need the following:

- Letter from the facility to the Licensing Board that the event and service of alcohol is approved
 - If held at a Newton Public School, approval from the School Committee is required (617-559-9000) <https://www.newton.k12.ma.us/Page/2723>
 - If held in a City owned building, approval from the Public Buildings Commissioner is required (617-796-1607)
 - If held at the Auburndale Cove, approval from Parks and Recreation is required (617-796-1500) http://www.newtonma.gov/gov/parks/applications_n_permits/reserve_picnic.asp
- Floor plan (basic sketch is acceptable) describing where alcohol service will be located
- Proof of liquor liability insurance covering the date of the event
- If your event is on public property you must:
 - Obtain a Permit/Authorization for Consumption of Alcohol on Public Property from the Chief of Police **prior to the hearing** <https://www.newtonma.gov/home/showpublisheddocument/83387/637957230352530000>
 - Indemnification Form – Required for any event on City owned property
 - City of Newton must be listed as additionally insured** in the insurance policy covering the event
- Police detail arranged (for events of 150 or more people – 617-796-2115) (email confirmation if required)
- Copy of food menu
- Copy of TIPS or similar alcohol-service certification for any alcohol service
- If All Alcohol Permit sought, proof of nonprofit status is required (501(c) (3) or equivalent)

2. Alcohol service state licensed caterer* and events **not** on public property or service to the public: send the following information to licensing@newtonma.gov and Police Department by fax 617-796-3679 at least 48 hours before event.

- Date, Time and Location
- Copy of caterer's license
- Copy of menu
- Proof of liquor liability insurance
- Emergency contact number

Note: See M.G.L. Ch. 138 sec 12 for all requirements of caterers.