

TOWN OF LENOX  
BOARD OF SELECTMEN

ONE-DAY ALCOHOLIC LICENSE APPLICATION

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

TYPE OF LICENSE: ALL ALCOHOLIC  BEER & WINE

DATE AND HOURS OF EVENT: \_\_\_\_\_

LOCATION OF ACTIVITY: \_\_\_\_\_

REASON FOR LICENSE: \_\_\_\_\_

ANTICIPATED NUMBER OF ATTENDEES: \_\_\_\_\_

NAME OF BARTENDER(S): \_\_\_\_\_

EXPERIENCE (IN BARTENDING): \_\_\_\_\_

CERTIFIED BARTENDER? (REQUIRED) YES  NO

FEE: \$25.00 (Please attach a check to this application. Selectmen will not act upon this request until payment is received by the Town.)

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 Lenox, 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: \_\_\_\_\_

## ONE-DAY ALCOHOLIC LICENSES

1. The Board of Selectmen normally meets every other Wednesday evening. In order for your request to be placed on their meeting agenda, we must receive your written request one week in advance of their next regularly scheduled meeting.
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 Alcoholic 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
3. There is a \$25.00 fee for each one-day license being requested, which must be submitted with your written request.
4. Once your request has been acted upon and approved by the Selectmen, a license will be produced which may then be picked up at the Town Collector's Office in the Town Hall.
5. It is a condition of this license that no one under the age of 21 be served any type of alcoholic beverage. Therefore, the license will be issued to the responsible manager conducting the activity or event. It is a **requirement** that a person trained in bartending practices be responsible for all dispensing of alcoholic beverages.
6. It is suggested that the responsible party consider obtaining liability insurance for this one-day event.