



Old Town Hall, Bedford, Massachusetts
- Built in 1856 -

TOWN CENTER OF BEDFORD, INC.
12 Mudge Way, Bedford, Massachusetts 01730

REQUEST FOR PERMIT TO SERVE ALCOHOLIC BEVERAGES
AT OLD TOWN HALL
16 South Road, Bedford, Massachusetts 01730

Application for a permit to serve alcoholic beverages is hereby made to Bedford Selectmen.
Name of person or company who is covered and listed on liability insurance certificate:

Address: _____
Daytime Tel. # _____, for an event/function in the Great Room
at Old Town Hall on _____.

Name of person or company for whom space is to be rented (if other than permit applicant):

Address: _____ Tel. # _____

A permit fee of \$35 is required, along with a refundable deposit of \$100, made payable to the
"Town of Bedford." Said fees should be submitted to the Facilities Coordinator along with the
required **Certificate of Liability Insurance**.

Reference is made to the Regulations Governing Alcoholic Beverage Consumption at Old
Town Hall, copy attached.

Organization (or Individual)

_____for town use_____

Acknowledgement of request to serve alcoholic beverages and payment of \$35 fee,
refundable deposit of \$100, and submission of certificate of liability insurance
by _____ Facilities Coordinator

Permit Approved by Bedford Selectmen:

**REGULATIONS GOVERNING ALCOHOLIC BEVERAGE CONSUMPTION AT
BEDFORD OLD TOWN HALL, 16 SOUTH ROAD
(approved September 7, 2004)**

The Town of Bedford has made the Bedford Old Town Hall available for rent to recognized, responsible individuals, organizations and business for educational, recreational, civic and cultural activities. In conjunction with such rentals alcoholic beverages may be served subject to the following policies and conditions:

1. Permission to serve alcoholic beverages in the Great Room of the Bedford Old Town Hall shall be granted only with the full understanding that the renter will assume full responsibility and will reimburse the Town of Bedford for any and all damage to the building or its contents resulting from such use.

2. Any permit request, obtained from the Facilities Coordinator, for rental of the Great Room in the Bedford Old Town Hall seeking to serve alcoholic beverages shall be accompanied by a permit fee of \$35 and an advance refundable deposit of \$100; two separate checks should be made payable to the "Town of Bedford" and given to the Facilities Coordinator at Old Town Hall.

3. Alcoholic beverages (including beer, wine and hard liquor) may be served only in conjunction with the serving of food.

4. Since Town of Bedford insurance policies do not provide insurance protection for the serving of alcoholic beverages by private individuals, groups or organizations, a certificate of insurance for liquor liability coverage in the amount of \$1 million dollars or more naming the Town of Bedford as an additional insured for the duration of the function or event must be obtained by any individual, group or organization seeking to serve alcoholic beverages. Such a certificate shall be submitted to the Facility Coordinator with the permit application. This insurance coverage shall indemnify and defend the Town of Bedford from all claims that may arise from the function or event. (It is a standard practice of insurance companies to require all alcoholic beverages be served by trained bartenders or wait staff in the employ of a company.)

5. Alcoholic beverages shall not be served for more than five (5) hours in duration at any single function or event. **ALCOHOL MAY NOT BE SERVED PAST 11:00 P.M.** If service of alcoholic beverages has not ceased, and if alcoholic beverages are not removed from the Great Room premises after 11:00 p.m., the Bedford Police Department will be notified and proper action will be taken.

6. Food and beverages may only be consumed within the third floor level (the Great Room), and may not be consumed on the first and second floor levels or outdoors on the site of the Bedford Old Town Hall.

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Alcoholic Policy

7. In addition to obtaining permission from the Selectmen to serve alcoholic beverages, if alcoholic beverages are to be sold, or included in the price of admission, the applicant must apply to the Selectmen's Office for a separate one-day special (temporary) license in accordance with MGL CH. 138, Sec. 14. For applicants other than non-profit organizations, only beer and wine may be sold. State law does not permit the issuance of a special (temporary) license for the sale of hard liquor except in the case of a non-profit organization. In addition, state law requires all special (temporary) license holders to purchase the alcoholic beverages to be served directly from a wholesaler/importer, manufacturer, winery or brewery; special (temporary) license holders are not permitted under state law to purchase alcoholic beverages from licensed alcoholic beverage retailers (package stores) for resale. All applications for such sales licenses must be submitted at least 30 days prior to the event and are subject to approval by the Selectmen.

8. The Bedford Selectmen and Town Manager reserve the right to make special regulations and changes to all contracts and to make determinations regarding the hiring of a Police Detail paid by the applicant for any function or event.

It is the applicant's responsibility to ensure that these policies and conditions are followed. A member of the Bedford Old Town Hall staff will check in with the event/functions' responsible party or bar/wait staff during the event or function to make sure that the above policies and conditions are being observed. Failure to abide by the policies and conditions may result in the loss of the deposit, the imposition of fines, and the possible banning of the individual, group or organization from renting space or doing business at the Bedford Old Town Hall in the future.

Check List:

Serving beer/wine/hard liquor:

- (a) Permit obtained from Facilities Coordinator – Old Town Hall, 16 South Road
- (b) Fee of \$35 and \$100 refundable deposit to the "Town of Bedford" paid to Facilities Coordinator
- (c) Liability coverage obtained from your insurer in the amount of \$1,000,000 naming the Town of Bedford as an additional insured. Your caterer may have this insurance. Add Town of Bedford as an additional insured. Standard practice of insurance companies to require all alcoholic beverages served by trained bartenders.

Selling beer/wine:

- (a) In addition to the above, a special one-day temporary license is to be obtained from the Board of Selectmen

Selling beer/wine/hard liquor:

- (a) Only non-profit organizations are allowed by state law to sell hard liquor.
- (b) Temporary license holders may purchase alcoholic beverages from a wholesaler/importer but not from package stores.
- (c) Permit/temporary license/liability insurance required.