

T O W N O F B E D F O R D

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.

\_\_\_\_\_  
Signature of Organization (or Individual)  
who holds insurance coverage and listed  
on certificate of liability insurance.

\_\_\_\_\_

~~~~~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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TOWN OF BEDFORD REGULATIONS GOVERNING ALCOHOLIC  
BEVERAGE CONSUMPTION AT  
BEDFORD OLD TOWN HALL, 16 SOUTH ROAD**

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 functions, or events or other rentals in Old Town Hall, renting parties may seek to serve, or allow consumption of, alcoholic beverages. **HOWEVER, RENTING PARTIES THAT SEEK TO SERVE ALCOHOLIC BEVERAGES SHOULD BE AWARE THAT THERE ARE MANY STATE AND LOCAL LAWS, REGULATIONS, AND REQUIREMENTS GOVERNING THE ACQUISITION, TRANSPORTATION, CONSUMPTION, AND SERVICE OF ALCOHOLIC BEVERAGES FOR SUCH FUNCTIONS, EVENTS, AND OTHER RENTALS, AND IT IS THE RENTING PARTY'S OBLIGATION TO BE AWARE OF AND COMPLY WITH ALL SUCH RELEVANT LAWS, REGULATIONS, AND REQUIREMENTS ON BEHALF OF THEMSELVES AND THEIR GUESTS AND ATTENDEES.** Generally speaking, and with no intent to provide legal advice or a full description of relevant Massachusetts law, the Commonwealth of Massachusetts regulates and licenses the businesses that may provide and deliver alcoholic beverages to functions and events. Alcoholic beverages that are not acquired and transported to, and served and consumed at, Old Town Hall in compliance with Massachusetts state law, the Bedford General Bylaws, and the Town of Bedford Alcohol Policy and Procedures are not allowed on the premises. In addition to such requirements, alcoholic beverages that have been legally acquired and delivered to Old Town Hall may be served subject to the following Town of Bedford 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.

While 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, **IT IS A REQUIREMENT OF THE TOWN OF BEDFORD THAT ALCOHOLIC BEVERAGES BE SERVED BY TIPS CERTIFIED SERVER(s) (Trained Intervention Procedures) IN THE EMPLOY OF THE PARTY CARRYING THE INSURANCE INDEMNIFYING THE TOWN OF BEDFORD.** The server(s) should have his or her TIPS identification card available for inspection upon request.

5. Alcoholic beverages shall not be served for more than five (5) hours in duration at any single function or event. ALCOHOLIC BEVERAGES MAY NOT BE SERVED PAST 11:00 P.M. If service of alcoholic beverages has not ceased, OR if alcoholic beverages are not removed from the Great Room premises after 11:00 p.m., OR if other violations of Massachusetts law or Town of Bedford bylaws, policies, procedures or regulations occur, 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.

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.

9. The Selectmen with reference to the conditions cited above, do hereby authorize the Town Manager to grant 1-day special licenses for use of Old Town Hall for

receptions following funeral or memorial services where approval by Selectmen would not otherwise be possible due to their meeting schedule. The Town Manager shall report to the Selectmen all such licenses issued.

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 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.