

TOWN OF WESTWOOD
COMMONWEALTH of MASSACHUSETTS

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COMMUNITY & ECONOMIC DEVELOPMENT
ALCOHOLIC BEVERAGE LICENSING

One Day Alcohol License Checklist

Application must be filed 30 days prior to the event

Event Date: _____ Date Application Received: _____

_____ **License Fee paid through our online permitting software:**

- \$50 - Beer and Wine
- \$100-All Alcohol-(nonprofit only- proof required)

_____ **Certificate of Liquor Liability Insurance uploaded to application:**

- Liquor liability shall have a minimum coverage of \$250,000 per occurrence and \$500,000 in the aggregate, and the policy shall carry an endorsement that the Town of Westwood shall be notified by the insurer immediately prior to the cancellation of said coverage

_____ **Sign offs:** Once your application has been submitted, public safety departments will comment in permit software

- Police
- Fire
- Building
- Health

_____ **Written permission to use the facility must be uploaded to the application**

_____ **Tips Certificate and photocopy of license uploaded to the application**

_____ **Details of the event- (copy of flyer/invitation) uploaded to the application**

_____ **Uploaded Floor Plan showing locations of:**

- Bar
- Delivery area
- Entertainment
- Security

_____ **Uploaded Parking Plan**

_____ **Evidence of Nonprofit Status if selling all alcohol uploaded**

ABCC must receive notice within 10 days of LLA approval of event