



TOWN OF HINGHAM

ONE DAY SPECIAL PERMIT APPLICATION

Application Fee: \$50.00 (Non-refundable) Cash/Check #: _____ Permit #: _____

License is for Sale of:

All Alcoholic Beverages (for non-profit groups only) Wine and Malt Beverages Only

Name of Applicant (name to appear on license): _____

Applicant's Address: _____

Applicant's Phone #: (____) _____ Applicant's E-mail: _____

Name of Event: _____

Date of Event: _____ Alternate Date: _____

I understand that if the event cannot be held on the approved date, the event will be held on the alternate date. If an alternate date is not indicated on this application, the event will be cancelled.

Hours of Event (from/to): _____

Name & Address of Event Location: _____

Estimated Attendance at Event: _____ Indoor/Outdoor (Circle one)

Description of Event and Parking: _____
(Please attach a separate sheet if necessary)

Caterer responsible for serving alcoholic beverages (if applicable). _____
Please attach a copy of Liquor Liability Insurance

Bartenders and/or servers of alcohol, beer and/or wine must have completed in the past three years an appropriate Massachusetts Alcoholic Beverages Server Training program (such as TIPS or ServSafe). These programs are offered online. Please list who will be serving alcohol and attach proof of their server training certificate.

The Select Board advises each Applicant to seek liquor liability insurance in conjunction with the Special License. For events on Town property, proof of Liquor Liability Insurance is required naming the Town of Hingham as additional insured.

I understand that the alcohol purchased for this event is from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder. A person holding a Section 14 license cannot purchase alcoholic beverages from a package store and cannot accept donations.

Applicant's Signature: _____ Date: _____

APPROVED BY: David Jones, Chief of Police Yes No Date: _____

Police Detail Required: Yes No If yes, number of officers required: _____

SIGNATURE: _____

Submit completed application and payment to the Select Board, Hingham Town Hall, 210 Central Street, Hingham, MA 02043. Applications should be received three weeks prior to the event.

TOWN OF HINGHAM



DEPARTMENT OF POLICE

DAVID P. JONES

CHIEF OF POLICE

212 CENTRAL STREET
HINGHAM, MA 02043

TEL: (781) 749-1212
FAX: (781) 741-1462

Hingham Select Board
210 Central Street
Hingham, MA 02043

June 4, 2024

Members of the Board,

In an effort to streamline and standardize the application process for one-day alcohol licenses please see the proposed guidelines for Police Officers at events permitted with a one-day liquor license.

- All applications should include a site sketch/plan showing where the servers will be setup and how alcohol will be contained to the area/site unless the alcohol will be served and remain indoors.
- 1-49 attendees – Site and security plans will be reviewed for police detail requirement.
- 50-500 attendees – 1 Police Detail
- 500+ attendees – A minimum of 2 Police Details

Police Officers will check-in with point of contact and evaluate where they will be needed during the event – (traffic, security, etc.). In all cases the Officer will be responsible to help ensure that no alcohol is taken outside of the designated areas.

Each application will be evaluated individually and modifications to the above requirements may be recommended by the Chief of Police.

Sincerely,

David P Jones
Chief of Police