

**City of Newburyport**  
**Office of the License Commission**  
60 Pleasant Street, Newburyport, Massachusetts

**Application For One-Day All Alcohol/Wine & Malt License**

This application is due two weeks prior to the License Commission meeting (usually the first Wednesday of the month). Submit to the Licensing drop box in the Building Department (lower level of City Hall), attn: Lynn Varney, phone 978-904-1478, email LVarney@CityofNewburyport.com.

Name of Organization: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Alternate Phone (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Type of License Requested: All Alcohol \_\_\_\_\_ Beer & Wine \_\_\_\_\_

Non-Profit Status: \_\_\_\_\_

Place of Event: \_\_\_\_\_

**\*\*Applicants must include a space plan for all venues.**

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Principle Purpose of Organization/Event: \_\_\_\_\_

Projected Number of Attendees: \_\_\_\_\_

**Fire Department Sign Off** \_\_\_\_\_

**Police Marshal Sign Off** \_\_\_\_\_

**Application must include:**

- 1. CERTIFICATE OF INSURANCE**
- 2. CERTIFICATES OF ALCOHOL TRAINING or EQUIVALENT for EACH SERVER**
- 3. DIAGRAM OF SPACE DETAILING ALCOHOL SERVING AREA, ENTRANCES/EXITS, FENCING**