



## CITY OF REVERE LICENSE COMMISSION

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### APPLICATION INSTRUCTIONS FOR 1-DAY LICENSES

#### **ALL APPLICATIONS MUST BE ACCOMPANIED BY A PHOTO ID**

Please review the requirements. We strongly recommend that you apply for your license well in advance of your planned event, preferably not the month before the event. If you have questions about any aspect of this process, please feel free to contact the License Commission Office (contact information and address above).

The License Commission meets on the third Wednesday of each month. Completed applications, with all supporting documentation, must be submitted at least two weeks before the meeting. Late or incomplete applications will be considered at the following month's meeting.

#### LICENSE APPLICATION

**The following is a list of forms that must be provided to the License Commission Office:**

- Completed license application.
- Detailed sketch drawn on 8½" x 11" paper, showing proposed permitted premises/area, and designating all food stations, entertainment areas or stages, and confined areas in which alcoholic beverages will be contained. Everything that is planned within the event must be shown on the sketch. This sketch may be hand-drawn, or drawn on a computer, and may also include screen prints of satellite mapping shots with the designated information drawn in – the important part is showing all the details.
- A comprehensive list of all food vendors, with descriptions of how they will be preparing and serving food, and their location within your event. Please include any licenses or permits they may have, with the license/permit number, the issuance & expiration dates, and the issuing authority.
- A comprehensive list of all planned entertainment, with specific details of the provider of entertainment, the type of entertainment, whether they have any specialized equipment or structures, and their location within your event.
- Only if serving alcoholic beverages** – Written plan for alcohol service and control, to include: 1) location and setup of service and drinking area(s); 2) method for ensuring beverages don't leave designated area; 3) list of people engaged in service or control of alcoholic beverages and any certification they have; 4) source of the alcoholic beverages you will be serving.
- Notarized criminal record check request for proposed manager of event. NOTE: you do not need to provide more than one request in a calendar year.
- Written permission from owner allowing you to utilize the proposed licensed premises for a one-day license and authorizing the proposed manager of the event – if an indoor event, provide proof of maximum occupancy capacity.

#### FEES

\$100 Special One-Day License Fee – may be waived for non-profit organizations

#### PRIOR TO EVENT

All food service and entertainment providers will be reviewed by city inspectors. Inspections may be required prior to or on the day of your event. Any vendor/provider who fails to pass inspection will not be permitted at the event. City inspectors have the duty and authority to shut down any event or provider who fails to comply with this necessary safety measure. For some events, there may be additional traffic and/or security requirements.

Upon approval, you will receive a license for the event, and a list of any requirements for your event. These documents must be kept on site and easily available during the event.