

Application for Permission to Serve Alcohol at an Event

First Church of Christ in Longmeadow

Deadline for submission: 1 month prior to event (exceptions can be made for special cases such as memorial services)

Date of Application: _____

Applicant Information (please provide at least two methods we may use to contact you):

Name: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Event Information

Event Name/Description: _____

Event Date: _____ Start Time: ____ am/pm End Time: ____ am/pm

Group or Organization Holding Event: _____

Is this a group which has been formed within the First Church of Christ, Longmeadow?

YES

NO

*If no, the following step must be taken: Application to the Town of Longmeadow for a one day liquor service permit. You, or your caterer, will also need to supply First Church with a copy of your certificate of insurance and list First Church as Additional Insured

Proposed Location:

Bailey Hall

Buxton Room

Other (please specify): _____

Reason for event: _____

Estimated Number of Attendees: _____

Food to be served: _____

Applicant Information

Name: _____

Phone : _____

Email: _____

Specifics on alcohol usage

Type:

- Beer
- White Wine
- Red Wine

Other Beverages To Be Provided:

- Water
- Soda
- Juice
- Lemonade
- Coffee/Tea
- Other: _____

Provided by:

- Host
- Guests

Please explain your plan to monitor and control consumption to avoid abuse:

Please explain your plan to control access by minors and the general public:

For Church Use Only: The event has been

- Denied
- Approved as submitted
- Approved with the following condition(s):
 - No red wine
 - Certified server
 - Town of Longmeadow One Day Permit
 - Notify 12-Step programs of the event
 - Other: _____