



**Town of Exeter**  
Parks and Recreation Dept  
32 Court Street  
Exeter, NH 03833  
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603-773-6151 fax 603-773-6152

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## Special One-Day Malt/Wine License Application

**Name of Applicant and/or Organization Applying:** \_\_\_\_\_  
(To appear on license)

**Full Address:** \_\_\_\_\_

**Applicant's Cell Number:** \_\_\_\_\_ **Organization Phone:** \_\_\_\_\_

**Applicant's Email:** \_\_\_\_\_ **Organization Email:** \_\_\_\_\_

**Type of Event:** \_\_\_\_\_ **Admission Fee:** \_\_\_\_\_

**Type of Alcohol to be served:**  Beer & Wine  Wine  Beer

**Type of Alcohol to be tasted:**  Beer & Wine  Wine  Beer

**Event Date:** \_\_\_\_\_ **Hours of Event (to & from):** \_\_\_\_\_

**Location of event within the Town:**  Auditorium  Art Gallery & Backroom  Swasey Parkway

**Expected number of attendees:** \_\_\_\_\_ **Age Range of Attendees:** \_\_\_\_\_

### TOWN OF EXETER LIABILITY DISCLAIMER FOR SPECIAL ONE-DAY LICENSES

By exercising the privileges of this Special One-Day License in serving persons with alcoholic beverages, the Licensee is potentially exposed to significant liability for injuries and damages to the persons served or to others who are injured or damaged by the persons served. Your acceptance and exercise of this Special One-Day License will be deemed to be acknowledgement that you are aware of this potential liability.

You are encouraged to discuss the risks associated with exercising your privileges of this Special One-Day License and the appropriate precautions to avoid injuries, damage and liability to others with your legal advisor.

The Town of Exeter and the Select Board, acting as the Local Licensing Authority, shall not be liable to the Licensee or to others if injury or damage shall result from the exercise of this Special One-Day License.

By signing this form, the Applicant acknowledges that he/she understands and will comply with all applicable liquor regulations set forth by the NH Liquor Commission and the Town of Exeter.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**REQUIRED DOCUMENTATION TO SUBMIT WITH APPLICATION:**

- Completed license application with cash/check fee, made payable to *Town of Exeter*.
- Invitation/flyer/letter of explanation regarding event.
- Certificate of Liability Insurance, providing General Liability/Bodily Injury/Property Damage: \$300,000/\$1,000,000, and liquor liability with reasonable limits of coverage, except that liquor liability shall have minimum coverage of \$1,000,000 per occurrence and \$2,000,000 in the aggregate, whereas the policy shall carry an endorsement that the Town of Exeter shall be notified by the insurer no less than ten days prior to the cancellation of said coverage. **The Town of Exeter must be named on the certificate as an additional insured for the event.**
- Procedures of premises of a reasonable precise nature that clearly delineates the location and manner in which Alcoholic beverages will be served, delivered, and/or dispensed.
- On a separate piece of paper, please **describe the manner in which alcohol will be served** to your guests to ensure compliance with existing laws (check IDs, table service/bar, etc.) and specify the manner by which service of such beverages, if minors are in attendance, will be controlled. Minors are not allowed within the area where alcohol beverages are dispensed.
- On a separate piece of paper, please **attach a floor plan** (8.5x11 white paper) of the event area, showing the exact location where alcoholic beverages will be delivered, served and consumed. This can be hand-drawn, if necessary.

**GUIDELINES:**

- Application for Special One-Day License must be submitted no less than two weeks prior to event.
- Application must be submitted with the one day fee of: \$100
- Malt/wine may only be served at an open bar if a bona fide invitation is received by all attendees.
- Events can only be held on day and date approved on license. No refund is possible after a Special One-Day License has been issued if not used on date specified.
- Malt/wine must be delivered the day of the event and removed from the premises after the event, by the expiration of the Special One-Day License.
- Special One-Day Licenses can only be issued for events occurring between 11:00 a.m. - 11:00 p.m., Monday -Sunday.
- No person/organization shall be granted a special license more than five (5) times in a calendar year.
- License must be posted in the most conspicuous place at the location of event.
- DO NOT allow anyone to bring their own alcoholic beverages to your event.
- Control and properly police the area where the alcoholic beverages are being dispensed. Do not permit persons to carry their alcoholic beverages outside the approved area for consumption.
- Unless waived by the Police Chief in writing, a police detail is required, beginning ½ hour prior to guest arrival and continuing until all guests have left the premises. It is the applicant’s responsibility to coordinate these details. The payment of the detail is the responsibility of the applicant at applicable rates.

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*For Official Use Only*

Police Acknowledgement:

**Police Chief Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Security Concerns:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Select Board’s Actions:(List date below)

**Granted:** \_\_\_\_\_ **Rejected:** \_\_\_\_\_

**Restrictions/Conditions/Remarks:** \_\_\_\_\_