



1147 Central Avenue, Needham, MA 02492
781-455-8860 / NeedhamHistory.org

Serving Beer and Wine at Events

You may serve wine and beer at your event, subject to the following conditions:

- You may serve wine and beer only; liquor service is not permitted.
- You may not serve any alcoholic beverages during daytime school hours (8:45 am to 3:15 pm)
- You **MUST** obtain host liquor-liability insurance, naming the Needham History Center and the Town of Needham as insured for the event (see "Insurance," below).

Liquor License

- You might be required to obtain a one-day special liquor license from the Board of Selectmen. The license costs \$25. Information about licensing requirements and procedures is on the town website at <http://www.needhamma.gov/documentcenter/view/4024>. **This process may take several weeks to complete, so please allow sufficient time.**
- Once the license has been obtained, a copy must be forwarded to the History Center in advance of the event, and the license must be clearly posted during the event.

Insurance

Host liquor liability insurance is required for any event at which alcoholic beverages are served.

- Many organizations already have such insurance, so check with your director/executive to confirm. If not, insurance may be obtained in one of the following ways:
- Licensed Bartender – a professional bartender with a license (such as TIPS or BarCode) will carry the appropriate insurance. S/he must contact the insurer and name the Needham History Center & Museum and the Town of Needham as insured for this event.
- One-Day Policy – The event host may be able to purchase a one-day host liability policy from the host's insurance provider (check with your provider – this may already be included in your homeowner's policy). The policy must name the Needham History Center & Museum and the Town of Needham as insured for this event.

Confirmation of the insurance policy (the insurance certificate and a copy of the bartender's license, if you are hiring one) must be forwarded to the Needham History Center at least a week prior to the event.

Bartender

For any party with over 50 guests at which wine and beer will be served, the host is required to hire a licensed/insured bartender. A copy of the license must be forwarded to the Needham History Center prior to the event (see also "Insurance," "Bartender," above).

Please call **Gloria Greis at 781-455-8860** or drop us a note using the **contact form** for more information.