



Town of Barnstable
Licensing Division
367 Main Street, Hyannis, MA 02601
www.townofbarnstable.us
Telephone: 508-862-4774

Special One Day Alcohol &/or Entertainment Licensing Requirements

WHO SHOULD APPLY	<p>Alcohol: Events open to the public or private events where there is an admission charge &/or a charge for alcohol. <i>Events on town property are limited to Beer & Wine only.</i></p> <p>Entertainment: A license is only required if the event is open to the public <u>and</u> there is an admission charge for the event.</p>
DEADLINE TO APPLY	30 Days Prior to the event. Click here for Licensing schedule.
DOCUMENTS - <i>Alcohol</i>	<p>Current TIPS certificate (s) for the individual (s) pouring alcohol/beer/wine at the event.</p> <p>Plan of the event space indicating where the alcohol will be staged.</p> <p><i>Written security plan noting how you will manage the alcohol service and contain the alcohol within the event space.</i></p> <p><i>*Events on town owned property will need to provide a Certificate of Liability Insurance reflecting liquor liability coverage naming Town of Barnstable as Additional Insured for the event.</i></p>
DOCUMENTS - <i>Entertainment</i>	<p>Copy of the floor plan or site plan of the event space noting where the entertainment will be staged.</p> <p><i>*Events at Barnstable Performing Arts Center do not need a plan*</i></p>
HOW TO APPLY	Log onto the Town of Barnstable's Online Permit Center by clicking here
MEETING ATTENDANCE	If this is your first application for a special one-day license, you will be required to attend an in-person meeting of the Licensing Authority.
QUESTIONS	Direct any questions to Erin Logan of the Barnstable's Licensing Program. Erin.logan@town.barnstable.ma.us or 508.862.4774

Licensing Staff
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