

TO: ALL ORGANIZATIONS, CLUBS, AND CHURCHES  
FROM: BOARD OF SELECTMEN  
SUBJECT: ONE DAY LICENSES (LIQUOR, MUSIC AND DANCE, OTHER)

Any organization, club or church in the Town of Ludlow planning an event which requires a special **one day license** will be required to obtain an application form from the Board of Selectmen's Office in the Ludlow Town Hall (copy follows). If a one day liquor license is required, a Certificate of Insurance in the amount of one million dollars (\$1,000,000) must accompany the application form. This form must be completed and submitted to the Board **at least three weeks prior to the event.**

Also, please be advised that any clubs and/or churches who rent premises or pavilions for special events, the application should be completed and submitted by the lessee. It shall be the responsibility of the lessor to so inform the lessee of this new policy when the reservations for a particular event are made.

If you have any questions regarding this policy or form, please do not hesitate to contact the Selectmen's office at your convenience.

Sincerely,

BOARD OF SELECTMEN

[Signed]

Betty K. Socha  
Executive Secretary

BKS/st

TYPE OF ACTIVITY: \_\_\_\_\_

PERMITS REQUESTED:

LIQUOR: \_\_\_\_\_ MUSIC & DANCE: \_\_\_\_\_ OTHER: \_\_\_\_\_

NAME OF ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

NAME OF RESPONSIBLE PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

DAY / DATES REQUESTED: \_\_\_\_\_

RAIN DATE IF NECESSARY: \_\_\_\_\_

EXPECTED TIME OF ARRIVAL: \_\_\_\_\_ DEPARTURE: \_\_\_\_\_

NUMBER OF ATTENDANCE EXPECTED: \_\_\_\_\_

Head of the Police Department, on behalf of the Board of Selectmen, has the right to determine the amount of police protection for each event to insure proper crowd control.

Payment of the Police Officers is the responsibility of the organization requesting the permits and must be paid in full three (3) days prior to events.

When liquor is served, every applicant must submit an Insurance Certificate in the amount of one million dollars (\$1,000,000) for each event.

Application must be signed by a duly authorized officer of the corporation.

All forms must be signed and completed to the Board of Selectmen three (3) weeks prior to the event requested.

Applicant agrees to release and hold the Town of Ludlow harmless from any liability arising out of the use herein described.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_