



Commander's Mansion
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 info@commandersmansion.com

Town of Watertown / Event Notification Application for the Commander's Mansion

Today's Date: _____

The undersigned Applicant proposes to rent the premises known as The Commander's Mansion for a **One Day Special Event** at which the following Alcoholic Beverages will be served:

All Alcoholic Beverages Wine & Malt Beverages Wine Beverages Malt Beverages

The Applicant understands that the Event is a private function involving **no payment for alcohol by the guests**; no payment means that there is neither payment for individual drinks served, nor any payment or donation for admittance to the Event.

If the Applicant chooses to host a cash bar they are required to obtain a separate Special License from the Watertown Licensing Board to allow the sale of alcoholic beverages at the Event. **A Special License requires for the submission of an application to the Licensing Board at least 45 days prior to the date of the Event.** *The application is available upon request from the Commander's Mansion.*

NOTE: Only nonprofit organizations are eligible for a Special License for ALL alcoholic beverages and must submit proof of nonprofit status.

NAME OF APPLICANT (on behalf of yourself or the organization holding the Event - Applicant must be the host of the event; a caterer or bartender for an event cannot be the applicant.)

NAME: _____

ADDRESS: _____

PHONE: _____

NAME OF ORGANIZATION: (if applicable) _____

TYPE OF EVENT: _____

DATE OF EVENT: _____

NUMBER OF GUESTS ATTENDING: _____

AGE GROUP ATTENDING: _____

EVENT LOCATION: Commander's Mansion 440 Talcott Avenue Watertown, MA 02472

HOURS OF THE EVENT: *guest arrival at / starts at* _____ *and ends at* _____

FUNCTION HELD: Inside Outside Both

The location(s) where alcoholic beverages will be stored, served, and consumed is/are shown on the attached copy of the site plan of the Mansion premises.

How will alcohol be transported to and from the event location? _____

Name of Server/Caterer/Bar Service serving alcoholic beverages: _____

Address: _____

Contact Person: _____

Phone Number _____

The Commander's Mansion will submit a copy of this application to the Watertown Police Department.

A POLICE DETAIL MAY BE REQUIRED. See notice at end of form.

ACCEPTANCE OF LIABILITY

The Applicant and the Organization conducting the licensed event (together, the "Applicant") hereby assume full responsibility for the conduct of the event (the "Event"). The Applicant agrees to indemnify and hold harmless the Town of Watertown, and its officers, employees and agents, from and against any and all claims, demands, suits, actions, liabilities, damages, judgments, and costs and expenses including, without limitation, the costs and expenses of litigation, of or by anyone for property damage or bodily injuries to or death of anyone that in any way is caused by or arises out of the Event, or out of the actions or omissions of any of the Applicant's employees or agents or any person attending the Event.

ACKNOWLEDGMENT OF TOWN REQUIREMENTS

The Applicant acknowledges and agrees, for him/herself and the named Organization, that the Event must be conducted in accordance with all laws and regulations of the Commonwealth of Massachusetts and the Town of Watertown, and all requirements of the Watertown Licensing Board, including any requirement for a police detail.

The Applicant acknowledges that: 1) alcohol may only be placed and consumed within the areas authorized by the Facility Manager and any Special License for the Event; (2) any Special License must be kept on the Mansion premises and displayed in an easily visible location; (3) if alcohol is placed or being consumed outside of the authorized areas it is subject to confiscation by the Town of Watertown; 4) all unused alcohol must be stored at the end of the Event at the Commander's Mansion, and arrangements for removal of the stored alcohol must be made as directed by the Facility Manager or the Assistant Facility Manager; and that:

- The Commander’s Mansion does not allow for any self-service of alcohol. All alcoholic beverages must be poured via a TIPS Certified Bartender at the designated bar area(s).
- The Mansion staff reserves the right to remove bottles of alcohol if not in compliance. **This includes bottles that are carried in, regardless if unopened; the bottles will be stored & locked for you until the end of the night.**
- Coolers are not allowed in the mansion; except at the bar.
- All service of alcohol must cease by 11:30PM
- The Commander’s Mansion allows for a five hour pour time.
- The Facility Manager reserves the right to shut down the bar service during the event at their sole discretion.
- Unconsumed alcohol cannot be removed on the night of the event; it must be removed from the premises the following business day, unless alternate arrangements have been made with the Facility Manager.

Please provide name and contact information for person(s) picking up open bottles of alcohol:

Contact Name: _____

Contact Phone Number: _____

I have read all the requirements above and state that the information provided in this application is accurate, that I am authorized to sign this application and that a responsible person at least 21 years of age, who shall be responsible for compliance of the Event with applicable laws and regulations, shall be present on the Mansion premises during the Event at all times.

APPLICANT’S SIGNATURE: _____

Commander’s Mansion occupancy limit of premises: 200 Guests

By my signature below, I acknowledge that the Event described above has been authorized to be held at the Commander’s Mansion.

Commander’s Mansion; manager’s signature: _____

Please return the completed application to the Commander’s Mansion at least 30 days prior to your event date. The Facility Manager will forward the completed application and site plan to the Watertown Police Department.

The Facility Manager, at her sole discretion, may mandate that additional security, such as but not limited to, a Police Detail, to be assigned to the Event; and the cost of such security will be in addition to the fees for the facility rental.