



Business After Hours To Do List

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| INITIAL PLANNING MEETING | <ul style="list-style-type: none">• Name of Business(s) participating• Name of Business contact and email• Chosen Date / Time (typical event time 5:30pm - 7:30pm)• Location of Event (name & physical address)• Confirm the maximum number of people for registration• Will you be serving food, type? Do you have a food permit?• Will you be serving alcohol? If so, open bar, beer or wine? Also, if you do not have a permit, you will need to acquire a one day pouring permit• Will you have a 50/50 raffle for a local Nonprofit? If yes, which non-profit would you like to donate to (must be a member of the chamber), Here is a list of nonprofits to choose from• Hosts must provide at least 2 door prizes for the event, they can be from your business or others, Chamber will also provide at least 2 | |
| NEXT STEPS | <ul style="list-style-type: none">• Logos need to be sent to bianca@nantucketchamber.org• Chamber to create an events page for BAH• Flyer to be made by Chamber and sent to hosts• Facebook page made by Chamber- expect a co-host request• Host to reach out to get caterers/bartender(s) (if applicable)• Host to acquire a pouring license (if applicable)<ul style="list-style-type: none">○ Contact: MDzvonik@police.nantucket-ma.gov○ Application: https://www.nantucket-ma.gov/FormCenter/Event-ApplicationsPermitting-7/2018-Special-Event-Permit-Application-139• Host to reach out to Non-Profit chosen requesting them to have staff present to sell raffle tickets and speak about their Non-Profit (if applicable) | |
| ONE MONTH | <ul style="list-style-type: none">• Host must have acquired a pouring license (if applicable)• Event should be in E-blast between 1 month to 2 weeks (dependent on information provided by host) | |
| TWO WEEKS | <ul style="list-style-type: none">• Host must have proof of pouring license & present to Chamber• Non-Profit to send a blurb & logo to pr@nantucketchamber.org for e-blast (if applicable) | |
| WEEK OF | <ul style="list-style-type: none">• Event included in E-blast of that week• Non-Profit to have a spotlight in that week's e-blast (if applicable)• Confirm location, time, caterers, registration table for Chamber, music, any other information applicable• Confirm any technology (microphone, music, speaker, etc.)• Confirm door prizes that host will be giving out• Day before email reminder to attendees• Chamber to send final head count to host | |
| DAY OF | <ul style="list-style-type: none">• Have staff available to assist with set-up & check-in• Confirm Non-profit 50/50 raffle staff (if applicable)• Chamber staff to create name tags for attendees• Chamber staff to arrive at the event location early (4:00pm) | |



They would need to submit a special event application.

<https://www.nantucket-ma.gov/FormCenter/Event-ApplicationsPermitting-7/2018-Special-Event-Permit-Application-139>

I also want to mention since we already have 97 liquor licenses on the island, per town regulations retail stores may apply only for a one-day license for a Grand Opening or one-time event per year and no more than that.

Food: If food comes from licensed caterers or Food Service Establishments, no TFP is required. If businesses are putting together their own food platters, they would need to obtain a temporary food event permit. Application must be submitted to the Health Department at least 10 business days.

Alcohol: For-Profit or commercial businesses may apply only for Beer & Wine Pouring Permits (One day Beer & Wine Pouring Permit is \$50 each). Non-Profit organizations may apply for either type of license (All Alcohol or Beer and Wine). Non-profit organizations are required to show proof of non-profit status. All beer & wine (and / or alcohol for Non-profit organizations) must be purchased from an approved seller – wholesalers (such as Ruby Wines, Horizon, United Liquors, Martignetti etc.) of Farmers Series License Holder (Cisco, Nantucket Vineyards). Alcohol served using a temporary pouring permit **CANNOT be purchased from a package or retail liquor store.**

- a. All servers must carry proof of MA TIPS certification
- b. Have receipts for alcohol and Town of Nantucket temporary pouring permit easily accessible and available upon inspection.
- c. Ensure that no alcohol leaves the permitted premises.

Insurance: All permits issued by the Town of Nantucket require an Insurance ACORD Certificate for commercial general liability naming Town of Nantucket as additional insured (Combined Single Limit of \$1,000,000 per occurrence) with respect to specific event (Name of Event and date of the event). The following name and address should appear on the certificate of insurance:

Town of Nantucket
16 Broad Street
Nantucket, MA 02554