



Business After Hours To Do List

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 karmen@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