



# Memorial Hall/Lowell Hall

## Office for the Arts at Harvard

45 Quincy Street | Cambridge | Massachusetts 02138 | T 617 496 4595 | F 617 495 2420 | [www.fas.harvard.edu/~memhall](http://www.fas.harvard.edu/~memhall)

### ALCOHOL LICENSE FORM for Producers at Sanders Theatre and Memorial Hall

If you are planning on having alcohol at your event, this form is needed to obtain the appropriate license from the City of Cambridge License Commission. You must purchase a “alcohol license” for each calendar day.

### PROCEDURES FOR OBTAINING APPROPRIATE MUNICIPAL LICENSE(S):

1. Complete the form below. Bring it to the Memorial Hall/Lowell Hall Complex office for a signature. The office is at Memorial Hall, 45 Quincy Street, Room 027, Hours: Mon-Fri 10AM-6PM, Telephone: (617) 496-4595.
2. Memorial Hall Production Department will obtain the signature of the Harvard University Police Department. When this has been done you will receive an email that it is ready for pick up.
3. Scan the signed form and submit to the Cambridge License Commission’s web portal at [cambridgema.viewpointcloud.com](http://cambridgema.viewpointcloud.com). A fee is charged for each license. The form will need to be uploaded at least two weeks in advance. Call the License Commission back to see if the license is ready.

Copies of this form are sent to the following: Harvard University Insurance Office, Memorial Hall/Lowell Hall Production Staff, and kept on file at the Memorial Hall/Lowell Hall Complex administrative office.

**DEADLINE:** A copy of any required license must be on file in the Memorial Hall Director’s office by noon of the day the event is being held. For weekend events, the deadline is the previous Friday at noon.

PRODUCING ORGANIZATION: \_\_\_\_\_

ORGANIZATION REPRESENTATIVE: \_\_\_\_\_

SPACE(S) RESERVED: \_\_\_\_\_ EVENT(S): \_\_\_\_\_

DATE(S) & TIME(S): \_\_\_\_\_

ALCOHOL TO BE PROVIDED: \_\_\_\_\_

Harvard University: Memorial Hall/Lowell Hall Complex Director’s Approval

Signature: \_\_\_\_\_ Representative, Memorial/Lowell Complex

Date: \_\_\_\_\_

Harvard University Police Verification (required for all Municipal Licenses)

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_