

Class F One-Day Beer/Wine License Requirements

- Completed application
- Background check (BCI) to be brought to the Smithfield Police Department for the Police Chief's signature
- Proof of insurance for date of event
- TIP Cards
- Letter explaining date and time of event and what type of event
- Once all paperwork is received the new license will be placed on the Town Council agenda for approval (**please note:** all completed paperwork must be received in the Town Clerk's Office the Wednesday of the week before a Town Council Meeting by 12:00 p.m.)