

Temporary Extension of a Liquor License Requirements

- Fill out application and BCI (background check) and drop both off at the Smithfield Police Department for the Police Chief's signature
- Letter of explanation of event including date and time
- Diagram of area for event
- TIP Cards
- If event is being held outdoors under a tent, a copy of the tent rental agreement, along with a flame resistance certificate
- Signatures of the Building Official, Fire Department and the owner of premises
- There is no fee for the Temporary Extension of a liquor license
- All tangible taxes must be up to date at time of license request
- Once all paperwork is received the license request will be placed on the Town Council agenda for approval (**please note:** all complete 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.)