

CITY *of* BOSTON

Consumer Affairs and Licensing

Mayor Michelle Wu

Instructions for a One-Time Entertainment License

(Updated August 2022)

1. **Application and Police sign off:** Complete the one-time entertainment application in its entirety **2 weeks** before your event date and then bring it to the District Area Police station (where the event will be occurring) for the Area Police Captain to sign off. **Note:** The Captain may need a few days before signing your application.
2. **Police station:** You can find which police station by entering the address of the venue here: bit.ly/bpdlookup. Click on the “Public Safety” icon and the Police Station for this area will be listed.
3. **Submission:** After the captain has signed off, please pick up the signed one-time application from the police station, make a copy of the application for your records and then **email the signed application to MOCAL@boston.gov**. Incomplete applications or applications submitted late may be denied.
4. **Documents:** If your event is held indoors, a valid “Certificate of Inspection” and “Place of Assembly” permit (capacity over 49 persons) must be submitted with the one-time application. **Other documents may be required depending on the nature of your event (ex. Special events will require all the permits for the entire event.** Please send clear and readable copies.
5. **License Payment:** Once your application has been reviewed. Licensing staff will contact you regarding payment. You may pay by credit/debit card and check online. There is a fee assessed for card payments. Payments **cannot** be made over the phone. No personal checks will be accepted. Returned payments will incur a \$25 rejected payment fee in addition to the license fee.
6. **License:** Upon payment of the license, the Licensing staff will email you the license which should be posted in a clear and conspicuous place or readily available by the event organizer.
7. **Cancellation policy:** You must notify the Licensing Division in writing **prior** to the date/time of your event. Cancellations received after the date/time of the event will **still** be charged the license fee.

Boston City Hall, Room 809, One City Hall Square, Boston, MA 02201

Telephone: 617-635-4165 | Fax: 617-635-0709 | Email: MOCAL@boston.gov



APPLICATION FOR A ONE-TIME ENTERTAINMENT LICENSE (UPDATED AUG 2022)

1. Name of venue (ex. Peter’s Park, City Hall Plaza): _____
2. Event Address (with zip code): _____
3. Description of event (ex. Festival, birthday party): _____
4. Event will take place:
 Inside on the _____ floor(s) Outside
 • If outside, did you fill out a “special/public event application”? Yes No
 • If yes, please include the special event application and permits from the checklist with this application.
5. Entertainment will take place during the following **date(s) and time(s)**:
 Date: _____ Time: _____ to _____
 Date: _____ Time: _____ to _____
 Date: _____ Time: _____ to _____
6. Is there an admission fee or ticket being collected? Yes, fee charged \$ _____ No
7. Number of attendees expected? _____ 8. Will alcohol be served? Yes No
9. Age groups expected? All Ages 18+ 21+ Other: _____
10. What is your security and operations plan (# of security personnel, re-entry policy, wristbands, etc.)? _____

11. Select all the entertainment categories requested:

- | | | | |
|--|---|---|---------------------------------------|
| <input type="checkbox"/> Audio Device/ Speaker | <input type="checkbox"/> Carnival games | <input type="checkbox"/> Karaoke | <input type="checkbox"/> Stage Plays |
| <input type="checkbox"/> Athletic event | (One-time Carnival app. required) | <input type="checkbox"/> Lawn Games | <input type="checkbox"/> Trivia |
| <input type="checkbox"/> Dancing by patrons | <input type="checkbox"/> Floorshow | <input type="checkbox"/> Mixed Martial Arts | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Dance Performers | <input type="checkbox"/> Instrumental/Vocal | <input type="checkbox"/> Projector/ TVs | |
| <input type="checkbox"/> Disc Jockey | | | |

12. Entertainment licensing policy and procedures

- I have read and understand the Instruction page attached to this One-Time Entertainment Application.
- The Police Captain must sign this application. Once they have signed, I will return this application to MOCAL@boston.gov at least **2 weeks** before the event date for processing and review.
- If the event is **indoors**, I will submit a copy of a valid (not expired) Inspection Certificate and Place of Assembly Permit (over 49 capacity) with my application.
- If the event is **outdoors**, I will submit the additional documents and permits requested by the Licensing Division **or** the Special Events Committee.
- I understand that if approved, the entertainment may not exceed the decibel levels as stated in the [Boston Noise Ordinance](#).
- I will email the Licensing Division if my event will be cancelled **prior** to the event. Cancellation notices submitted after the event date will not be refunded.
- I understand that Licensing staff will send me the payment link once the application has been reviewed and approved. Payments may be made online via credit card, debit card, or check. There is a 2.5% service fee for any card payments. Rejected payments will incur a \$25 fee in addition to the license fee.

By signing below, I have read the above statements and agree to the One Time Entertainment License policies and procedures. I understand my application may be rejected if I do not abide by the above.

Applicant’s Name: _____	Manager of Premise: _____
Daytime Telephone: _____	Daytime Telephone: _____
Applicant’s Email: _____	Manager’s Email: _____
Signature: _____	Signature: _____
Date: _____	Date: _____

DISTRICT POLICE CAPTAIN APPROVAL: <input type="checkbox"/> Approved <input type="checkbox"/> Denied Date: _____		
BPD Area: _____	Captain Signature: _____	BPD Phone: _____
BPD Email: _____	Detail recommended? <input type="checkbox"/> Yes, how many? _____ <input type="checkbox"/> No	
BOSTON LICENSING DIVISION FINAL APPROVAL: <input type="checkbox"/> Approved <input type="checkbox"/> Denied Staff: _____		