



Licensing Board for the City of Boston

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

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INSTRUCTIONS FOR A ONE DAY AMENDMENT TO AN EXISTING LICENSE

(Revised 5/2022)

1. Please complete this application and attach any necessary supporting documentation (i.e. floor plan for the extension of premises, permit(s) from other agencies when extending to public land, and etc.). If you are requesting an extension of premises, the space must be contiguous or physically touches the existing licensed premise.
2. Submit the signed form and supporting documentation the Licensing Board at LicensingBoard@boston.gov **at least two (2) weeks prior to the event** to ensure compliance with the Open Meeting Law to provide the Board ample time to review and vote on this application.
3. If the license is granted, prior to the event date, you must pick up the license. On the date of the event, the license must be posted in a clear and conspicuous place at the venue. You are subject to and must follow the laws and rules under M.G.L. Ch. 138. You may be subject to discipline or the denial of any future applications if you fail to comply with the laws and rules.

APPLICATION FOR A ONE DAY AMENDMENT TO AN EXISTING LICENSE

1. Licensee Name (Entity) _____
2. Doing Business As (d/b/a) _____
3. Licensed Premise Address: _____
4. License Number (ex. LB-#####): _____
5. Business Phone Number: _____
6. Type of Event: _____
7. Capacity / Expected # of Attendees: _____
8. Date(s) of Event: _____
9. Event Hours: _____
10. Description of Amendment Requested (i.e. closing hour - specify current closing hour, extension of premises): _____

Please sign below if you have read the instructions and agree to the One Day Amendment policies, procedures, and certify under the pains and penalties of perjury that the above is true and accurate information, and that you will be responsible for the proper observance of the laws governing the dispensing of such alcoholic beverages.

Signature: _____ Daytime Telephone: _____

Applicant's Name: _____ Applicant's Email: _____

Title as it relates to Licensee: _____ Date: _____

For the Licensing Board's Use ONLY

Granted: _____ Denied: _____

Comments/Conditions: _____
