City of Boston Licensed Premises Security Staff Questionnaire

Entertainment license holders in the City of Boston must complete this questionnaire, to provide information regarding compliance with security staff requirements. (NOTE: Licensees must comply with Mayor Menino’s Executive Order dated March 14, 2007 regarding security staff. This Order applies to nightclubs and establishments open past 12:00 a.m., with the exception of athletic venues, theaters and restaurants; if necessary review your copy of the Order or contact the Licensing Division for more information.)

1. Does your establishment employ security staff? (i.e. Staff whose primary duties include monitoring the establishment to ensure it is in a state of safety and order, or who are stationed at the admission area.) YES or NO

2. If Question 1’s response is “YES,” how many security staff is employed at your establishment? ____________________________________________________________

3. Describe how your establishment screens and hires persons for security positions, and indicate how background checks are performed for such employees:
   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________
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4. Describe how and how often your establishment trains persons who hold security positions: (i.e. Is training conducted by management, or by outside parties? Is training conducted regularly? Etc…)  
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PREMISES D/B/A (NAME): ____________________________________________ LICENSE #: CAL - __________
COMPLETE ADDRESS:_____________________________________________________
OWNER/MANAGER (PRINT NAME): ______________________________________
SIGNED UNDER THE PAINS AND PENALTIES OF PERJURY THIS ___ DAY OF ________, 201__
BY: ________________________________

TELEPHONE: LICENSING DIVISION 617-635-4165 • CONSUMER AFFAIRS 617-635-3834 • FAX: 617-635-0709