

CITY *of* BOSTON

Consumer Affairs and Licensing
Mayor Michelle Wu

Instructions for a One-Time Entertainment License (updated November 2021)

Directions:

1. **Application and Police sign off:** Complete the one-time entertainment application in its entirety **two 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:** 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.** 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.
6. **License:** Upon payment of the license, the Licensing staff will email you the license.
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.

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City of Boston
 Mayor Michelle Wu
 Consumer Affairs & Licensing

APPLICATION FOR A ONE-TIME ENTERTAINMENT LICENSE

(Updated November 2021)

Name of venue (ex. Cyclorama, City Hall Plaza): _____

Venue location (full address with zip code): _____

Description of event (ex. Jimmy Fund Scooper Bowl): _____

Event will take place: inside on the _____ floor(s) outside other _____

- If outside, did you fill out a "special/public event application"? **Y / N**

Entertainment will take place during the following **date(s) and time(s)**:

Date: _____ Time: _____ to _____

Date: _____ Time: _____ to _____

Date: _____ Time: _____ to _____

TYPE(S) OF ENTERTAINMENT REQUESTED (select all that apply):

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> Audio Device/ Speaker | <input type="checkbox"/> Carnival games | <input type="checkbox"/> Karaoke | <input type="checkbox"/> Projector/ TVs |
| <input type="checkbox"/> Athletic event | (Please fill out the One Time
Carnival application) | <input type="checkbox"/> Lawn Games | <input type="checkbox"/> Stage Plays |
| <input type="checkbox"/> Dancing by patrons | <input type="checkbox"/> Floorshow | <input type="checkbox"/> Mixed Martial Arts | <input type="checkbox"/> Trivia |
| <input type="checkbox"/> Dance Performers | <input type="checkbox"/> Instrumental/Vocal Music | (Submit license from Dep't of
Public Safety) | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Disc Jockey | | | |

- How is this event promoted? Radio Flyers Newspapers Internet Other _____
- Is there an admission fee or ticket being collected? **Y / N** If Yes, amount charged? \$ _____
- Number of attendees expected? _____ If inside, what is the max capacity stated on the Inspection certificate? _____
- Will alcohol be served? **Y / N**
- Age groups expected? _____
- Admission policy for patrons under 21? No Entry Wristbands Other _____
- What is your security plan? (# of security personnel, etc.) _____

❖ **Police Captain Sign-off:** The police captain **MUST** sign off on this application before it can be submitted to the Licensing Division. The best method is to email the signed application to **MOCAL@boston.gov**. Applications are processed weekly and you will receive further instructions closer to the date of your event including online payment. We will email you the license.

❖ **Add't documents:** If indoors, provide a copy of a valid **Inspection Certificate and Place of Assembly Permit (over 50 capacity)** for the event facility. If outdoors, a special event application and other documents may be required.

❖ **Application deadline:** Applications must be submitted at least **2 weeks prior** to the event date(s) for approval.

❖ **Cancellations:** Please notify the Licensing Division of cancellation in writing **prior** to the date/time of your event. Late cancellations sent after the event date/time will still be charged the license fee.

❖ **Payment:** Payments may be made online. You may pay by certified/business check, money order (payable to the "City of Boston"), or debit/ credit card. Please note that a 2.5% service fee is assessed for all card transactions.

Please sign below if you have read the above statements and agree to the One Time Entertainment License policies and procedures.

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

(For Office Use Only)

DISTRICT POLICE CAPTAIN APPROVAL: Approved Denied Captain Signature: _____

BPD Area: _____ Date: _____ Detail recommended? Yes, how many? _____ No

DIVISION APPROVAL: Approved Denied Director Signature: _____ Date: _____