

CITY of BOSTON

Consumer Affairs and Licensing
Mayor Michelle Wu

Instructions for a One-Time Entertainment License (Updated July 2025)

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. **Additional Documents:** (Please send clear and readable copies.)
 - a. If your event is held **indoors**, the following documents will be required:
 - **a “Certificate of Inspection”(not expired)** from Inspectional Services Department. This determines the number of people that can fit the space.
 - **“Place of Assembly” permit (not expired)** (if capacity is over 49 persons) from Boston Fire Prevention.
 - Other documents may be required depending on the nature and location of the event.
 - b. If your event is held **outdoors** and is considered a “special event,” you will be required to submit the Special Event Application and checklist and all permits listed on the checklist to the Licensing Division for processing.
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.



APPLICATION FOR A ONE-TIME ENTERTAINMENT LICENSE (UPDATED JULY 2025)

1. Name of Venue (ex. Peter's Park, City Hall Plaza): _____
2. Event Address (street, neighborhood, zip): _____
3. Description of event (ex. Festival, birthday party): _____
4. Event will take place: Inside on the _____ floor(s) Outside Inside & Outside
4a. If **outside**, did you fill out a "special/public event application"? Yes No
4b. If yes, what is the Special Event application number? PUB # _____
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. Age groups expected? All Ages 18+ 21+ Other: _____
9. What is your security and operations plan (# of security personnel, re-entry policy, wristbands, etc.)? _____

10. SELECT ALL the entertainment categories requested:

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

11. Entertainment licensing policy and procedures (Please check off boxes.)

- ☐ **Rules:** I have read and understand the Instruction page attached to this application.
- ☐ **Permission:** I have permission from the property owner or manager to use the event space for the above dates and times.
- ☐ **Deadline:** I will submit this application to MOCAL@boston.gov at least **2 weeks before** the event date.
 - ☐ I understand that if I submit the application within two weeks of the event date that my application may be denied *or* conditions may be set on the one time entertainment license.
- ☐ **Additional Documents required:**
 - ☐ **Indoor event:** I will submit a copy of a valid (not expired) Inspection Certificate and Place of Assembly Permit (over 49 capacity) with my application.
 - ☐ **Outdoor event:** I will submit the additional documents and permits requested by the Licensing Division *or* the Special Events Committee.
- ☐ **Noise Ordinance:** I understand that if approved, the entertainment may not exceed the decibel levels as stated in the [Boston Noise Ordinance](#).
- ☐ **Payment:** 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.
- ☐ **Event Cancellation:** I will email the Licensing Division if my event will be cancelled **before** the event. Cancellation notices submitted after the event date will not be refunded.

Under the pains and penalties of perjury, I affirm that the answers contained in this application are true to the best of my knowledge and belief. I affirm that I have read and understand the instructions provided.

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

DISTRICT POLICE CAPTAIN APPROVAL:	Approved	Denied	Date: _____
BPD Area: _____	Captain Signature: _____	BPD Phone: _____	
Restrictions/Conditions/Remarks: _____			
Detail Recommended? Yes, how many? _____			No