



Consumer Affairs and Licensing

Mayor Martin J. Walsh

APPLICATION FOR A ONE-TIME ENTERTAINMENT LICENSE

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

Venue location (full address with town & zip): _____

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

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

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):

- | | | | |
|---|--|--|---------------------------------------|
| ☐ Audio Device (ex. iPod
/mp3 player) | ☐ Carnival games
(requires one time
Carnival app) | ☐ Instrumental/ Vocal
Music | ☐ Stage Plays |
| ☐ Athletic event | ☐ Karaoke | ☐ Television | ☐ Trivia |
| ☐ Dancing by patrons | ☐ Floorshow | ☐ Mixed Martial Arts
(need license from Dep't of
Public Safety) | ☐ Other: _____ |
| ☐ Disc Jockey | | | |

EVENT DETAILS

1. How is this event promoted? ☐ Radio ☐ Flyers ☐ Newspapers ☐ Internet ☐ Other _____

2. Is there an admission fee or ticket being collected? **Y / N** If Yes, amount charged? \$ _____

3. Number of attendees expected? _____ Age groups expected? _____

4. Will alcohol be served? **Y / N** Admission policy for patrons under 21? ☐ No Entry ☐ Wristbands ☐ Other _____

6. What is your security plan? (# of security personnel, ID, Duties, etc.) _____

SIGN OFF - DISTRICT POLICE CAPTAIN

Police Captain Signature: _____ BPD Area: _____ Date: _____

☐ Approved ☐ Denied Comments: _____

Detail recommended? ☐ Yes ☐ No If Yes, how many? _____

- ❖ Applicant must provide a copy of an **updated Inspection Certificate and Place of Assembly Permit** for the event facility.
- ❖ Applications **will not** be processed without required documentation. Addl. docs. may be required depending on the nature of your event such as the Special Events Application, Parks Permit, Stage Permit, Electrical Permit, Vaccinations, and etc.
- ❖ Applications must be submitted at least **10 days prior** to the event(s).
- ❖ Please make a copy of your application with the Police Captain sign off for your records.
- ❖ Application payment may be made by certified/business check, money order (payable to the "City of Boston"), or debit/credit card (American Express is not accepted).
- ❖ If you submit an application and must cancel your event, please fax a letter or email the Licensing Division **prior** to the date/time of your event. Cancellation notifications sent after the date/time of your event will still be charged the license fee.
- ❖ Licenses will be ready for pick-up the Wednesday prior to the event at 3p.m. Identification must be shown during the pick-up of the Entertainment License.

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

Applicant's Name: _____

Daytime Telephone: _____

Applicant's Email: _____

Signature: _____

Date: _____

Manager of Premises: _____

Daytime Telephone: _____

Manager's Email: _____

Signature: _____

Date: _____

(For Office Use Only)

DIVISION APPROVAL: ☐ Approved ☐ Denied

Director Signature: _____ Date: _____