

REQUIRED 2018 ENTERTAINMENT RENEWAL DOCUMENT CHECKLIST

ENCLOSED – PLEASE SUBMIT THE ORIGINAL PROVIDED

- ☐ Pumpkin Orange Renewal Application completed with the missing information
- ☐ Completed Licensed Premises Security Staff Questionnaire
 - This form must be submitted to the Licensing Division even if you do not have security staff.
- ☐ Completed Licensed Premises Safety Plan Checklist (Pink & Yellow)
 - This form must be submitted to the Licensing Division even if you do not have a Place of Assembly permit. Please keep the WHITE copy for your records. **The Licensing Board (Alcohol) no longer needs a copy of this.**
- ☐ Three-Tiered Licensing Bill/ Invoice
 - If paying by cash, please bring the attached original invoice to Window M-8 before submitting your completed Renewal Application to Room 817. Otherwise, bring this invoice to Room 817 to pay by credit/debit card (no American Express) or business/certified check made out to the “City of Boston.”

NOT ENCLOSED – PLEASE PROVIDE A COPY

- ☐ 2018 Certificate of Inspection or Massport Certification of Inspection or Dept. of Public Safety Occupancy Permit
 - Inspectional Services Department (ISD), 1010 Massachusetts Ave., 5th floor, Boston, MA, 02118 (617)635-5300 or (617)961-3271 - <https://permits.boston.gov/>
 - **We will no longer be accepting receipts or invoices from ISD. NO EXCEPTIONS.**
- ☐ 2018 Place of Assembly Permit or Massport Place of Assembly Permit
 - Boston Fire Department, 1010 Massachusetts Avenue, 4th floor, Boston, MA 02118 (617) 343-3772 or (617)343-3628- <https://permits.boston.gov/>
 - **This is not required for licensees with capacities less than 50 persons**
- ☐ 2016/2017 Annual Report (Secretary of State)
 - Secretary of the Commonwealth, One Ashburton Place, 17th floor, Boston, MA 02108 (617) 727-9640 - <http://corp.sec.state.ma.us/corpweb/CorpSearch/CorpSearch.aspx>
 - Sole proprietors do not need to submit this form. **All Corp., Inc., LLC, LLP, and LP must file.**
- ☐ 2018 Blue Common Victualler License **or** 2018 Tangerine Alcohol Beverage Renewal Completed Application
 - Boston Licensing Board, Boston City Hall, Room 809 – (617) 635-4170
<https://www.boston.gov/departments/licensing-board>
- ☐ Wage Theft Prevention Certification Form - CM Form-16
 - **This is only required if you did not submit one with your Alcohol Beverage / Common Victualler renewal application**
 - A copy may be found on www.boston.gov/entertainment-renewal