APPLICATION FOR A ONE-TIME ENTERTAINMENT LICENSE

Applicant's Email: ________________________________
Daytime Telephone: ________________________________

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

Event will take place: □ inside on the _________ floor(s) □ outside □ other ________________________________

Date: ____________________________ Time: ____________________________ to ____________________________
Date: ____________________________ Time: ____________________________ to ____________________________
Date: ____________________________ Time: ____________________________ to ____________________________

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

□ Audio Device/ Speaker □ Carnival games □ Karaoke □ Projector/ TVs
□ Athletic event □ Lawn Games □ Mixed Martial Arts □ Stage Plays
□ Dancing by patrons □ Floorshow □ Mixed Media □ Trivia
□ Dance Performers □ Instrumental/Vocal Music □ Other: ________________________________
□ Disc Jockey □ Karaoke □ Outdoor Events □ Other: ________________________________

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? __________ If inside, what is the max capacity stated on the Inspection certificate? __________
   If inside, what is the max capacity stated on the Inspection certificate? __________
   Will alcohol be served? Y / N
   Age groups expected? ________________________________
6. Admission policy for patrons under 21? □ No Entry □ Wristbands □ Other ________________________________
7. What is your security plan? (# of security personnel, etc.)

SIGN OFF - DISTRICT POLICE CAPTAIN

Police Captain Signature: ________________________________ BPD Area: __________ Date: ________________________________

□ Approved □ Denied Comments: ________________________________

Detail recommended? □ Yes □ No If Yes, how many? ________________________________

POLICING

□ Police captain MUST sign off on this application before it can be submitted to the Licensing Division. Please make a copy of this application once the Police Captain has signed off.
□ Please 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 Event Application, Building Permit, Electrical Permit, Vaccinations, and etc.
□ Applications must be submitted at least 10 days prior to the event date(s).
□ 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 need to cancel your event, please notify the Licensing Division in writing prior to the date/time of your event.
   Late cancellation notifications sent after the event date/time will still be charged the license fee
□ Licenses will be ready for pick-up the Wednesday prior to the event after 3p.m. Please show your ID at pick-up.

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)
DIVISION APPROVAL: □ Approved □ Denied Director Signature: ________________________________ Date: ________________________________

City of Boston Consumer Affairs and Licensing
Mayor Martin J. Walsh

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