

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.”
 - **There will be a \$50/month late fee if your renewal application is submitted after November 30, 2017**

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





Consumer Affairs and Licensing

Mayor Martin J. Walsh

October 9, 2017

Dear Licensee,

Enclosed please find your renewal application for your 2018 entertainment license. **Please read our directions thoroughly as our process has changed.** Your application must be submitted to the Mayor's Office of Consumer Affairs and Licensing (Room 817) no later than **Thursday, November 30, 2017 at 4:00 p.m.** Applications accepted after this date will incur a late fee of \$50/month.

New Ownership

Entertainment licenses are non-transferable. If you are the new owner of the establishment on the renewal application, do not complete the renewal application. You will need to fill out a **new** entertainment application which can be found on <https://www.boston.gov/mocal> under "Forms and Applications." Please notify us of the new ownership so we may cancel the previous license.

Corrections / Amendments to 2017 Entertainment License

If you need to update or make corrections to your current manager, type(s) of entertainment, capacities, etc., please fill out the appropriate amendment form available on <https://www.boston.gov/mocal> under "Forms and Applications." Please submit any changes **before** you come to renew your application. **Additional fees will be incurred and this may change your renewal fee.**

Required Documents

We have included the checklist of required documents. Please submit the *originals* of the documents that are enclosed and *copies* of the documents that are not enclosed. **Please note that we will no longer be accepting the receipts or invoices for your Inspection Certificate. No exceptions will be made.**

Payment Method

You may pay by business/certified check or debit/credit card (no American Express) in Room 817 at the time you renew your license. **Please double check the fee on your invoice before writing your checks. Your fee may have changed.** Make checks payable to the "City of Boston." Returned checks will incur a fee. If paying by cash, please bring your original 3-tiered invoice to Window M-8 located on the Mezzanine Level of Boston City Hall before coming to Room 817.

Entertainment License Same Day Pick Up

All correctly completed and paid applications will be given their 2018 Entertainment Licenses **on the same day.** **Incomplete applications and mailed in applications will not be accepted.** All renewal applications must be filed by year end or you will be in violation of this Division's Rules & Regulations. Thank you for your cooperation.

DEADLINE: THURSDAY, NOVEMBER 30, 2017
(\$50/MONTH LATE FEE)