



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 zip code): _____

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):

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Audio Device/ Speaker | <input type="checkbox"/> Carnival games
(Please fill out the One Time
Carnival app) | <input type="checkbox"/> Karaoke | <input type="checkbox"/> Projector/ TVs |
| <input type="checkbox"/> Athletic event | <input type="checkbox"/> Floorshow | <input type="checkbox"/> Lawn Games | <input type="checkbox"/> Stage Plays |
| <input type="checkbox"/> Dancing by patrons | <input type="checkbox"/> Instrumental/Vocal Music | <input type="checkbox"/> Mixed Martial Arts
(Submit license from Dep't of
Public Safety) | <input type="checkbox"/> Trivia |
| <input type="checkbox"/> Dance Performers | | | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Disc Jockey | | | |

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? _____

4. Will alcohol be served? **Y / N** 5. 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? _____

- ❖ **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.**
 - ❖ If indoors, 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 **5 days prior** to the event date(s) for Division approval.
 - ❖ 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: _____