



## Consumer Affairs and Licensing

Mayor Martin J. Walsh

### **REQUEST FOR WAIVER OF ONE TIME LICENSE FEE**

(Updated July 1, 2019)

**I HEREBY REQUEST THAT THE FEE FOR A ONE TIME ENTERTAINMENT LICENSE BE WAIVED. I UNDERSTAND THAT THE FEE WAIVER REQUEST MUST BE SUBMITTED AT LEAST SEVEN (7) DAYS PRIOR TO MY EVENT DATE FOR CONSIDERATION.**

**1. NAME OF EVENT:** \_\_\_\_\_

**2. DATE OF EVENT:** \_\_\_\_\_

**3. ADDRESS OF PREMISES:** \_\_\_\_\_

**4. REASON FOR WAIVER REQUEST** (Select the applicable reason):

☐ 1. The sponsoring party for the event is a certified tax- exempt organization in charitable or other authorized tax-exempt purposes. Please explain and **provide supplemental document(s)** (required): \_\_\_\_\_

☐ 2. The event is sponsored by the City of Boston.

☐ 3. Other (please explain): \_\_\_\_\_

**5. WHAT IS THE ADMISSION FEE FOR YOUR EVENT?** \_\_\_\_\_

**6. WHAT PERCENT OF THE PROCEEDS WILL BE DONATED TO A CHARITABLE OR NONPROFIT ORGANIZATION?** \_\_\_\_\_

-----  
**UNDER THE PAINS AND PENALTIES OF PERJURY, I AFFIRM THAT THE PRECEDING ANSWERS ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.**

WRITTEN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINTED SIGNATURE: \_\_\_\_\_

DAYTIME TELEPHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

*The Mayor's Office of Consumer Affairs & Licensing will respond to request for fee waivers within 7 days. Thank you.*

-----  
**(FOR OFFICE USE ONLY)**

FORM ACCEPTED BY \_\_\_\_\_ DATE \_\_\_\_\_

COMMENTS \_\_\_\_\_

☐ APPROVED

☐ DENIED