



# Consumer Affairs and Licensing

Mayor Martin J. Walsh

## APPLICATION FOR A ONE-TIME ENTERTAINMENT LICENSE

(updated July 1, 2019)

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 \_\_\_\_\_

If outside, did you fill out a "special/public event application"? **Y / N**

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):**

- Audio Device/ Speaker
- Athletic event
- Dancing by patrons
- Dance Performers
- Disc Jockey
- Carnival games  
(Please fill out the One Time  
Carnival application)
- Floorshow
- Instrumental/Vocal Music
- Karaoke
- Lawn Games
- Mixed Martial Arts  
(Submit license from Dep't of  
Public Safety)
- Projector/ TVs
- Stage Plays
- Trivia
- 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? \_\_\_\_\_
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.) \_\_\_\_\_

- ❖ **Police Captain Sign-off:** The police captain **MUST** sign off on this application before it can be submitted to the Licensing Division. You may email the signed application to **MOCAL@boston.gov**. Please make a copy of this application once you have received sign off.
- ❖ **Add't documents:** If indoors, provide a copy of a valid **Inspection Certificate and Place of Assembly Permit (over 50 capacity)** for the event facility. If outdoors, a special event application and other documents may be required.
- ❖ **Application deadline:** Applications must be submitted at least **2 weeks prior** to the event date(s) for approval.
- ❖ **Cancellations:** Please notify the Licensing Division of cancellation in writing **prior** to the date/time of your event. Late cancellations sent after the event date/time will still be charged the license fee.
- ❖ **Payment:** You may pay by certified/business check, money order (payable to the "City of Boston"), or debit/ credit card. Please note that a 2.5% service fee is assessed for all card transactions.
- ❖ **License Pick up:** Entertainment license will be ready for pick-up the Wednesday prior to the event after 3p.m.

**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)**

**DISTRICT POLICE CAPTAIN APPROVAL:**  Approved  Denied Captain Signature: \_\_\_\_\_

BPD Area: \_\_\_\_\_ Date: \_\_\_\_\_ Detail recommended?  Yes, how many? \_\_\_\_\_  No

**DIVISION APPROVAL:**  Approved  Denied Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_