



**Town of Stockbridge**  
50 Main Street, P.O. Box 417  
Stockbridge, Massachusetts 01262-0417  
Telephone: 413-298-4170

**Board of Selectmen**  
**Entertainment License Application**

Upon receipt of this completed application, payment and required documentation, your application will be processed. This application must be received 30 days prior to the event. Please note that submission of this application should in no way be construed as final approval or confirmation of your request. Final approval will require sign-off by the Select Board.

**Date of Application:** \_\_\_\_\_

**One-day :** \_\_\_\_\_

**Annual:** \_\_\_\_\_

**Application Fee:** \_\_\_\_\_

(See attached Entertainment License Fee Schedule)

**ENTERTAINMENT LICENSE INFORMATION:**

**Applicant Information:**

Applicant's Name: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Event Contacts:**

Name of responsible person overseeing entertainment: \_\_\_\_\_

Phone number to call, if needed, during the event: \_\_\_\_\_

Is applicant for the Entertainment License the owner of premises? \_\_\_\_Yes \_\_\_\_NO\*

\*If applicant is not the owner of the premises, please attach a notarized letter from property owner giving permission for such entertainment to take place.

**Location / Name of Establishment:** \_\_\_\_\_

Address of proposed entertainment: \_\_\_\_\_

Manager/Owner: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**PROPOSED ENTERTAINMENT:** \*Annual \_\_\_\_\_ One-Day \_\_\_\_\_

\* Annual Entertainment License is available only for multiple-occasion events of the same description, hours, type, # attendees and requirements as have been included in this application.

**Date(s)** or days of the week of proposed entertainment: \_\_\_\_\_

**Event Start Time** \_\_\_\_\_

**Event End Time** \_\_\_\_\_

**Narrative describing proposed entertainment:**

**Description of the premises to be used (ie, 1<sup>st</sup> floor, patio, indoors, outdoors, etc.):**

**Floor Plan:** Attach a floor plan showing where on the premises Live Music or Entertainment will take place

**Attendance:**

Number of attendees expected: \_\_\_\_\_ ( if >250 persons, applicant must notify Chief of Police)

Will you charge an admission fee? Y or N

**Please check all that apply:**

**Dancing:** By Patrons \_\_\_\_ By Entertainers \_\_\_\_ No Dancing \_\_\_\_

**Music:** Recorded \_\_\_\_ Juke Box \_\_\_\_ Live Music \_\_\_\_  
Amplification System \_\_\_\_ DJ \_\_\_\_ No Music \_\_\_\_

**Shows:** Theatre \_\_\_\_ Movies \_\_\_\_ Floor Show \_\_\_\_  
Light Show \_\_\_\_ No Show \_\_\_\_

**Nudity:** Nudity, as described in *M.G.L. c. 140, § 183A* \_\_\_\_  
No Nudity \_\_\_\_

**Admission:** Yes \_\_\_\_ No \_\_\_\_  
If yes, how much \_\_\_\_

**Other:** Video Games/ Automatic Amusement Devices \_\_\_\_ (Indicate Quantity)  
Pool/Billiard Tables \_\_\_\_ (Indicate Quantity)  
Televisions \_\_\_\_ (Indicate Quantity)

**Operational Requirements:**

1. **Parking Plan:** Off-street parking shall be provided for the licenses premises' patron capacity at the rate of one parking space per 2.5 patrons; provided, however, that this provision may be waived by the Select Board upon a showing of good cause. (please provide description)
2. **Ticket Price:** Section 181 Licensees shall cause the price charged for admission to appear on every ticket of admission (*M.G.L. c.140, §182A*).
3. **Cover Charge.** Section 183A Licensees shall conspicuously post, in letters no less than one inch in height, the minimum charge or cover charge to be imposed per event at the licensed premises (*M.G.L. c.140, §183D*).
4. **Duty to Keep Order.** No Licensee shall permit any disorder, disturbance or illegality of any kind to take place in or on the licensed premises.
5. **Insurance.** Unless otherwise specified by *M.G.L. c.138, §12, M.G.L. c.140, §181, or M.G.L. c.140, §183A*, the Licensee shall provide proof of insurance to the Select Board within ten (10) days of the first event in commercially reasonable amounts.

The application process begins when you submit this completed Special Events Permit Application to the Town of Stockbridge. A public hearing may be conducted within thirty (30) days of acceptance of an application. Please note that submission of your application should in no way be construed as final approval or confirmation of your request. Upon receipt of your complete application, the permit process begins and it will be scheduled for the next available Select Board meeting . You may be required to speak before the Board of Selectmen to explain your event. If your event requires additional permits, licenses, certificates, site inspections or police detail, you will be notified. In some cases, costs are associated.

\_\_\_\_\_  
**Name (please print)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

***Office Use Only:***

Date Received: \_\_\_\_\_

Payment Received: YES  NO

Written Approval if required: YES  NO

Floor Plan Received: YES  NO

Certificate of Insurance Received: YES  NO

Parking Plan: YES  NO

Event Approval: YES  NO

Permit Issued: \_\_\_\_\_



**Town of Stockbridge**  
 50 Main Street, P.O. Box 417  
 Stockbridge, Massachusetts 01262-0417  
 Telephone: 413-298-4170  
**Entertainment License Fee Schedule**

**Fee.** In addition to any fee required by the Division of Professional Licensure, the following fee shall be paid when the license is issued. Fees under this section shall not be prorated.

<b>Application Type</b>	<b>Example</b>	<b>Capacity</b>	<b>Fee</b>
Entertainment License: Annual Live-Entertainment	Instrumental, vocal, or disc jockey performances, or the playing of karaoke machines.	250 & Under	\$75
		250-500	\$100
		500 & Over	\$250
Entertainment License: Single Event Live-Entertainment	Instrumental, vocal, or disc jockey performances, or the playing of karaoke machines.	250 & Under	\$25
		250-500	\$50
		500 and Over	\$75
Entertainment License: Annual Non-Live Entertainment	Outdoor: radio, jukebox, or television. Inside: more than 10 televisions.		\$30
Entertainment License: Single Event Non-Live Entertainment	Outside: radio, jukebox, or television. Inside: more than 10 televisions.		\$15
Section 177 License	Billiard, pool or sippio table or a bowling alley		\$10 per pool, billiard, or sippio table, or bowling alley lane.
Section 177A License	Automatic Amusement Device		\$20 per device.

- **Payment.** Applicants shall confer with the Town Administrator's Office to ensure that the appropriate fee is submitted with the Application. All local fees must be paid in the form of a personal or bank check.