



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 : _____

Application Fee: _____

Annual: _____

(See attached Entertainment License Fee Schedule)

Weekday: _____

Sunday: _____

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 _____
Weekday _____ Sunday _____

* 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, 1st 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: _____



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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.

Application Type	Example	Capacity	Fee
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.