



Steps for obtaining Special Entertainment License

Step 1 - Fill out and submit the Special Entertainment License to the Licensing Department. *Application must be submitted no less than 30 days prior to Licensing Board meeting. Application as a Non-Profit organization must submit a copy of Form 501(3)c.*

Step 2 - Set up date for Licensing Board meeting and get an Abutter notice from Licensing Agent. *The board meets every second and fourth Tuesday of every month.*

Step 3 - Get list of Abutters from the Assessors office. Mail copy of notice to all on abutters list, certified and return receipt at least 14 days prior to Licensing Board meeting.

Step 4 - Save abutter's receipts when mailed back to you. *The Licensing Board CANNOT approve an application without the certified mail receipts.*

Step 5 - Get approval from the Police Department for proposed entertainment.

Step 6 - Go to the Licensing Board meeting, and give receipts to Licensing Agent.

Step 7 - Pick up and pay the fee the day after the meeting.

*The whole process from start to finish
should take 4 -5 weeks.*