

## Applying for an Entertainment License

You must obtain a license from the Licensing Commission to operate a business that seeks to attract patrons by providing entertainment, whether by:

- DEVICES, such as audio systems, televisions, movie screens, video games, or other mechanical or electronic devices,
- PERFORMERS, such as musicians, actors, comedians, djs, game hosts, or other entertainers, and/or
- PATRONS, such as dance floors, karaoke, dart boards, or other means by which patrons participate actively in the entertainment.

If you seek to operate a business that also serves food, serves food with alcohol, offers sleeping accommodations, or sells alcohol for consumption off-site, then you should apply for a Common Victualer, Restaurant, Inn, or Package Store License, respectively. An Entertainment License is for businesses that attract patrons solely with entertainment.

### TIMELINE AND TERM:

- Submit a complete application at least 4 weeks before the next Licensing Commission meeting. The application is not complete until all questions are answered and all required documents are uploaded.
- The Commission meets once per month, but not at all in December. The Commission schedule is posted online.
- The license expires on December 31 of the year the license is approved. License fees are not pro-rated.

### APPLICATION CONDITIONS:

- You must apply online on the City's website.
- You must have paid all taxes, fees or fines owed to the City of Somerville and to the State.
- The premises must be suitable pursuant to the zoning code.
- The premises must be satisfactorily inspected by building inspectors, health inspectors, and fire inspectors.
- You must appear at a public hearing before the Licensing Commission.
- You must reach out to the Ward City Councilor to discuss your business plan. The Ward City Councilor will inform you if any community meetings are required.

### FEES:

- A \$50 nonrefundable application fee must be paid upon submission of the application.
- The cost of publishing a Legal Notice prepared by the Licensing Commission Secretary must be paid upon receipt of the bill from the newspaper.
- An annual license fee of \$250 for each type of entertainment that you offer, after the application is approved:
  - Entertainment by devices \$ 250
  - Entertainment by performers \$ 250
  - Entertainment by patrons \$ 250
- Fees may be paid online using a credit card (Visa, Mastercard, Discover), debit card, or electronic funds.

### ADDITIONAL DOCUMENTS REQUIRED:

Upload or email the Licensing Commission with the following documents. The application is not complete until these documents are included:

- A Workers' Compensation Insurance Affidavit (downloadable when you apply) or proof of WC Insurance.
- A signed Purchase and Sale agreement, lease, or other documentation of your access to the premises.
- A floor plan drawn to scale, showing all areas of entertainment, seating, and storage.

- An Affidavit of Notice of Mailing to Abutters: within 3 days of the publication of the legal notice by the Licensing Commission Secretary, you must send that notice by certified mail, return receipt requested, to all immediate abutters.

## **HOW TO APPLY:**

Before you begin:

- Note that once you submit your application, you can't re-open it to edit it.
- Make sure you have entered all of your information properly before you click "SUBMIT."
- If you start your application and are not ready to submit it, you can always click "SAVE FOR LATER", and come back to it at a later time.

When you are ready:

- Go to <http://www.somervillema.gov/citizenserve>.
- Click the **citi=enserve** logo.
- Click "MY ACCOUNT."
- Log in, or, if this is your first online application, click "REGISTER NOW" to create an account.
- Scroll down and click "APPLY FOR A LICENSE."
- At Application Type, select "LICENSING COMMISSION LICENSE."
- At Sub Type, select "ENTERTAINMENT."
- At Business Name, enter your business name.
- At Address or Parcel #, enter the Somerville address of the business you want to open, and click "FIND ADDRESS." If CitizenServe doesn't identify your address, select "USE THIS ADDRESS."
- Answer the remaining questions.
- Upload the required documents.
- Review the terms and conditions. Don't proceed until you are ready to accept all terms and conditions.

When you finish:

- Before you click "SUBMIT", note that once you submit the form, you can't re-open it to edit it. If you're not ready to submit the form, click "SAVE FOR LATER", so you can come back to finish it.
- If you're ready, "SUBMIT" the form, and pay the required application fee.
- To make changes to your application after you submit it, contact the Licensing Commission Secretary.

## **QUESTIONS?**

- Contact the Licensing Commission Secretary at [licensing@somervillema.gov](mailto:licensing@somervillema.gov).