



# Essex One-Day Entertainment Application

*Application must be submitted at least 30 days prior to the event (longer if on a Sunday).*

**This form is NOT necessary for entertainment within the confines of an existing, annual entertainment license.**

Leaving a question blank may result in your application not being considered until all the answers are provided. Applicants must attend any meeting that the Licensing Board invites them to if they wish to avoid delay based on missing information or unanswered questions.

Establishment/Organization Name: \_\_\_\_\_ DBA: \_\_\_\_\_

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

Business Address: \_\_\_\_\_

Cell # of Owner/Manager: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date of Proposed Entertainment Event: \_\_\_\_\_ Day of the Week: \_\_\_\_\_

Detailed Description of Entertainment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amplification (of live or recorded music and/or speech):  Yes  No ➔ If YES, please describe in detail:

\_\_\_\_\_  
\_\_\_\_\_

Time of Event: From \_\_\_\_\_  a.m./  p.m. To \_\_\_\_\_  a.m./  p.m.

**NOTE:** Essex Police Department has the authority to terminate any activity or portion thereof that the Dept. deems to be disturbing the peace, at any time.

If the event is on a Sunday do you hold an Annual Sunday Entertainment license from the Commonwealth of Massachusetts?  Yes  No

➔ If NO, State approval is required after the Essex Licensing Board approves. Town will forward the application to the State. Allow extra time!

Will you be serving alcohol:  Yes  No

➔ If YES you must apply for a one-day alcohol permit from the Licensing Board, unless the specific event location is already within the bounds of an officially-licensed premises (as opposed to merely on the same property).

Will you be serving food?  Yes  No

➔ If YES you must apply for a one-day food permit from the Board of Health, unless the specific event location is already within the bounds of an officially-licensed premises (as opposed to merely on the same property).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Department Sign-offs\*

Board of Health (Occupancy) (Food License) \_\_\_\_\_ Date: \_\_\_\_\_

Board of Selectmen (Licensing Alcohol & Entertainment): \_\_\_\_\_ Date: \_\_\_\_\_

Building Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

Fire Chief: \_\_\_\_\_ Date: \_\_\_\_\_

Police Department: \_\_\_\_\_ Date: \_\_\_\_\_

Other: ( \_\_\_\_\_ ) \_\_\_\_\_ Date: \_\_\_\_\_

\*If any of the above apply to the event, applicant is responsible for obtaining all required sign-offs and permits (local or State) prior to approval of entertainment Licensing, or as a condition of approval by the Licensing Board. The applicant is responsible to determine whether any other sign-offs or permits are required.

**Fee:**  Enclose check for \$20 to "Town of Essex".  Also enclose a separate \$5 check to "Commonwealth of MA" for a Sunday event.