



TOWN OF PLAINVILLE
APPLICATION FOR A ONE-TIME ENTERTAINMENT LICENSE
(updated July 1, 2021)

Name of venue: _____

Venue location (full address with zip code): _____

Description of event: _____

Event will take place: inside on the _____ floor(s) outside other _____

If outside, did you fill out a "special/public event application"? ...

Entertainment will take place during the following **date(s) and time(s)**:

Date: _____ Time: _____ to _____

Date: _____ Time: _____ to _____

Date: _____ Time: _____ to _____

TYPE(S) OF ENTERTAINMENT REQUESTED (select all that apply):

<input type="checkbox"/> Audio Device/ Speaker	<input type="checkbox"/> Carnival games (Please fill out the One Time Carnival application)	<input type="checkbox"/> Karaoke	<input type="checkbox"/> Projector/ TVs
<input type="checkbox"/> Athletic event	<input type="checkbox"/> Floorshow	<input type="checkbox"/> Lawn Games	<input type="checkbox"/> Stage Plays
<input type="checkbox"/> Dancing by patrons	<input type="checkbox"/> Instrumental/Vocal Music	<input type="checkbox"/> Mixed Martial Arts (Submit license from Dep't of Public Safety)	<input type="checkbox"/> Trivia
<input type="checkbox"/> Dance Performers			<input type="checkbox"/> Other: _____
<input type="checkbox"/> Disc Jockey			

1. How is this event promoted? Radio Flyers Newspapers Internet Other _____

2. Is there an admission fee or ticket being collected? ... If Yes, amount charged? \$ _____

3. Number of attendees expected? _____ If inside, what is the max capacity stated on the Inspection
certificate? _____ 4. Will alcohol be served? ... 5. Age groups expected? _____

6. Admission policy for patrons under 21? No Entry Wristbands Other _____

7. What is your security plan? (# of security personnel, etc.) _____

- ❖ **Police Chief Sign-off:** The Police Chief **MUST** sign off on this application before it can be submitted to the Select Board office. You may email the signed application to bnoble@plainville.ma.us. Please make a copy of this application once you have received sign off.
- ❖ **Add't documents:** If indoors, provide a copy of a valid **Inspection Certificate and Place of Assembly Permit (over 50 capacity)** for the event facility. If outdoors, a special event application and other documents may be required.
- ❖ **Application deadline:** Applications must be submitted at least **2 weeks prior** to the event date(s) for approval.
- ❖ **Cancellations:** Please notify the Select Board office of cancellation in writing **prior** to the date/time of your event. Late cancellations sent after the event date/time will still be charged the license fee.
- ❖ **Payment:** You may pay by certified/business check, money order (payable to the "Town of Plainville"), or debit/credit card. Please note that a 2.5% service fee is assessed for all card transactions.
- ❖ **License Pick up:** Entertainment license will be ready for pick-up the Wednesday prior to the event after 3p.m.

**Please sign below if you have read the above statements and agree to the One Time Entertainment License
policies and procedures.**

Applicant's Name: _____

Manager of Premise: _____

Daytime Telephone: _____

Daytime Telephone: _____

Applicant's Email: _____

Applicant's Email: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

(For Office Use Only)

POLICE CHIEF APPROVAL: Approved Denied Chief Signature: _____

Date: _____ Detail recommended? Yes, how many? _____ No

SELECT BOARD APPROVAL: Approved Denied Signature: _____ Date: _____