



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):

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