



City of Easthampton
Local Licensing Authority
50 Payson Avenue
lmailler@easthamptonma.gov

For Office Use Only:

APPLICATION FOR OUTDOOR LIVE ENTERTAINMENT LICENSE

Business Name: _____

Business Address: _____

Business Phone: (____) _____ - _____ Business Email: _____

Name of Manager: _____

Event Description: _____

Event Date(s) & Time(s): _____

Rain Date (if applicable): _____

Expected Number of Attendees: _____

What type of entertainment: (check all that apply):

Dancing: By entertainers or performers By attendees No dancing

Music: Recorded Live Amplification System

Shows: Theater Floor Show Light Show

Primary Contact Information:

First Name: _____ Last Name: _____

Email: _____ Telephone: _____



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Exact Location Within Premises Entertainment Will Be Held:

Contact for the event in case of complaints: *(the contact must be available at all times during the event)*

Name: _____ Telephone: _____

Note: A license is required for all forms of entertainment including live and recorded music, television, theatrical performances, and dancing. Before an entertainment license can be issued, the LLA **can** require an applicant have a meeting with the Health Director, Planning Director/Assistant, Police, and Fire depending on the type of event.

The applicant must then attend the LLA meeting scheduled to allow public comment/participation for their event. The board or other local officials may determine that Police Details and Fire/EMT staff are required. The cost of any detail must be paid for by the applicant.

Check list: *(check all that apply)*

- Site Plan Abutters Notification **Required for large events and residential areas.*
- Police Detail **Thresholds triggering police details are at the discretion of the Police Chief.*
- EFD/EMT/CERT **Necessary with crowds of 1,500+ people but the Fire Chief reserves the right to require a detail based on any other factors (ie. heat index weather with high probability of medical emergencies with a crowd of 1,000, etc.).*
- Food Permit Liquor Liability: TIPS Certification

Type of Alcohol: All Alcohol or Wine & Malt For Profit Non-Profit



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GUIDELINES FOR OUTDOOR LIVE ENTERTAINMENT LICENSES

Easthampton is the perfect place for your event of celebration! If your event is open to the public, you need a license. Depending on the size, location and extent of the event, further City involvement may be required to determine the need for any assistance or guidance in additional permit requirements, traffic control assistance, etc. It is recommended that groups contact the City Licensing Authority **at least** one month in advance of the scheduled event.

- A completed application(s) must be filed by noon two weeks prior to the scheduled hearing. Hearings are held once per month. The filing fee must be submitted with the application. Hearing dates are listed on the licensing department page on www.easthamptonma.gov
- The application must be approved by the LLA and all involved departments prior to the event. The designated individual appointed to be responsible for the event must appear at the hearing.
- All events that offer public restrooms (or portable) must be ADA compliant per CMR 521.

Good Neighbor Agreement:

The LLA ask that anyone applying for a license make a commitment to being a responsible neighbor in the community. Out of consideration for others in the community, the emission of any unreasonably loud, disturbing and unnecessary noise that disturbs the peace and quiet of the community or an individual is prohibited. Outdoor Live Entertainment licenses are a beneficial resolution for remedying disputes and moving forward with future applications. Applicants should be mindful to monitor/control behavior of attendees so that the program, event or activity complies with the approved license at all times.

If applicable to your event:

- You must submit a site plan or diagram (8 ½ x 11) sketch showing the exact location within the event area where alcoholic beverages will be dispensed.
- Written confirmation by the owner of property where event is being held stating approval is given for event. The occupancy number for location must also be included in the letter.
- All events can only be held on day and date approved by the LLA at hearing.



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- Rain dates for events must be noted on the application prior to approval. If none are listed on the application at time of approval, event cannot be held other than date specified.
- All alcohol must be purchased from a licensed wholesaler for any one-day event with alcohol. Alcohol is to be delivered one hour before event and must be removed when event is over. Section 12 & 14 licensees cannot purchase alcoholic beverages from a package store and cannot accept donations of alcoholic beverages from anyone.
- A police detail may be required by the LLA depending on the number of people attending. It is the applicant's responsibility to set up and pay for these details.
- Fire/EMT personnel may be also be required by the LLA depending on size and location of the event.
- If your event will have food vendors, a permit through the Health Department is required (the HD requires a 10-day notice for application processing).
- No refund is possible after a license has been issued.

Failure to abide by the above listed guidelines or any provision of the laws or regulations pertaining to them shall be grounds to deny, suspend, or revoke any special license issued under MGL Chapter 140, §181. The LLA has the right to not permit future events based on failure to abide.



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FEE SCHEDULE

Outdoor Live Entertainment Licenses (non liq. licensees)

Application/processing Fee:	\$	25.00
All Alcohol (non-profit):	\$	0.00
All Alcohol (for profit):	\$	50.00
Wine & Malt (non-profit)	\$	0.00
Wine & Malt (for profit)	\$	50.00
Musicians/entertainers:	\$	0.00

These fees do not include the cost of police details, medical, or fire staff if required.

Any Easthampton businesses with a liquor licenses will use the special-one-day application as usual and adhere to any changes with their annual entertainment license.

Anyone who is not an Easthampton liquor licensee looking to do outdoor live entertainment, with or without alcohol, would use the Outdoor Live Entertainment License application.



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NOTICE OF APPROVAL OF SPECIAL LICENSE

This page to be filled out by the City

The Local Licensing Authority of the within named city or town have approved:

City/Town: **Easthampton**

Date of Approval: _____/_____/20_____

Name of Licensee: _____

Address of Licensee: _____

Effective Date(s) of License: _____

Authorized Hours: _____

Description of Licensed Premises: _____

On Site Contact During Event: _____ Phone#: _____

Restrictions: _____

Easthampton Licensing Dept.

Easthampton Building Dept.

Easthampton Police Dept.

Easthampton Health Dept.

Easthampton Fire Dept.

Easthampton Planning Dept.