



INDOOR ENTERTAINMENT LICENSE APPLICATION FACT SHEET

Who must obtain this license:

According to Title 5, Chapter 22 of the R.I. General Laws and Chapter 5.44 of the Richmond Code of Ordinances, any person or business that sponsors or promotes public entertainment, a public event, or a public show, including a theatrical performance, an exhibition, or a dance, must obtain an entertainment license. The license is required to protect the health and safety of the public. The license is not transferrable.

License fee: For an event or show – \$50 for each 24-hour period or a portion thereof
For an establishment – \$1,000 per year or \$250 per quarter or a portion thereof

Application deadline: The license application must be filed with the Town Clerk at least thirty days before the date of the Town Council meeting at which it will be considered.

Requirements for license applications:

- *Tax certificate.* The applicant must submit written certification from the Richmond Tax Collector that neither the applicant nor the applicant's business is in arrears on payment of any municipal taxes or fees.
- *Good Standing.* Corporate applicants must submit a certificate of good standing issued by the R.I. Secretary of State's Office.
- *Building inspection.* The Richmond Building Official must inspect the building and certify in writing that the building is safe for the use for which the license is sought.
- *Fire safety inspection.* A Deputy State Fire Marshal from the fire district must inspect the building and certify in writing that the building satisfies the state fire safety code.
- *Promoter's permit.* If the entertainment or event will take place at a facility that does not have a victualing license or a permit to make sales at retail, and if food, beverages, or other items will be sold to the public, the applicant must obtain a promoter's permit from the R.I. Division of Taxation before the entertainment license is issued. See R.I. Division of Taxation Regulation SU 89-128 on Promoters and Promotion of Shows.

Please note that a "show" as defined by the Division is not necessarily an "entertainment." The Division defines a show as "a flea market, craft show, antique show, coin show, stamp show, comic book show, baseball card show, or any other show of a temporary nature, regardless of whether conducted at the same location for an extended period of time, excluding, however, trade shows sponsored by or promoted by and open only to an industry, trade, or professional association or society and not to the general public."

Requirements for new licenses:

- *Zoning certificate or determination.* The applicant must submit a zoning certificate (for existing uses) or zoning determination (for proposed uses) issued by the Zoning Enforcement Officer confirming that the use is permitted in the zoning district.

Requirements for holding a license:

- *Crowd control.* At the discretion of the Chief of Police, police officers or police constables may be assigned to the event or establishment to control the number of people in a room or area. The licensee must pay for any such police coverage.

NOTE: This summary is for the convenience of applicants. For all the legal requirements of this license or permit, you should consult the applicable state statute and town ordinance.

INDOOR ENTERTAINMENT LICENSE

Town Clerk's License Application Checklist

Applicant: _____

Date Application Received: _____

License Number: _____ **New:** _____ **Renewal:** _____

<p>TAXES: Richmond Tax Collector's certificate that applicant's taxes are current.</p>	
<p>CORPORATE: R.I. Secretary of State's Office Certificate of Good Standing (<i>if applicant is a corporation</i>).</p>	
<p>LICENSE FEE: <input type="checkbox"/> Event or show – \$50 per 24-hour period <input type="checkbox"/> Establishment – \$1,000 per year or \$250 per quarter or a portion thereof</p>	
<p>ZONING: ZONING: Zoning certificate (existing uses) or zoning determination (proposed uses) <i>for new licenses and new locations</i>.</p>	
<p>BLDG. INSPECTION: Written certification by the building official that the building is safe for the intended use (<i>for new licenses or renewals</i>) or a certificate of use and occupancy (<i>for new and substantially renovated locations</i>).</p>	
<p>FIRE SAFETY: Written certification by the deputy fire marshal of the fire district in which the building is located that the building complies with the fire safety code (<i>for new licenses, renewals, and new locations</i>).</p>	
<p>PROMOTER'S PERMIT: Promoter's permit from the Division of Taxation (<i>if food, drink, or other items will be sold to the public and the application does not hold a Victualing License</i>).</p>	



APPLICATION for a MUNICIPAL LICENSE

DATE OF APPLICATION		<input type="checkbox"/> New License	<input type="checkbox"/> Renewal
NAME OF INDIVIDUAL OR BUSINESS TO HOLD THIS LICENSE			
THE APPLICANT IS <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> CORPORATION <input type="checkbox"/> LIMITED LIABILITY CORPORATION <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> LIMITED PARTNERSHIP <input type="checkbox"/> JOINT VENTURE			
APPLICANT'S BUSINESS MAILING ADDRESS Street or P.O. Box			
City or Town	State	Zip Code	
Business telephone number(s)		Website:	
INDIVIDUAL MAKING THIS APPLICATION: Name			
Street			
City or town	State	Zip Code	
Telephone number(s)		E-mail address:	
BUSINESS LOCATION in Richmond Street address			
Tax Assessor's Plat and Lot number			
<p>The undersigned, being duly sworn, upon oath does depose and say:</p> <ol style="list-style-type: none"> 1. I am an authorized representative of this business. 2. The information on both pages of this application is true and correct. 3. This business is in compliance with all applicable town ordinances and regulations, state statutes and regulations, and federal statutes and regulations. 4. I have reviewed the checklist of documents that are required to obtain this license. I will be able to produce the required documents, or prove I have requested them, before the Town Council meeting at which this application will be considered. 			
SIGNATURE _____			
PRINT NAME _____			
Sworn and subscribed to before me at _____, County of _____, State of Rhode Island, this _____ day of _____, 20 ____.			
<p>_____ Notary Public Print name: My commission expires / /</p>			

INDOOR ENTERTAINMENT LICENSE APPLICATION

Applicant's name:	
If the applicant is a business, the individual responsible for daily operation:	
NAME:	PHONE:
Title or position:	
<input type="checkbox"/> NEW LICENSE or NEW LOCATION <input type="checkbox"/> RENEWAL	
LOCATION OF PROPERTY WHERE ENTERTAINMENT WILL TAKE PLACE:	
Name of business or facility	
Street address	
Assessor's Plat and Lot number	
OWNER OF PROPERTY WHERE ENTERTAINMENT WILL TAKE PLACE:	
Owner's Name:	
Mailing Address:	
Telephone number and name of contact person:	
Please describe the entertainment:	
If you are applying for a temporary license for one or more 24-hour periods, what dates and hours will the entertainment take place?	
If you are applying for a seasonal or long-term license for one year or less for an establishment, what period of time is the license requested for?	
What days and hours is the establishment open to the public?	
What days and hours will the entertainment take place?	
What part of the building will the entertainment take place in?	

OFFICE USE ONLY

Date of Town Council approval	Date license issued
Fee paid:	Date license expires
License issued by:	