



## INDOOR ENTERTAINMENT LICENSE APPLICATION CHECKLIST AND FACT SHEET

Applicant: \_\_\_\_\_ License # \_\_\_\_\_

<b>TAXES</b> - Confirmation by the Richmond Tax Collector that taxes and fees on the business location in Richmond are current.	
<b>ZONING</b> – <i>FOR NEW LICENSES OR LOCATIONS ONLY</i> -- Confirmation by the Richmond Zoning Enforcement Officer that the use is allowed at the proposed location.	
<b>BUILDING INSPECTION:</b> Written certification by the Richmond Building Official that the building is safe for the intended use.	
<b>FIRE SAFETY:</b> Written certification by the deputy fire marshal for the fire district that the building complies with the fire safety code.	
<b>PROMOTER'S PERMIT:</b> Promoter's permit from the R.I. Division of Taxation if food, drink, or other items will be sold to the public and the application does not hold a victualing license or a retail sales permit.	
<b>LICENSE FEE:</b> Event or show – \$50 per 24-hour period Establishment – \$1,000 per year or \$250 per quarter or a portion thereof	

### Who must obtain this license

Anyone who sponsors or promotes a public entertainment event or show, including a performance, an exhibition, or a dance, must have an entertainment license. The license is required to protect the health and safety of the public.

### Application deadline

The Town Council must approve the license. The license application must be submitted to the Town Clerk at least 30 days before the date of the Town Council meeting.

### Requirement for holding a license

The Richmond Police Chief has the authority to assign police officers or constables to the location to control the number of people in a room. If the Chief decides that crowd control is needed, the license holder must pay for the police coverage.



## INDOOR ENTERTAINMENT LICENSE APPLICATION

Applicant's name:
PERSON RESPONSIBLE FOR DAILY OPERATION OF THE BUSINESS: Name: Telephone: Title or position:
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:
WHAT TYPE OF LICENSE ARE YOU APPLYING FOR? FOR WHAT DATES? <input type="checkbox"/> One or more than one 24-hour period -- <input type="checkbox"/> Six months or nine months -- <input type="checkbox"/> One year
WHAT DAYS AND HOURS ARE YOU 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:	