

# Town of Barnstable Regulatory Services Licensing Division

200 Main Street, Hyannis, MA 02601 www.town.barnstable.ma.us

Telephone: 508-862-4771 Fax: 508-778-2412

Regulatory Service Director Richard Scali

Consumer Affairs Supervisor Elizabeth G. Hartsgrove

Consumer Affairs Officer Therese Gallant Administrative Assistant Margaret Flynn

# ANNUAL ENTERTAINMENT LICENSES NEW OR AMEND LIVE AND NON-LIVE

TOWN OF BARNSTABLE FORMS				APPLICANT ITEMS			
Town of Barnstable Entertains     Application			Entertainment	Detailed Plans to scale (8 ½ x 11) showing dimensions/sq.ft. of each room, location of exits/entrances, restrooms, storage placement of tables, chairs, stools and entertainment signed by the Building Commissioner.			
<u>Fees</u>	Application Legal Ad	on   Live   Non-Live	\$100.00 \$71.50 \$275.00 \$75.00	Hearing required:  Advertise 10 days before:  Notify abutters: Live only  Yes X  No  No  No  No  No  No  No  No  No  N			

Please return all completed forms and applicant items to Licensing Division, 200 Main Street, Hyannis

If you have any questions, please do not hesitate to contact our office and we will be happy to assist.



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## Non-Alcoholic License

### **New or Amend Application Process**

Common Victualler Entertainment Fortune Teller Innholder/Lodging House Junk Dealer

	Julik Dealei
Step 1	Applicant files Licensing Application for New or Amend of license to the Licensing Division (\$100 application fee):  • If proposed use was never previously licensed, proceed with Steps 2-13  • If proposed use was previously licensed or is permitted with no other conditions, proceed to Step 10
Step 2	File Site Plan Review application for staff team review. (filing fees will apply)
Step 3	Permit # is assigned to application and placed on next Site Plan Review agenda (team meets every Tuesday).
Step 4	Site Plan Review Team reviews application, Site Plan Coordinator takes meeting notations.
Step 5	Review Team concerns are typed and distributed via email to applicant within 2 business days of the meeting. <i>If plan is acceptable, jump to Step 8.</i>
Step 6	Applicant may request meeting with members of team for clarification prior to second submission.
Step 7	Steps 4 - 6 may be required to be repeated, depending on application.
Step 8	Plan is accepted by Site Plan Review Team. Approval letter sent to applicant. Other regulatory approvals may be required (Health, Planning, Zoning, Historic, Conservation, etc) and will extend time required prior to final approvals through Licensing.
Step 9	Applicant may have to file amended Licensing Application to the Licensing Division, depending on final approved plans and conditions placed by other regulatory authorities.
Step 10	Public Hearing Legal Ad placed in Newspaper at least 10-14 days prior to hearing. (est. \$71.50 fee)
Step 11	Applicant may be required to notify Abutters by mailing certified with return receipt at least 10-14 days prior to hearing. (USPS costs apply)
Step 12	Applicant appears before Licensing Authority for approval, must submit abutter return receipts no later than at time of hearing, if applicable.
Step 13	Licensing verifies with Building, Health & Fire all signoffs and inspectional approvals have been met.
Step 14	Applicant pays for and picks up License to display on premise. (License fee will apply)

Process may take longer than 4-6 weeks, depending on application.

License Period:

Date:

# Town of Barnstable ENTERTAINMENT LICENSE APPLICATION

**New Application** 

Renewal

Transfer Amend

No business may operate any form of entertainment without a valid license on the premise and <u>all changes MUST be approved by the Licensing Authority and cannot be made at renewal time.</u>

Name of Applicant/Corporation:	Bu	siness phone #
Business Address:	Се	ell Phone #
D/B/A:	Fe	deral ID #
Name of Manager:	Ma	ap/Parcel #
Manager's Email	Annual	Seasonal

### LOCATION OF EACH CATEGORY SHOULD BE DELINEATED ON FLOOR PLAN.

LIVE ENTERTAINMENT	NON-LIVE ENTERTAINMENT				
DANCING BY PATRONS	CINEMA - # SCREENS				
DANCE FLOOR – SIZE	LIGHT SHOW – describe				
LIVE MUSIC – describe	POOL TABLES - # *1				
# PERFORMERS	COIN-OP MACHINES - # *2				
# PIECES	VIDEO GAMES - # *2				
AMPLIFIED NON-AMPLIFIED	JUKEBOX				
STAGE – describe	MUSIC VIDEO				
FLOOR SHOW – describe	RECORDED MUSIC/CD PLAYER/RADIO				
COMEDY SHOW – describe	BELOW CONV. LEVEL				
THEATRE – describe	AT CONVERSATION LEVEL				
KARAOKE*	ABOVE CONV. LEVEL				
	T.V.'S - #				

#### ALL ENTERTAINMENT MUST CEASE AT 12:45 A.M. PER LICENSING AUTHORITY

HOURS OF ENTERTAINMENT								
Sunday	Sunday Monday Tuesday Wednesday Thursday Friday Saturday							

I hereby certif	ify that I (we	) do not allow	games of	f chance,	poker	games,	video	poker o	r other	gaming	devices	on
the licensed	premises.											

Signature of owner/applicant:	
Signature of Owner/applicant.	

<sup>\*</sup> separate license \$100.00 \*1 \$75/table

### **Instructions for obtaining Abutter Lists and Notification**

- 1. Go to the Town Hall Building at 367 Main Street, Hyannis to obtain a list of abutters for "Liquor License transaction". Go to the GIS Department on the 3<sup>rd</sup> Floor. Ask them to include any churches, schools or hospitals within 500 feet as well as direct abutters.
- 2. Take the list to the Assessors' Office on the 1<sup>st</sup> Floor and have it certified as to being current. Within 3 days of publication of the ad for your hearing in the Barnstable Patriot (look on the hearing notice provided at the time of your application for the date the ad will appear), mail a copy of the ad to each abutter, certified mail, return receipt requested. If the property lists an owner who has a different address than the property address, send a copy of the ad to the different address. Also send or drop off a copy to "Occupant" or "Lessee" at that property address stating the property is subject of a hearing.
- 3. The Barnstable Patriot will bill you directly for the ad for your hearing. It is your responsibility as part of the application process for obtaining or changing a license to pay for this ad promptly.
- 4. Attach the green and white receipts from the Post Office to the Affidavit of Notice of Mailing to Abutter and Others in your application package. Complete the affidavit and sign your name in front of a Notary Public.
- 5. You may not receive all the "green cards" back prior to the hearing, This is not necessary.
- 6. Bring the affidavit to the Licensing Office at 200 Main Street, Hyannis the week prior to the hearing. If abutter notification is required and you have not provided this affidavit, the hearing cannot go forward on the hearing day.

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### AFFIDAVIT OF NOTICE OF MAILING TO ABUTTER AND OTHERS

To the Licensing Board				
For the	Town of Barnstable		Date	
I,		hereby certify that	at the following	is a true list of the persons
shown upon the Asses	ssor's most recent valuation list as t	the owners of the pro	perty abutting t	he proposed location for an
alcoholic beverages lic	:ense at:			
,				
And that the following location:	schools, churches or hospitals are	located within the rac	dius of five hunc	dred (500) feet from said proposed
		•		
				-
		. <u>L</u>		
If there are none, please	e so state:			
mailing to each of them	tice of this application/petition cor within three (3) days after publica	tion of same, a copy of	of the advertiser	nent is attached below. Also
attached are the registe	red receipts./return registered rece	eipts bearing signatur	es of persons re	eceiving said notice.
	to under the penalties of perjuries:		•	
Printed:				
Written:				
Date:		·		
•		Notary Public:_		
•		My Commissio	n Expires:	