



Consumer Affairs and Licensing
Mayor Michelle Wu

REQUEST FOR WAIVER OF ONE TIME LICENSE FEE

(Updated November 2021)

I HEREBY REQUEST THAT THE FEE FOR A ONE TIME ENTERTAINMENT LICENSE BE WAIVED. I UNDERSTAND THAT THE FEE WAIVER REQUEST MUST BE SUBMITTED AT LEAST SEVEN (7) DAYS PRIOR TO MY EVENT DATE FOR CONSIDERATION.

1. NAME OF EVENT: _____

2. DATE OF EVENT: _____

3. ADDRESS OF PREMISES: _____

4. REASON FOR WAIVER REQUEST (Select the applicable reason):

1. The sponsoring party for the event is a certified tax- exempt organization in charitable or other authorized tax-exempt purposes. Please explain and **provide supplemental document(s)** (required): _____

2. The event is sponsored by the City of Boston.

3. Other (please explain): _____

5. WHAT IS THE ADMISSION FEE FOR YOUR EVENT? _____

6. WHAT PERCENT OF THE PROCEEDS WILL BE DONATED TO A CHARITABLE OR NONPROFIT ORGANIZATION? _____

UNDER THE PAINS AND PENALTIES OF PERJURY, I AFFIRM THAT THE PRECEDING ANSWERS ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

WRITTEN SIGNATURE: _____ DATE: _____

PRINTED SIGNATURE: _____

DAYTIME TELEPHONE NUMBER: _____

EMAIL: _____

The Mayor's Office of Consumer Affairs & Licensing will respond to request for fee waivers within 7 days. Thank you.

(FOR OFFICE USE ONLY)

FORM ACCEPTED BY _____ DATE _____

COMMENTS _____

APPROVED

DENIED