



## 2024 Entertainment License Renewal Instructions

Dear Licensee,

Please read these instructions carefully as incomplete submissions will not be accepted. You may visit our website for updates on the renewal process as well: [www.boston.gov/entertainment](http://www.boston.gov/entertainment). **If you are temporarily closed, you should still submit the signed 2024 renewal application before the deadline with any required documents that you currently do have. You will not receive your license until a complete application and payment has been submitted.**

### 1. Failure to File Renew by Deadline

Failure to file the renewal application and to submit payment by the deadline will result in the expiration of your License at midnight on December 31, 2023 and a **\$50/month late fee**. If you allow your license to expire, you will have to cease entertainment on the premises at 11:59 p.m. on December 31, 2023. **Any entertainment in operation without a valid 2024 Entertainment License will be in violation of this Division's Rules & Regulations and will be subject to an administrative hearing and monthly late fees.**

### 2. Submission Method- *Mailed or emailed submissions **will not** be accepted and will be returned.*

#### a. Online (recommended)

*Wednesday, November 1, 2023 until Friday, December 15, 2023*

- Renewal period - Licensees are **strongly encouraged** to file the renewal application online at this website: [bit.ly/entertainment2024](http://bit.ly/entertainment2024) (case sensitive) or **scan the QR to access the submission form**
- If you do not have a Google account, you will need to create a free account at [www.gmail.com](http://www.gmail.com).
- **Tip:** Use your cell phone to submit the renewal application! You can take a photo of the completed forms/permits then upload it to the Renewal Form.



2024  
ENTERTAINMENT  
RENEWAL FORM

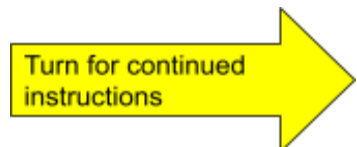
#### b. In Person - Boston City Hall, Room 809

*Wednesday, November 1, 2023 until Friday, December 15, 2023*

- You will still be required to submit the application online in our office via computer kiosks.
- Please make an appointment if you would like to renew in-person.
- **Office hours:** Monday through Friday from 9 a.m. until 4:30 p.m.
- The office is closed on Friday, November 10, 2023 (Veterans Day) and Thursday, November 23, 2023 (Thanksgiving).

### 3. Payment & Required Documents

- Renewal Application Fee Payment**
- 2024 Renewal Entertainment Application** (enclosed)
- Valid Inspection Certificate (CI)** with gold seal
  - Proof of payment will not be accepted unless your CI expires in October-November 2023
- Valid Place of Assembly Permit** (capacity over 49 persons)
- 2022 or 2023 Annual Report** from the MA Secretary of State (video instruction available on the online Google Form)



#### 4. Renewal Application Review and License Issuance

- **Filing and paying the renewal fee DOES NOT constitute a complete Renewal Application.**
- A member of the Division's staff will review the submission and advise whether it is complete or there are additional items/information outstanding.
- **Upon the Division's approval of the completed Renewal Application, you will receive the 2024 License via email.** You must print the 2024 License and post it conspicuously inside the licensed premise. If you are unable to print the 2024 License, you may request that the Division mail the license to the licensed premise. **Please check your spam folder for an email from Entertainment@boston.gov.**

#### 5. Payment Method

##### a. (Strongly Preferred) Online - You may pay online via credit card, debit card, or check.

- Use your license number (CAL-#####) to pay online: [bit.ly/paylicense2](https://bit.ly/paylicense2) (case sensitive) or **scan the QR code to pay** →
- Card transactions will incur a 2.75% service charge.
- There is no service charge for check payments online.
- Rejected online payments will incur a fee of \$25 or 1% if check payment is over \$2,500.
- **IMPORTANT: If you are paying multiple licenses online, please verify the total. We have seen instances where licensees have paid the same license multiple times from back to back transactions. This may occur if you have many licenses. You can "X" out the duplicate payment before proceeding to pay the transaction. Call us for assistance at 617-635-4165!**



**PAYMENT SITE**

##### b. By Mail

- You may mail a check payable to the "City of Boston" with the License number and business name on the memo line to Boston City Hall, 1 City Hall Square, Room 809, Boston, MA 02201.
- **DO NOT MAIL CASH.**

##### c. In Person

- **Cash:** If paying cash at City Hall, you will need to bring the enclosed 3-tiered invoice to Window M-8 on the Mezzanine Level. You will need to save the receipt as proof of payment to show the Board.
- **Check:** Same as "by mail" but you will drop off the check at Room 809. Returned checks will incur a fee of \$25 or 1% if check payment is over \$2,500.
- **Credit/debit card:** You will pay in Room 809. A service charge of 2.75% will be incurred for card transactions.

The Division is committed to working with all of our licensees throughout the annual renewal process. Should you have any questions regarding the online Renewal Application, or the supporting materials, please do not hesitate to contact the Entertainment Division at [Entertainment@boston.gov](mailto:Entertainment@boston.gov). The Division appreciates your cooperation throughout this process.