



**Town of Richmond
Town Clerk's Office**

5 Richmond Townhouse Rd., Wyoming, RI 02898 (401) 539-9000 x 9

**Indoor Entertainment License Application
Checklist and Fact Sheet**

Who must obtain this license:

Any individual or entity that wishes to have live music, DJ, concert, performance, band or other indoor public entertainment, must obtain a license before doing so.

Application Deadline:

Any person applying for such a license shall file an application with the Town Clerk on a form provided for that purpose. An application for a license shall be filed at least thirty (30) days prior to the town council meeting at which it will be considered.

Requirement for holding a license:

- 1) No license shall be issued for a show, event or entertainment until the building has been inspected by the building official and by the appropriate fire official. The building official and the fire official shall certify in writing to the town council that the building satisfies all applicable codes and is safe for the purpose for which the license is sought.
- 2) If the entertainment is held in a place of business that is licensed to serve alcoholic beverages, the licensee shall not permit the entertainment or exhibition to continue beyond the authorized closing time.
- 3) The Chief of police shall determine the number of officers or constables, if any, to the event and shall control the number of persons allowed in the entertainment area of the building. All police officers and constables shall be paid at the prevailing hourly rate by the licensee.

CHECKLIST

	Confirmation	Date
TAXES: Confirmation by the Richmond Tax Collector that taxes and fees on business locations are current, please contact taxcollector2@richmondri.gov or call 401-539-2130 (NOTE: 1 st Quarter must be paid).		
BUILDING INSPECTION: Certificate of Use of Occupancy is required from the Building Official. To schedule an inspection, please contact building@richmondri.gov , bpzclerk@richmondri.gov or call 401-539-2285 x 9684		
ZONING: Confirmation by the Zoning Enforcement Officer that use is allowed at the proposed location. Please contact jjordan@richmondri.gov or call 401-539-2285 x 9649		
POLICE CHIEF APPROVAL: Written determination from the Chief of Police the number of officers, if any, to the event.		
FIRE SAFETY: Written certification by the deputy fire marshal for the fire district that the building complies with the fire safety code. For Richmond/Carolina , contact Chris Moore at 401-213-6595. For Hope Valley/Wyoming , contact phawkins@hvdfd.org .		
PROMOTER'S PERMIT: Promoters 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. Please visit https://tax.ri.gov/		
LICENSE FEE: Event or Show: \$50 per 24 Hour Period Establishment: \$1,000 per year or \$250 per quarter or portion thereof.		
AFFIDAVIT OF COMPLIANCE: Per Richmond Code of Ordinances 5.04.030(b) An applicant for a license or permit must submit with the application or renewal an affidavit of compliance. The affidavit shall state that the business is currently in compliance with all town, state and federal statutes, ordinances, and regulations. Compliance with all town, state and federal statutes, ordinances and regulations shall be a continuing condition of the license or permit.		



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Indoor Entertainment License Application

Name of Applicant: _____

Name/Title of person responsible for daily operations: _____

Phone #: _____ Email: _____

Location of Property where entertainment will take place: _____

Name of Business Facility: _____

Address of Business Facility: _____

Owner of property: _____

Mailing Address: _____

Phone #: _____ Email: _____

Describe the entertainment to take place:

What type of license are you applying for (please provide dates and times)?

1) One or more than one 24 Hour period _____

2) Six Months/ Nine Months: _____

3) One Year: _____

What days and hours are you open to the public?

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

What days and hours will the entertainment take place?:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

What part of the building where the entertainment take place?

(Office Use Continued)

(Office Use Only)

Date of Town Council Approval: _____

Fee Paid: _____

License Issued by: _____

Date License Issued: _____

Date License Expires: _____