



**Town of Douglas  
Entertainment License  
New Application Checklist  
For entertainment, not on Sunday  
MGL c140(183a).**

All Fillable Forms can be found at <https://douglas-ma.gov/263/Entertainment>. After downloading the forms, open them in Adobe Reader, type in the information, print, and sign.

- Complete the **Entertainment License Application**. (form online)
- Workers Compensation Certificate of Insurance** per MGL c152, §25A. Contact your insurance company and have them fax it to 504-476-4012 attn: Board of Selectmen or email skane@douglas-ma.gov.  
**Please make sure the Town of Douglas is listed as “Certificate Holder”.**
- State Workers’ Compensation Insurance Affidavit** – Even if your establishment does not require Workers’ Compensation this must be filled out. (form online)
- Permission Letter from Property Owner**, if renting or leasing.
- Floor Plan** – Can be drawn to scale.
- Business Certificate** per MGL c110, §5&6; Any person conducting business in the commonwealth under any title other than the real name of the person conducting the business, whether individually or as a partnership, or under the true corporate name. See the Town Clerk.
- Emergency Contact information** to include: Contact name and phone number, hours of operation and whether or not the premises are alarmed. (form online)
- As a courtesy, the Selectmen’s Office will notify abutters.
- Check** to the Town of Douglas per table below:

Entertainment – Yearly (not Sunday)	\$50.00
Entertainment – Per Event (not Sunday)	\$10.00/event
Public Entertainment (Traveling Zoo)	\$50.00

**Return checklist and all paperwork to the Selectmen’s Office.**

**Please Note:** Please allow three weeks for processing. All applications must be reviewed by other Boards / Committees / Departments. The review process will take about two weeks. Once reviewed the application will be placed on the Board of Selectmen’s agenda. The Board of Selectmen meet the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month.