

LICENSING BOARD FOR THE CITY OF BOSTON
Room 809, City Hall, Boston, MA 02201

APPLICATION FOR ONE DAY AMENDMENT TO EXISTING LICENSE

Licensee Name: _____

d/b/a: _____

Address: _____

Detailed Description of Amendment Requested: (i.e. extension of premise, extension of closing hour)

Event Details:

Type of Event: _____

Date of Event: _____ Hours: _____

Expected number of people: _____

Security Arrangements: _____

Signature: _____ Telephone No. _____

Print Name: _____

APPLICANT MUST NOT FILL THE BLANKS BELOW

POLICE ACKNOWLEDGEMENT

NAME _____ AREA _____

SIGNATURE _____ DATED _____

BOARD ACTION:

GRANTED _____ REJECTED _____

**INSTRUCTIONS FOR ONE DAY REQUESTS FOR
AMENDMENT TO EXISTING LICENSE:**

1. All applications must be received 2 weeks prior to the event to allow compliance with the Open Meeting Law.
2. The applicant must submit completed and original form to the Board.
3. The applicant has the duty to provide notice to the Boston Police area Captain (or person in charge at the area police station.) In order to show compliance of notice, prior to submission to the Board for its approval, take your completed form to the area police station and have the Captain or person in charge sign on the space provided.