



# Licensing Board for the City of Boston

One City Hall Square, Room 809, Boston, Massachusetts 02201  
Telephone: (617) 635-4170; Facsimile: (617) 635-4742; Email: LicensingBoard@cityofboston.gov

## APPLICATION FOR ONE DAY AMENDMENT TO EXISTING LICENSE

### **Instructions:**

- (1) Please complete entire form and attach any necessary supporting documentation (i.e. floor plan for extension of premises, permit(s) from other agencies when extending to public land).
- (2) Submit original signed form and supporting documentation to the Board at least two (2) weeks prior to the event to ensure compliance with the Open Meeting Law.

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***To Be Filled Out by Applicant***

Licensee's Name: \_\_\_\_\_ D/B/A: \_\_\_\_\_

License Number: \_\_\_\_\_ Address: \_\_\_\_\_

Description of Amendment Requested (i.e. closing hour – specify current closing hour, extension of premises):

Type of Event: \_\_\_\_\_ Expected # of Attendees: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Hours: \_\_\_\_\_

Security Arrangements: \_\_\_\_\_

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Title as it Relates to Licensee: \_\_\_\_\_

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***For the Board's Use Only***

GRANTED: \_\_\_\_\_

DENIED: \_\_\_\_\_

Comments/Conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_