

Checklist for New Annual Entertainment License

- Submit the application in our online system: <https://newtonma.viewpointcloud.com>, go to Board of License Commissioners and select “Annual Common Victualler, Alcohol and/or Entertainment License”.

List of required documents for an Annual Entertainment License:

- Proof of Insurance, showing general liability
- Workers’ Compensation Insurance, If applicable: Proof of Insurance
- For Sunday Entertainment License:
 - Signed “License for Public Entertainment on Sunday” form.
 - Sunday License Fee of \$100 in separate check, made payable to **The Commonwealth of Massachusetts**

WE STRONGLY SUGGEST NOTIFYING THE WARD COUNCILOR ABOUT ANY NEW OR POTENTIAL CHANGES. VISIT [HTTPS://WWW.NEWTONMA.GOV/GOVERNMENT/CITY-CLERK/CITY-COUNCIL/COUNCIL-MEMBERS](https://www.newtonma.gov/government/city-clerk/city-council/council-members) TO FIND THE REPRESENTATIVE.