



City of Chelsea Licensing Commission

500 Broadway, City Hall, Room 311A
Chelsea, Massachusetts 02150

Telephone 617-466-4150
Facsimile 617-466-4159

2017

ALCOHOLIC BEVERAGE LICENSE PROCEDURES AND GUIDELINES

This document has been compiled in an effort to provide guidance and assist you with alcoholic beverage license procedures.

After careful reading and review of these guidelines and procedures, as outlined, will lead to a proper and complete application package and quicker license and permit approval.

Should you have any questions, please feel free to contact me at 617-466-4150 or cfisher@chelseama.gov. Thank you.

A handwritten signature in black ink, appearing to read "Cheryl Watson Fisher".

Cheryl Watson Fisher
City Solicitor/Acting Licensing Administrator

GENERAL INSTRUCTIONS
FOR LIQUOR LICENSE APPLICATION

Answers to questions must be complete and accurate. All forms must be signed by the appropriate parties. Failure to provide legible, accurate and complete information may be cause for rejection of your application by the Chelsea Licensing Commission and/or Alcoholic Beverages Control Commission.

The Chelsea Licensing Commission must publish, at the applicant's expense, a notice of the application in the Chelsea Record. The Chelsea Licensing Commission will hold a hearing on the license application no sooner than 10 days after that notice.

Within three days after publication of the notice, the applicant, or someone on his/her behalf, must send a copy of the published notice by registered mail to each person appearing on the assessors list of abutters to the premises to be licensed.

IF THE PROPOSED PREMISES IS WITHIN 500 FEET OF A CHURCH, HOSPITAL OR SCHOOL, a copy of the published notice must be sent, by registered mail, to any church, hospital or school within a radius of 500 feet of the premises to be licensed. Innholder applicants and applicants for premises located 10 or more floors above street level are not required to send such notice. The notice must state that a written objection by the governing body of the school or church must be filed with the Chelsea Licensing Commission to oppose the issuance of this license. The applicant must file an affidavit and an attested copy of the notice mailed with the Chelsea Licensing Commission.

If notice was not sent to any abutter or school, church or hospital, as required, and there is a written complaint to the Chelsea Licensing Commission or ABCC to that effect, the license may be canceled.

IMPORTANT INFORMATION FOR ALL PARTIES

Approval of an application by the Chelsea Licensing Commission is only the first step in the license process. The second step is approval by the ABCC. If the ABCC approves, the final step is issuance by the Chelsea Licensing Commission. Until and unless a license is issued, the new owner may not take part in the operation of the premises other than as a salaried employee and the old owner, if any, is still liable for the operation of the premises.

Before approving most applications involving an ownership change of a license, the Department of Revenue (DOR) will research the tax history of the current and new owners for all types of taxes, including sales, meals, withholding, corporate excise, room occupancy and personal income taxes, if applicable. Please do not submit any documentation or information to DOR until you have applied to the ABCC and have been contacted by an employee of DOR. The ABCC will not approve the license until DOR signs off. It is up to the parties, not the ABCC, to resolve tax questions.

The ABCC will have an investigator meet with or telephone the applicant to ask certain information about the application, including but not limited to the people involved and the financing. It is important that the parties respond promptly to investigators' inquiries. **Failure to do so will result in denial of the application.**

Operation by the applicant before final approval can have serious results, including denial of the application or revocation of the existing license, if any. In certain circumstances, it can also lead to possible criminal and civil liability.

MATRIX FOR LIQUOR LICENSE TRANSACTIONS
 * Newspaper Notice is Published and Provided by City of Chelsea

GENERAL INFORMATION
 Monetary Transmittal Form
 Newspaper Notice *
 Petition for Transfer of Ownership
 Retail Application
 Applicant's Statement
 Art/Organization
 Legal Right to Occupy
 Manager's Form
 Personal Information Form
 Purchase & Sale of Business
 Supporting Financial Records
 Vote of Corporation Board
 Acknowledgement Form
 ABCC Cori Form
 City Cori Form
 \$200 ABCC Fee
 \$225 City Fee

GENERAL INFORMATION
 Monetary Transmittal Form
 Petition for Change of License
 Pledge Agreement
 Promissory Note
 Supporting Financial Records
 Vote of Corporate Board
 \$200 ABCC Fee
 \$25 City Fee

GENERAL INFORMATION
 Monetary Transmittal Form
 Petition for Change of License
 Pledge Agreement
 Promissory Note
 Supporting Financial Records
 Vote of Corporate Board
 \$200 ABCC Fee
 \$25 City Fee

GENERAL INFORMATION
 Monetary Transmittal Form
 Newspaper Notice *
 Petition for Change of License
 Vote of Corporation Board
 \$200 ABCC Fee
 \$25 City Fee

GENERAL INFORMATION
 Monetary Transmittal Form
 Petition for Transfer of Ownership
 Retail Application
 Applicant's Statement
 Personal Information Form
 Statement of Change to Art/Org
 Vote of Corporate Board
 ABCC CORI Form
 City CORI Form
 \$200 ABCC Fee
 \$225 City Fee

GENERAL INFORMATION
 Monetary Transmittal Form
 Newspaper Notice *
 Petition for Transfer of Ownership
 Retail Application
 Applicant's Statement
 Personal Information Form
 Supporting Financial Records
 Vote of Corporate Board
 Acknowledgement Form
 ABCC Cori Form
 City Cori Form
 \$200 ABCC Fee
 \$225 City Fee

GENERAL INFORMATION
 Monetary Transmittal Form
 Newspaper Notice *
 Petition for Transfer of Ownership
 Retail Application
 Applicant's Statement
 Personal Information Form
 Purchase & Sale Agreement
 Supporting Financial Records
 Vote of Corporate Board
 Acknowledgement Form
 ABCC Cori Form
 City Cori Form
 \$200 ABCC Fee
 \$225 City Fee

GENERAL INFORMATION
 Monetary Transmittal Form
 Petition for Change of License
 Amended Art. Of Organization
 Vote of Corporate Board
 \$200 ABCC Fee
 \$25 City Fee

NEW LICENSE
 Monetary Transmittal Form
 Newspaper Notice *
 Abutter Notification
 Retail Application
 Applicant's Statement
 Art/Organization
 Floor Plans
 Legal Right to Occupy
 Manager's Form
 Personal Information Form
 Supporting Financial Records
 Vote of Corporate Board
 Acknowledgement Form
 ABCC Cori Form
 City Cori Form
 \$200 ABCC Fee
 \$225 City Fee

GENERAL INFORMATION
 Monetary Transmittal Form
 Petition for Change of License
 Manager's Form
 Personal Information Form
 Vote of Corporate Board
 Acknowledgement Form
 ABCC Cori Form
 City Cori Form
 \$200 ABCC Fee
 \$50 City Fee

GENERAL INFORMATION
 No Fee Transmittal Form
 Petition for Change of License
 Business Certificate
 Vote of Corporate Board

GENERAL INFORMATION
 No Fee Transmittal Form
 Charity Wine License Application
 Certificate of Good Standing from MA Secretary of State
 Certificate of Solicitation from Attorney General's Office
 Letter of Consent from Section 12 Licensee, if needed

GENERAL INFORMATION
 Monetary Transmittal Form
 Newspaper Notice *
 Abutter Notice
 Petition for Change of License
 Floor Plan
 Legal Right to Occupy, if needed
 Supporting Financial Records
 Vote of Corporate Board
 \$200 ABCC Fee
 \$25 City Fee

GENERAL INFORMATION
 Monetary Transmittal Form
 Newspaper Notice *
 Abutter Notice
 Petition for Change of License
 Floor Plans
 Legal Right to Occupy
 Supporting Financial Records
 Vote of Corporate Board
 \$200 ABCC Fee
 \$25 City Fee

GENERAL INFORMATION
 No Fee Transmittal Form
 Vote of Corporate Board

DOCUMENTS NECESSARY TO PROCESS
LIQUOR LICENSE TRANSACTIONS

This application package is valued for all types of alcoholic beverages license transactions. **In addition to required City of Chelsea application forms, YOU MUST ALSO COMPLETE ALL REQUIRED ABCC FORMS ON-LINE AT www.mass.gov/abcc** and submit your application in its entirety to Cheryl Watson Fisher, City Solicitor/Acting Licensing Director, Chelsea Licensing Commission, 500 Broadway, Room 311A, 500 Broadway, Chelsea, MA 02150.

- If you intend to offer on-premises dining, you must complete a Common Victualer License application (Attachment C)
- If you intend to offer lodging, you must complete an Innholder/Rooming House License application (Attachment D)
- If you intend to offer entertainment (performers, entertainers, dancing, films, TV's, DJ's, live music, juke boxes, etc.) you must complete an Amusement/Entertainment License application (Attachment E).

LICENSE FEES

In addition to applicable application fees, prior to issuance of an alcoholic beverage license, the following applicable annual license fee must be paid to the City of Chelsea:

• Sec. 12 On Premise/All Alcoholic	\$4,500.00
• Sec. 12 On Premise/Wines and Malt	\$1,800.00
• Sec. 12 Innholder/All Alcoholic	\$4,500.00
• Sec. 12 Club/All Alcoholic	\$1,300.00
• Sec. 15 Retail Package/All Alcoholic	\$2,000.00
• Sec. 15 Retail Package/Wines and Malt	\$1,600.00

OTHER DOCUMENTS REQUIRED

- Certificate of Compliance Providing Compliance with the Workers' Compensation Act (Attachment F)
- Wage Theft Certification (Attachment G) –see Chelsea City Ordinance 14-32A on the City Website.

NEW LICENSE

- A. \$200 filing fee payable to the Commonwealth of Massachusetts or ABCC.
- B. \$225 filing fee payable to the City of Chelsea, payable by check or money order only.
- C. ABCC Monetary Transmittal Form *(online)*.
- D. ABCC Application for Retail Alcoholic Beverage License *(online)*.
- E. ABCC Applicant's Statement *(online)*.
- F. ABCC Personal Information Form *(online)*.
- G. ABCC Manager Application *(online)*.
- H. ABCC Cori Request Form *(online)*.
- I. Affidavit of Notice of Mailing to Abutters and Others *(online)*.

For purposes of liquor license applications (MGL, c. 138, s. 15A), an abutter is a person whose property directly touches the proposed premises, not someone across the street.

Churches, synagogues, hospitals and public or private elementary or secondary schools located within 500 feet of the premises of a liquor-serving establishment must be notified by registered mail. In all cases, whether the license is protested or not, the licensing authority must determine in writing after the hearing that the premises is not detrimental to the educational and spiritual activities of such school or church, if approving the application.

- J. City Chelsea Cori Request Form (Attachment A).
- K. City of Chelsea Acknowledgement Form (Attachment B).

TRANSFER OF LICENSE

- A. \$200 filing fee payable to the Commonwealth of Massachusetts or ABCC.
- B. \$225 filing fee payable to the City of Chelsea, payable by check or money order only.
- C. ABCC Monetary Transmittal Form *(online)*.
- D. ABCC Application for Retail Alcoholic Beverage License *(online)*.
- E. ABCC Applicant's Statement *(online)*.
- F. ABCC Personal Information Form *(online)*.
- G. ABCC Manager Application *(online)*.
- H. ABCC Cori Request Form *(online)*.
- I. ABCC Petition for Transfer of Ownership *(online)*.
- J. Affidavit of Notice of Mailing to Abutters and Others *(online)*.

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- L. City of Chelsea Acknowledgement Form (Attachment B).

NEW OFFICERS/DIRECTORS

- A. \$200 filing fee payable to the Commonwealth of Massachusetts or ABCC.
- B. \$225 filing fee payable to the City of Chelsea, payable by check or money order only.
- C. ABCC Monetary Transmittal Form *(online)*.
- D. ABCC Application for Retail Alcoholic Beverage License *(online)*.
- E. ABCC Applicant's Statement *(online)*.
- F. ABCC Personal Information Form *(online)*.
- G. ABCC Cori Request Form *(online)*.
- H. ABCC Petition for Transfer of Ownership *(online)*.
- I. City Chelsea Cori Request Form (Attachment A).
- J. City of Chelsea Acknowledgement Form (Attachment B).

PLEDGE OF LICENSE

- A. \$200 filing fee payable to the Commonwealth of Massachusetts or ABCC.
- B. \$25 filing fee payable to the City of Chelsea, payable by check or money order only.
- C. ABCC Monetary Transmittal Form *(online)*.
- D. ABCC Petition for Change of License *(online)*.

PLEDGE OF STOCK

- A. \$200 filing fee payable to the Commonwealth of Massachusetts or ABCC.
- B. \$25 filing fee payable to the City of Chelsea, payable by check or money order only.
- C. ABCC Monetary Transmittal Form *(online)*.
- D. ABCC Petition for Change of License *(online)*.

NEW STOCKHOLDERS

- A. \$200 filing fee payable to the Commonwealth of Massachusetts or ABCC.
- B. \$225 filing fee payable to the City of Chelsea, payable by check or money order only.
- C. ABCC Monetary Transmittal Form *(online)*.
- D. ABCC Application for Retail Alcoholic Beverage License *(online)*.
- E. ABCC Applicant's Statement *(online)*.
- F. ABCC Personal Information Form *(online)*.
- G. ABCC Cori Request Form *(online)*.
- H. ABCC Petition for Transfer of Ownership *(online)*.
- I. City Chelsea Cori Request Form (Attachment A).
- J. City of Chelsea Acknowledgement Form (Attachment B).

TRANSFER/ISSUANCE OF STOCK

- A. \$200 filing fee payable to the Commonwealth of Massachusetts or ABCC.
- B. \$225 filing fee payable to the City of Chelsea, payable by check or money order only.
- C. ABCC Monetary Transmittal Form *(online)*.
- D. ABCC Application for Retail Alcoholic Beverage License *(online)*.
- E. ABCC Applicant's Statement *(online)*.
- F. ABCC Personal Information Form *(online)*.
- G. ABCC Cori Request Form *(online)*.
- H. ABCC Petition for Transfer of Ownership *(online)*.
- I. City Chelsea Cori Request Form (Attachment A).
- J. City of Chelsea Acknowledgement Form (Attachment B).

CHANGE OF CORPORATE NAME

- A. \$200 filing fee payable to the Commonwealth of Massachusetts or ABCC.
- B. \$25 filing fee payable to the City of Chelsea, payable by check or money order only.
- B. ABCC Monetary Transmittal Form *(online)*.
- C. ABCC Petition for Change of License *(online)*.

CHANGE OF MANAGER

- A. \$200 filing fee payable to the Commonwealth of Massachusetts or ABCC.
- B. \$50 filing fee payable to the City of Chelsea, payable by check or money order only.
- C. ABCC Monetary Transmittal Form *(online)*.
- D. ABCC Petition for Change of License *(online)*.
- E. ABCC Personal Information Form *(online)*.
- F. ABCC Cori Request Form *(online)*.
- G. ABCC Manager Application *(online)*.
- H. City Chelsea Cori Request Form (Attachment A).
- I. City of Chelsea Acknowledgement Form (Attachment B).

ALTERATION OF PREMISES

Alteration is defined as any increase or decrease in the size or change in character of the licensed premises or changes in the entrance/exit locations.

- A. \$200 filing fee payable to the Commonwealth of Massachusetts or ABCC.
- B. \$25 filing fee payable to the City of Chelsea, payable by check or money order only.
- C. ABCC Monetary Transmittal Form *(online)*.
- D. ABCC Petition for Change of License *(online)*.
- E. Affidavit of Notice of Mailing to Abutters and Others *(online)*.

For purposes of liquor license applications (MGL, c. 138, s. 15A), an abutter is a person whose property directly touches the proposed premises, not someone across the street.

Churches, synagogues, hospitals and public or private elementary or secondary schools located within 500 feet of the premises of a liquor-serving establishment must be notified by registered mail. In all cases, whether the license is protested or not, the licensing authority must determine in writing after the hearing that the premises is not detrimental to the educational and spiritual activities of such school or church, if approving the application.

CHANGE OF D/B/A (doing business as)

- A. ABCC Monetary Transmittal Form *(online)*.
- B. ABCC Petition for Change of License *(online)*.

CHANGE OF HOURS

- A. ABCC Monetary Transmittal Form *(online)*.

CHANGE OF LOCATION

- A. \$200 filing fee payable to the Commonwealth of Massachusetts or ABCC.
- B. \$25 filing fee payable to the City of Chelsea, payable by check or money order only.
- C. ABCC Monetary Transmittal Form *(online)*.
- D. ABCC Petition for Change of License *(online)*.
- E. Affidavit of Notice of Mailing to Abutters and Others *(online)*.

For purposes of liquor license applications (MGL, c. 138, s. 15A), an abutter is a person whose property directly touches the proposed premises, not someone across the street.

Churches, synagogues, hospitals and public or private elementary or secondary schools located within 500 feet of the premises of a liquor-serving establishment must be notified by registered mail. In all cases, whether the license is protested or not, the licensing authority must determine in writing after the hearing that the premises is not detrimental to the educational and spiritual activities of such school or church, if approving the application.

- F. ABCC Financial Information Form *(online)*.

CHANGE LICENSE TYPE

An example of this transaction is changing a section 12 license from one type to another (i.e. restaurant to innholder).

- A. \$200 filing fee payable to the Commonwealth of Massachusetts or ABCC.
- B. \$25 filing fee payable to the City of Chelsea, payable by check or money order only.
- C. ABCC Monetary Transmittal Form *(online)*.
- D. ABCC Petition for Change of License *(online)*.



City of Chelsea Licensing Commission

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CORI REQUEST FORM

City of Chelsea Licensing Commission has been certified by the Criminal History Systems Board for access to conviction and pending criminal case data. As an applicant for the position of _____, I understand that a criminal record check will be conducted for conviction and pending criminal case information only and that it will not necessarily disqualify me. The information below is correct to the best of my knowledge.

Applicant Signature Date

APPLICANT INFORMATION (Please Print)

Last Name First Name Middle Name

Maiden Name or Alias (If Applicable) Place of Birth

Date of Birth Social Security Number (Requested but not required) Mother's Maiden Name

Current Address: _____

Former Addresses: _____

Sex _____ Height _____ Ft. _____ In. Weight _____ Eye Color _____

State Driver's License Number: _____

The above information was verified by reviewing the following form of government issued photographic identification: _____

Requested by: _____
Signature of CORI Authorized Employee

ACKNOWLEDGEMENT FORM

I hereby state that all information provided on this application is true and accurate and I understand that any information that is found to be false or misleading may result in the forfeiture of the applicable license. The issuance of the requested license will be subject to all terms, conditions and limitations set forth in the Ordinances of the City of Chelsea, any applicable State and Federal laws, and any conditions prescribed by the City of Chelsea.

Applicant's Signature: _____

Print Name: _____

Telephone: _____

Business Name: _____

Business Telephone: _____

Date: _____



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2017 COMMON VICTUALER LICENSE RENEWAL APPLICATION

- 1) If corporation, name of corporation (submit copy of Articles of Organization) _____
- 2) Business Name _____
- 3) Business Address _____
- 4) Business Telephone # _____
- 5) Seating Capacity _____
- 6) Hours of Operation _____
- 7) Type of Menu (Brief Description) _____

- 8) Owner _____
- 9) Home Address _____
- 10) Home Telephone # and Email _____
- 11) If owner is a corporation, state the following information for the principal officers:

Name of President _____
Home Address _____
Home Telephone # _____

Name of Secretary _____
Home Address _____
Home Telephone # _____

Name of Treasurer _____
Home Address _____
Home Telephone # _____

Name of Clerk _____
Home Address _____
Home Telephone # _____

- 12) Manager of establishment _____
- 13) Home address of manager _____
- 14) Home telephone # and email _____
- 15) Did you or any member of the above establishment/corporation have any criminal convictions? If so, please describe: _____

 Signature of Applicant

 Federal ID or Social Security #

 Date

=====

I certify under the penalties of perjury that, to the best of my knowledge and belief, I have filed all state tax returns and paid all state taxes required under law.

 Print Name

 Signature of Applicant

 Federal ID or Social Security #

 Date

ALL QUESTIONS MUST BE ANSWERED. ANY FALSIFICATION OF THE FOREGOING INFORMATION WILL LEAD TO IMMEDIATE DENIAL/REVOICATION.

Application must be mailed to Licensing Department, City Hall, 500 Broadway, Room 311A, Chelsea, MA 02150, with the following:

- 1) License fee in the amount of \$100.00, payable to City of Chelsea by check or money order only;
- 2) A Certificate of Insurance showing workers compensation insurance in effect as of the date of issuance of a license or complete and return the enclosed Certificate of Compliance.
- 3) Certificate of Good Standing from the Department of Revenue.

Upon receipt of application, a public hearing will be scheduled (not applicable for renewals).

Upon approval of application, applicant is required to submit the following:

- 1) License fee in the amount of \$100, payable to the City of Chelsea by check or money order only;
- 2) A Certificate of Insurance showing Workers' Compensation Insurance in effect as of the date of issuance of a license or complete and return the enclosed Certificate of Compliance.
- 3) Wage Theft Certification.



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APPLICATION FOR ROOMING HOUSE LICENSE

- 1) Name of rooming house: _____
- 2) Street and number: _____
- 3) # of floors: _____ # of rooms: _____ # of lodgers: _____
- 4) Owner: _____
- 5) D/Birth: _____ Social Security No: _____
- 6) Home address: _____
- 7) Home telephone: _____
- 8) Business telephone: _____
- 9) If owner is a corporation, state the following information for the principal officers:

Name of President _____
Social Security # _____ D/Birth _____
Home Address _____
Home Telephone # _____

Name of Secretary _____
Social Security # _____ D/Birth _____
Home Address _____
Home Telephone # _____

Name of Treasurer _____
Social Security # _____ D/Birth _____
Home Address _____
Home Telephone # _____

Name of Clerk _____
Social Security # _____ D/Birth _____
Home Address _____
Home Telephone # _____

- 10) Manager of rooming house: _____
- 11) Manager's social security #: _____
- 12) Home address of manager: _____

13) Home telephone: _____ Business telephone: _____

Signature of applicant

Federal Tax ID Number

Date

=====

I certify under the penalties of perjury that, to the best of my knowledge and belief, I have filed all state tax returns and paid all state taxes required under law.

Print Name

Signature of applicant

Federal ID or Social Security #

Date

Application must be mailed to Licensing Department, City Hall, 500 Broadway, Room 311A, Chelsea, MA 02150, with the following:

- 1) Application fee (non-refundable in the amount of \$50 (check or money order only, payable to the City of Chelsea);
- 2) Copy of Business Certificate or Articles of Organization;
- 3) Certificate of Good Standing from the Massachusetts Department of Revenue;
- 4) Certificate of Occupancy or application for same;
- 5) Certificate of Insurance showing Workers' Compensation Insurance in effect as of the date of issuance or complete and return the Certificate of Compliance and;
- 6) Completed Wage Theft Certification.

Upon receipt of completed application, a public hearing will be scheduled by the Licensing Commission. Upon approval of application, applicant will be required to pay the following license fee annually, payable to the City of Chelsea by check or money order only:

- a) \$75.00 (1-9 room), or
- b) \$150.00 (10 and more rooms)

The license applied for, if granted, cannot be sold, transferred or surrendered without the authority of the Chelsea Licensing Commission.



City of Chelsea Licensing Commission

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Chelsea, Massachusetts 02150

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Facsimile 617-466-4159

AMUSEMENT/ENTERTAINMENT LICENSE APPLICATION

I, _____ (manager or owner), of
_____ (establishment/organization),

hereby apply for an Amusement/Entertainment License for the licensing
period of _____, 20__, through _____, 20__, at
the premises located at _____, in
Chelsea, MA, during the hours of _____, to
cover the following:

_____ Jukebox _____ Radio _____ TV _____ Live Band

_____ Karaoke _____ Disc Jockey _____ Use of Amplification

_____ Dancing by Entertainers/Performers _____ Dancing by Patrons

_____ Floor Show _____ Light Show _____ Theatrical Exhibition/Movies

_____ Number of Billiard Table(s) _____ Number of Pool Table(s)

Are tables owned by the petitioner? Yes _____ No _____

If not owned by the petitioner, list the owner, social security
number and business address, and telephone number of owner:

_____ Number of Video Amusement Device(s) (Provide the following
information for each amusement device. Use separate piece of
paper, if necessary.)

Name of Amusement Device _____

_____ Purchased _____ Leased

Serial Number of Device _____

Model Number of Device _____

Manufacturer _____

Manufacturer Address and Telephone _____

Owner of Device _____

Owner's Address _____

_____ Other (give detailed description/explanation) _____

Will requested entertainment/amusement be accessible to all ages of the public? _____ Yes _____ No

If no, explain: _____

Will requested entertainment/amusement expose to view any portion of the pubic area, anus, genitals, or female breast below the top of the areola, or any simulation of these areas? _____ Yes _____ No

If yes; explain: _____

It is understood that consideration of this application will be in accordance with the provisions of chapter 140, sec. 177a, and/or sec. 183a, of the Massachusetts General Laws.

It is further understood that only automatic amusement devices approved by the Commonwealth of Massachusetts, Division of Standards, Executive Office of Consumer Affairs, will be licensed if this application is approved.

It is agreed that no person, business or organization owning, supervising or maintaining amusement devices potentially licensed under this application shall be protected, or be entitled to, immunity from prosecution, and/or license revocation, if said amusement devices are used, or allowed to be used, for gambling, gaming or any element of chance...and/or if any financial consideration, direct or indirect, is related to the operation and/or playing of said amusement devices.

I hereby state that all information provided on this application is true and accurate, and I understand that any information that is found to be false or misleading may result in the forfeiture of this license.

Signature of Manager/Owner

Contact Telephone Number

Federal ID Number

Date of Application

Application must be mailed to Licensing Department, City Hall, 500 Broadway, Room 311A, Chelsea, MA 02150, with the following:

- 1) Application fee (non-refundable in the amount of \$50 (check or money order only, payable to the City of Chelsea);
- 2) Photo or picture of requested amusement device(s);
- 3) Hand drawn floor plan (drawn to scale) of proposed location of areas of amusement/entertainment;
- 4) Certificate of Good Standing from the Massachusetts Department of Revenue;
- 5) Certificate of Insurance showing Workers' Compensation Insurance in effect as of the date of issuance or complete and return the Certificate of Compliance and;
- 6) Completed Wage Theft Certification.

Upon receipt of application and all applicable documents, a public hearing will be scheduled by the Licensing Commission (not applicable for renewals).

CERTIFICATE OF COMPLIANCE
PROVIDING COMPLIANCE WITH THE WORKERS' COMPENSATION ACT

Section 25C of Chapter 152 of the Massachusetts General Laws requires that every local licensing authority shall withhold the issuance or renewal of a license or permit to operate a business or to construct a building(s) in the Commonwealth until it has received acceptable evidence of compliance with Workers' Compensation Insurance coverage required by law.

As a person or company seeking renewal of a license, you must submit with your application, a Certificate of Insurance showing workers' compensation insurance in effect as of the date upon which renewal of a license is requested.

In certain circumstances, listed below, workers' compensation insurance is not required. If one of the following situations applies to you, please check off the appropriate exemption and sign the statement where indicated before a Notary Public, who will then notarize the sworn statement:

- () I am self-employed and have no employees who work for me, and perform all the work of my business, at Chelsea, Massachusetts, myself. Therefore, I am not required to obtain workers' compensation insurance.

- () I, and _____ are the owners of the business _____, at Chelsea, Massachusetts, and we have no employees. Therefore, we are not required to obtain workers' compensation insurance

I certify that the above is true and correct under the pains and penalties of perjury this _____ Day of _____, 2016.

Signature

COMMONWEALTH OF MASSACHUSETTS

On this _____ day of _____, 2016, before me, the undersigned notary public, personally appeared the above named person(s) whose name is signed above, and swore or affirmed to me that the contents of this document are truthful and accurate to the best of his/her knowledge and belief.

(seal)

Identification presented: _____

Notary Public
My Commission Expires: _____

WAGE THEFT CERTIFICATION

Pursuant to M.G.L. c. 149, M.G.L. c. 151, I certify under penalties of perjury that, neither this Company nor any of its owners/managers, have been subject to a federal or state criminal or civil judgment, administrative citation, final administrative determination, order or debarment resulting from a violation of M.G.L. c. 149, M.G.L. c. 151, the Fair Labor Standards Act or any other state or federal laws regulating the payment of wages within three (3) years to the date of the License.

Or, I certify that this Company and/or its owners/manager, have provided copies of any and all of the above to the City prior to the date of the renewal of any license and any required wage bond or insurance; and certifies, that while the License is in effect, it will report any instance of the above to the City within five (5) days of business' receipt.

Signature

Federal Tax ID No. or Social Security No.

Date

RESPONDENTS MUST SUBMIT THIS COMPLETED FORM WITH APPLICATION AND/OR RENEWAL.

ATTACHMENT G