

Request Date/Approval: \_\_\_\_\_  
Fire Dept. \_\_\_\_\_/\_\_\_\_\_  
Zoning \_\_\_\_\_/\_\_\_\_\_  
Email & HTE \_\_\_\_\_

**Office of the City Clerk**  
389 Congress Street  
Portland, ME 04101  
(207) 874-8557

App. Fee: New \$35.00 (Renew \$25.00)  
Dance Hall: \$135.00  
Total Due: \_\_\_\_\_

**Application for Dance Hall**  
**(annual permit expiring June 30)**

Please attach a diagram of floor plan showing where in the facility the entertainment will be, the direction of any speakers and where the dance floor, if any, will be located.

**Business Name (d/b/a):** \_\_\_\_\_

Location Address: \_\_\_\_\_ ZIP \_\_\_\_\_ Phone \_\_\_\_\_

(If new, what was formerly in this location: \_\_\_\_\_)

Mailing Address: \_\_\_\_\_ ZIP \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

(If not a corp.): Owner of Business: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address of Owner: \_\_\_\_\_ ZIP \_\_\_\_\_

Manager of Establishment: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Landlord of Premises: \_\_\_\_\_

Address of Landlord: \_\_\_\_\_ ZIP \_\_\_\_\_

Does the issuance of this license directly or indirectly benefit any City employee(s)? \_\_\_ Yes \_\_\_ No  
If yes, list name(s) of employee(s) and department(s).

Have any of the applicants, including the corporation if applicable, ever held a business license with the City of Portland? \_\_\_ Yes \_\_\_ No. If yes, please list business name(s) and location(s):

Is any principal officer under the age of 18? \_\_\_ Yes \_\_\_ No

Have applicant, partners, associates, or corporate officers ever been arrested, indicted, or convicted for any violation of law? \_\_\_ If yes, please explain:

**CORPORATE APPLICANTS: Please attach a list of all principal officers, date of birth & town of residence**

Corporation Name: \_\_\_\_\_

Corporation Mailing Address: \_\_\_\_\_ ZIP \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Will music be electric or acoustical or both? \_\_\_\_\_

Will amplification be used? \_\_\_\_\_

If yes, where? \_\_\_\_\_

Will you permit dancing on the premises? \_\_\_\_\_ Yes \_\_\_\_\_ No

Will you permit dancing or entertainment after 1:00AM? \_\_\_\_\_ Yes \_\_\_\_\_ No

Will recorded music be played: Inside \_\_\_\_\_ Outside \_\_\_\_\_ Both \_\_\_\_\_

What is the distance to the nearest residential dwelling unit both inside and outside the building from where the entertainment will take place? \_\_\_\_\_

Will food be served or available for purchase? \_\_\_\_\_ Yes \_\_\_\_\_ No

Please describe in detail the type and nature of the business and proposed entertainment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If new applicant, what is your targeted opening date? : \_\_\_\_\_

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Applicant, by signature below, agrees to abide by all laws, orders, ordinances, rules and regulations governing the above license and further agrees that any misstatement of material fact may result in refusal of license or revocation, if one has been granted. Applicant agrees that all taxes and accounts pertaining to the premises will be paid prior to issuance of the license.

It is understood that this and any application(s) shall become public record and the applicant(s) hereby waive(s) any rights to privacy with respect thereto.

I/We hereby authorize the release of any criminal history record information to the City Clerk's Office or licensing authority. I/We hereby waive any rights to privacy with respect thereto.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_