



## ENTERTAINMENT/DANCING VENUES

### WHO NEEDS A LICENSE?

Any person that operates a building or place located inside or outside as an entertainment venue either as a full-time permanent establishment such as a nightclub/bar or as a venue available for rental to other people or organizations for temporary entertainment events.

The license was created for the protection of the public welfare, health, and safety of those that attend and patronize these establishments by requiring an inspection of the premises prior to operating and a written safety plan created that includes reports to the Tacoma Fire Marshal and Tacoma Police Chief.



If you are renting your venue to other organizations or people and the event is open to the public, there are requirements that the organizer/host of the event needs to meet prior to the start of the event to ensure public health, safety and welfare.

### VENUE RENTALS TO OTHER ORGANIZATIONS

#### CHECKLIST FOR EVENT ORGANIZER:

- City Business License
- Licensed Security Personnel
- Set up to Collect City Admissions Tax of 5%

### PRIVATE EVENTS:

Private events such as weddings, retirement parties, or banquets not advertised on social media or other media venues do not require a license.

If the private event is going to serve alcohol the event coordinator must obtain a Banquet Permit from the WA State Liquor Cannabis Board or the caterer must have an alcohol endorsement attached to their caterer's license.



# SECURITY PERSONNEL LICENSE

## WHO NEEDS A LICENSE?

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## EXEMPTIONS

- Commissioned law enforcement officer
- Licensed security guard under RCW 18.170
- Club members at a private club issued a valid “club license” by Washington State Liquor Cannabis Board

## LICENSE REQUIREMENTS

- City Business License (if self-employed)
- Security Personnel License fee of \$50
- Criminal background check



## ADMISSION TAX

## WHO SHOULD COLLECT ADMISSIONS TAX?

Entertainment establishments that charge a fee, cover charge or ticket price for admission are required to collect and remit to the City a 5% admission tax.

Your customers must be notified of the admission tax charge either on a ticket or by posting a sign at your entrance which breaks down the admission charge as follows:

Established Price \_\_\_\_\_

City Admission Tax \_\_\_\_\_

Total Price \_\_\_\_\_

## NON-PROFIT ORGANIZATIONS

If you are a non-profit organization holding a fundraising event, you may be exempt from collecting admission tax. Contact us at 253-591-5252 or [taxinfo@cityoftacoma.org](mailto:taxinfo@cityoftacoma.org) to discuss your event.

For general information regarding admission tax or to obtain a Supplemental Admission tax form visit [Tacoma.gov/taxandlicense](http://Tacoma.gov/taxandlicense) or email [taxinfo@tacoma.gov](mailto:taxinfo@tacoma.gov).



**Finance Department**  
Tax & License Division  
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Tacoma WA 98402  
253-591-5252

Note: This Information Sheet does not substitute for codes and regulations. The business owner is responsible for compliance with all codes and regulations, whether or not described in this document.

To request this information in an alternative format or a reasonable accommodation, please call 253-591-5252.