Finance | Tax & License Division

ENTERTAINMENT / DANCING – NO LIQUOR SERVED LICENSE APPLICATION

Tacoma Municipal Code (TMC) Chapter 6B.80

To apply for this license, the business must already be registered with the city, or this application must be submitted with the general business license application. Visit tacoma.gov/taxandlicense for more information

BUSINESS INFORMATION

1. Does the business have a City of Tacoma business license?

☐ Yes, provide City Account Number: _____

☐ No, you must submit form with business license application, visit Tacoma.gov/taxandlicense

2. Enter start date for this activity _____

3. Describe in detail the business activity:

_____

_____

4. Legal Business Owner Name: _____

5. Establishment Name/DBA: _____

6. Location Address: _____

HOURS OF OPERATIONS - All Entertainment establishments shall be closed at or before 2:00 a.m. and shall remain closed until 6:00 a.m. on the same day unless authorized by the Director.

ENTERTAINMENT LICENSE REQUIREMENTS

Written Safety Plan: Per TMC 6B.80 a written safety plan is required to be submitted with application. See page 3 for template.

Security Personnel: All security personnel are required to obtain a Security Personnel License, per TMC Chapter 6B.70.

SIGNATURE AND PROCESS

Per Tacoma Municipal Code 6B.80, The licensee, business owner, manager or other responsible party shall allow entry by public officers for the purpose of ensuring public safety at any time the establishment is open in accordance with TMC 6B.10.180. Entertainment establishments shall not allow any person under the influence of illegal substances to enter or remain in any such establishment.

License fee and Written Safety Plan must be submitted with business license application unless already registered with the city. Applications received without payment or required forms will be delayed and/or returned. Once your application has been processed the application will be reviewed by the appropriate departments in the City for approval. **Please allow 10-15 business days for approval process to be completed**.

Signature

The licensee agrees to comply with all City Codes and Ordinances, which includes, but not limited to: Building codes, zoning and fire codes.

Signature_____Date_____

Printed Name_____Title_____

Contact Phone_____

License Fees	First Year Fee	Renewal or *Temporary Fee
Entertainment License	$250	$150
Charitable Organizations	$75	$75
****Teen Dance Permit (per event)**	$125	

*Temporary event license has a separate application, visit Tacoma.gov/taxandlicense to download form or call 253-591-5252.

**Teenage Dance permit has a separate application, visit Tacoma.gov/taxandlicense to download form or details or call 253-591-5252.

Submit application with payment and Written Safety Plan

Finance | Tax & License Division

Entertainment and Dancing License Written Safety Plan

Tacoma Municipal Code (TMC) Chapter 6B.70 and 6B.80

ON-SITE MANAGER INFORMATION

Person responsible for addressing safety, security, or complaints from patrons or neighborhood residents

Business Name_____

Manager Name_____

Phone Number_____Email Address_____

HOURS OF OPERATIONS & BUSINESS ACTIVITY

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Hours							

If Business Hours Change Notify Tax & License at Licenseinfo@Tacoma.gov

1. Activity will be held (select one) ☐ Indoors ☐ Outdoors ☐ Both Indoors and Outdoors

3. Will admission be charged? ☐ Yes ☐ No ☐ Occasionaly

4. Will you lease/rent the space to others to hold their own events? ☐ Yes ☐ No

5. Will you be holding dances, dance parties, where the primary purpose is a public dance? ☐ Yes ☐ No

5a. **If Yes**, will guests be allowed to attend that are under 18 years of age? ☐ Yes ☐ No

6. Provide your scope of business activity: Be specific by explaining the type of entertainment that will be provided and the age of guests. Please list all types of entertainment that will occur at the establishment.

_____

_____

_____

_____

747 Market Street, Room 212 Tacoma WA 98402 253-591-5252 tacoma.gov/tandlicense

REPORTS TO THE CHIEF OF POLICE – AS REQUIRED BY TMC

All security personnel must be licensed and complete an online training prior to working in the City of Tacoma and records of current security personnel must be available upon request by a public official.

1. Are you using security personnel? ☐ Yes ☐ No ***If No**, skip to Question 5*

2. Are you using a security guard company? ☐ Yes ☐ No **If yes,** name of company? _____

3. List or attach a drawing of where the security personnel will be located throughout the establishment.

_____

_____

_____

_____

4. What are your procedures for verifying security personnel are properly licensed?

_____

_____

_____

5. What are your procedures for checking identification and searching patrons?

_____

_____

_____

_____

6. What are the procedures for ensuring that only persons 21 years or older are serviced liquor or allowed in areas restricted to persons over 21 years?

_____

_____

_____

_____

7. What are the procedures for handling violent incidents, other emergencies and calling the Tacoma Police Department?

_____

_____

_____

_____

8. Describe the training provided or completed by the security and other personnel, including conflict de-escalation training.

9. What are the procedures for crowd control and preventing overcrowding?

_____

_____

_____

_____

10. What are the procedures for disturbances outside the premises, including property adjacent to or in proximity to the establishment, from patrons entering and leaving the establishment, *for example:* loitering, vandalism, noise, parking and crowd dispersal?

_____

_____

_____

REPORTS TO THE FIRE MARSHALL – Any entertainment establishment that has a building occupancy of **more than 99** persons must complete this section:

1. Square Feet of Building_____ Building Occupancy_____ Number of Exits_____

2. What is your plan for quarterly fire drills by employees, as required in section 405 of the International Fire Code.

_____

_____

_____

3. Provide the plan of action for employees in the event of fire or earthquake.

_____

_____

_____

4. Attach the fire evacuation and fire safety plan for the building, as required by Section 404 of the International Fire Code.

WRITTEN SAFETY PLAN SIGNATURE

By signature below the licensee acknowledges 1) they will remain in compliance with all City Codes, which include, but are not limited to, the Entertainment licenses outlined in TMC 6B.70 and 6B.80, Building, Zoning and Fire, and rules and regulations of the WA State Liquor Cannabis Board; and 2) if business activities create immediate hazardous conditions to life or property, according to TMC 6B.10.145, the business license may be summarily suspended and the business operation closed.

_____ _____

Signature Date

_____ _____

Print Name Phone Number

The applicant will receive notification once all City departments have reviewed the information