



# PRIVATE CLUBS – SUPPLEMENTAL

## Tacoma Municipal Code 6B.80

To ensure public health, safety and welfare of citizens, all private Clubs operating from a commercial location are inspected by Tax & License and to verify the club meets the Bona Fide Club Exemption as outlined in Tacoma Municipal Code (TMC) 6B.80 – Entertainment/Dancing. If club is not currently registered, this supplemental form must be submitted along with the business license application.

Complete the information below. A Tax & License Compliance Office will contact the business owner within five (5) business days of receiving a completed business license application and supplemental to schedule a site inspection.

Club Information						
Legal Club/Business Name:						
Club Location:						
Is Club Open to the Public? <input type="checkbox"/> YES <input type="checkbox"/> NO			Will you Lease/Rent Space Out? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Do you Charge Admission? <input type="checkbox"/> YES <input type="checkbox"/> NO			Do Club Members pay Fees or Dues? <input type="checkbox"/> YES <input type="checkbox"/> NO			
<b>Provide description of activities, including types of entertainment (i.e. music, dancing, shows):</b>						
<b>List Owners, Managers, Persons in Control.</b> State and Federal criminal background checks may be conducted per TMC 6B.10.190. Attach list of additional names, if needed.						
Name:			Phone:			
Name:			Phone:			
Name:			Phone:			
<b>Hours of Operation</b> - Enter Hours of Club Operation						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Alcohol / Smoking</b>						
Will alcohol be served or consumed on the premises? <input type="checkbox"/> YES <input type="checkbox"/> NO <b>If Yes, a WSLCB Club License is required.</b>						
<b>Note: It is against the law to smoke or vape indoors in public places and workplaces.</b>						
<b>Include the Following Required Documents</b>						
<input type="checkbox"/> Copy of valid government issued photo identification for all owners <input type="checkbox"/> Copy of Washington State Liquor Cannabis Board (WSLCB) Club License (if alcohol on premises) <input type="checkbox"/> Copy of club bylaws, membership applications, and/or other records that would indicate your club is a Bona Fide Club as defined in TMC 6B.80 and outlined in Rule 1016 - Private Clubs						
<b>Questions?</b> Contact Tax & License at <a href="mailto:licneseinfo@tacoma.gov">licneseinfo@tacoma.gov</a> or call 253-591-5252						