



# TEMPORARY ENTERTAINMENT LICENSE APPLICATION AND WRITTEN SAFETY PLAN

## Tacoma Municipal Code (TMC) Chapter 6B.70 and 6.80

This application is for events with a duration of less than 11 days and the entertainment location does not have an entertainment license.

### PRIOR TO THE EVENT:

1. **Apply** for Tacoma business license, visit [tacoma.gov/taxandlicense](http://tacoma.gov/taxandlicense) for way to apply.
2. **Submit** the Temporary Entertainment Event Application, to Tax & License at least 15 days prior to the event.
3. **Ensure** Security Staff apply or are licensed for City Security Personnel Licenses For requirements, exemptions and application, visit [tacoma.gov/taxandlicense](http://tacoma.gov/taxandlicense). See page 5 for more details
4. **Verify** City Admission tax is being collected on all ticket charges/donations for admission to event. See page 5 for more details.
5. **Obtain** WA State Liquor License if serving liquor

### AFTER THE EVENT

1. Submit City Admission tax to Tax & License as applicable, visit [tacoma.gov/taxandlicense](http://tacoma.gov/taxandlicense) to learn more

### EVENT ORGANIZER/HOST INFORMATION

Are you a Non-Profit Organization 501(c)(3), 501(c)(4) or 501(c)(10) Yes ☐ No ☐

Organization/Host Name: \_\_\_\_\_ City Account Number \_\_\_\_\_

Address: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### EVENT DETAILS

Name of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_  
Address

Name of Establishment Holding Event: \_\_\_\_\_

The Event Will be Held (select one): ☐ Indoors ☐ Outdoors ☐ Both indoors and outdoors

Date(s) of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Description of Entertainment Event:

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**Which of the Following Activities Will the Event Include? (Select all that apply)**

☐ Live Entertainment ☐ Dancing or Skating for Patrons

☐ Performers receiving compensation directly from patrons

☐ Liquor – Name of Entity Liquor license Issued to: \_\_\_\_\_

**Note:** Entertainment license will not be issued without a valid WA State Liquor license/permit on file for the event

☐ Persons Under the Age of 18

**Will you Charge for Admission to Event?** \*Yes ☐ No ☐ **If Yes\***, add name of who will be collecting City

Admission Tax: \_\_\_\_\_

**WRITTEN SAFETY PLAN**

**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 \_\_\_\_\_

**REPORTS TO THE CHIEF OF POLICE – WRITTEN SAFETY PLAN**

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.

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

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

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

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

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

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

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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?

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**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 \_\_\_\_\_ Number of Exits \_\_\_\_\_ Building Occupancy \_\_\_\_\_

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

**Temporary Place of Assembly Permit:** This permit is required when one of the following occurs:

1. You are operating a large carnival, fair or festival (+100 participants).
2. When the venue in which your event takes place is not already a Place of Assembly.
3. When the Assembly venue in which your event takes place has a temporary change of use or type temporary change in type of activity, a temporary increase in occupancy load, a temporary change in routes of exit from the venue, or a temporary introduction of an additional hazard, (e.g. candles, display of vehicles, performances that include pyrotechnics or fire).

**Please contact Tacoma Fire Prevention Bureau at 253-591-5740 or [tfdpermits@tacoma.gov](mailto:tfdpermits@tacoma.gov) to verify if a Temporary Place of Assembly permit is required for your event.**

**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 \_\_\_\_\_

6B.70 ENTERTAINMENT/DANCING CLASS LICENSE LIQUOR SERVED	FIRST YEAR FEE	RENEWAL OR TEMPORARY FEES
<b>Class "C"</b> Location may provide live entertainment in which the public/members are allowed to watch, listen or participate. (i.e. karaoke, comedians, performances)	\$200	\$150
<b>Class "B"</b> Activity allowed under Class 'C' <b>and</b> patrons are permitted to dance.	\$450	\$300
<b>Class "A"</b> Includes activity allowed under Class 'B' and 'C' Location may provide live entertainment where a person is engaged or employed to provide dancing performances or similar amusement, and entertainer receives compensation directly from patrons.	\$1500	\$1000

<b>6B.80 ENTERTAINMENT/DANCING - NO LIQUOR SERVED AND TEENAGE DANCE</b>	<b>FEE</b>	<b>RENEWAL OR TEMPORARY FEES</b>
6B.80 Entertainment/Dancing Establishment - No Liquor Served	\$250	\$150
Charitable Organization	\$75	\$75
Teen Dance Permit	\$125	\$125

The applicant will receive notification once all City departments have reviewed the information and approved the license. For questions contact Tax & License at 253-591-5252.