



St. Mary Municipal Corporation

Entertainment/Events Application Form

Under the Building Act 2018, The St. Mary Parish Council (Places of Amusement) Regulations 1999 and the Town & Country Planning (Control of Advertisement) Regulations, 1978

Date: Day ____ Month _____ Year _____

The Chief Executive Officer
The St. Mary Municipal Corporation
13 Hodgson Street
St. Mary, Jamaica

Dear Sir/Madam,

SECTION A

A1. Applicant's Name:

A2. Applicant's Address:

A3. Applicant's Contact Info:

Cell:	<input type="text"/>	Landline:	<input type="text"/>
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A4. Applicant's TRN:

A5. Applicant's Email Address:

A6. If Applicant is a Company, list Directors:

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

SECTION B

B1. Type of Amusement License:

Annual Special Event Other (Please specify): _____

B2. Type of Entertainment:

- | | | |
|-----------------------------------------------|-------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Cinema | <input type="checkbox"/> Dance | <input type="checkbox"/> Club |
| <input type="checkbox"/> Open Air Dance Venue | <input type="checkbox"/> Carnival | <input type="checkbox"/> Skate Rink |
| <input type="checkbox"/> Festival | <input type="checkbox"/> Amusement Arcade | <input type="checkbox"/> Fashion |
| <input type="checkbox"/> Games | <input type="checkbox"/> Circus | <input type="checkbox"/> Sports |
| <input type="checkbox"/> Concert | <input type="checkbox"/> Comedy | <input type="checkbox"/> Sports Bar |
| <input type="checkbox"/> Exposition | <input type="checkbox"/> Parade | <input type="checkbox"/> Other (please specify) |
| <input type="checkbox"/> Round Robin | <input type="checkbox"/> Party | _____ |
| <input type="checkbox"/> Fish Fry | | _____ |

SECTION C

C1. Location of Business Activity/ Event Venue:

Street Number: _____

Street Name: _____

Plaza/Commercial District: _____

Parish: _____

Vol. # _____ Folio # _____ Valuation # _____ Name of Owner: _____

C2. Where the Application is for a *Special Event License*, please state the date of the event:

Day _____ Month _____ Year _____

C3. Use of Venue

- Building Only Grounds Only Building and Grounds

C4. If the venue has more than one building, please identify all of the buildings to which the license applies.

N.B. Please be advised that the following documents must accompany the completed application form:

- Proof of Ownership, Lease Agreement or Authorization Letter from the owner
- Certificate of Property Tax Payment
- Insurance Certificate
- Fire Certificate

SECTION D

D1. Maximum Capacity of Venue: _____

D2. Maximum Number of Patrons Expected: _____

D3. Parking Capacity: _____

D4. If there are additional parking arrangements please indicate:

<i>Location</i>	<i>Organization's Name</i>	<i>Capacity</i>

D5. Are there Private Security arrangements in place? Yes No

D6. If yes, please indicate:

Name of Company: _____

Total No. of Security for the Event: _____

SECTION E

N.B. All applicants for an **Entertainment/Event License** are hereby advised that approval is required from the **St. Mary Municipal Corporation** to display advertisements for the event being promoted/hosted at the venue for which the application is being made and for the erection of all temporary structures. Failure to obtain this approval will result in any one of the following:

- Removal of Advertisement
- Removal of the structures
- Refund/Revocation of Entertainment/Event License

E1. Examine the table below. If you will be displaying any of these items at or leading up to the event, please provide the requested information.

Type	Size(s)	Qty	Total Cost
Feather Banners			
Bunting			

Type	Size(s)	Qty	Total Cost
Banners			
Poster/Flyer			
LED Screens			
Illuminated Signs			
Sign boards	1' x 1' – 4' x 4'		
	2' x 2'		
	3' x 3'		
	4' x 4'		
	8' x 4'		
Stage(s)	20' x 24'		
	16' x 8'		
	10' x 10'		
	8' x 8'		
	12' x 8'		
	12' x 12'		
Trussing			
Tent(s)	20' x 20'		
	10' x 20'		
	10' x 10'		
Branded Tents			
Booths			
Any other structure			
Sub-Total for Advertisement			
Sub-Total for Structures			
Sub-Total for Places of Amusement License			
Inspection Cost:			
Total Cost:			

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief, and I undertake to inform you of any changes therein immediately in case any of the above information is found to be false, untrue, misleading or found to be a misrepresentation. I confirm that I may be held liable to same.

Applicant's Signature: _____

Date: _____

Application for Entertainment/Events in accordance with the Building Act 2018, The St. Mary Parish Council (Places of Amusement) Regulations 1999 and the Town & Country Planning (Control of Advertisement) Regulations, 1978

For Official Use Only

Entertainment/Event License Fees Paid?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Yes, Receipt No. _____
Fee for Advertisements Paid?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Fee for Temporary Structures Paid?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Insurance Certificate Provided?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Fire Certificate Provided?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Floor and Site Plan Provided?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Certificate of Property Tax Payment Provided?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Proof of Ownership/Authorization Provided?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Approval Granted?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Comments:	<div style="border: 1px solid black; width: 100%; height: 100%;"></div>		

Name of Processing Officer: _____ Signature & Date: _____
 (block letters):

Approved by _____ Signature & Date: _____
 (block letters):

Name of Cashier: _____ Signature: _____
 (block letters):

Date _____