



## TOWN CLERK'S OFFICE

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### M E M O R A N D U M

**To:** Honorable Town Council

**From:** Melissa Cordeiro, Council Clerk

**Re:** Update on the Process for Dancing and Entertainment Licenses  
& Clarification on Sunday Entertainment Licenses (continued  
from September 18, 2024)

**Date:** October 22, 2024

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This memo is to provide an update on the process for obtaining dancing and entertainment licenses in the town, along with clarification on the regulations regarding Sunday entertainment.

**Process for Dancing and Entertainment Licenses:**

The process for obtaining dancing and entertainment licenses continues to follow the established guidelines. Applicants must submit their requests to the Town Clerk's office, after which the application is reviewed by the Council for approval. Licenses are granted based on the specific terms set by the Council, including the approved hours of operation. Any modifications to the original license, such as extended hours or additional activities, require Council review and approval.

**Clarification on Sunday Entertainment Licenses:**

For establishments that already have a valid dancing and entertainment license and have included Sunday hours of operation on their approved petition, there are no additional licensing requirements. However, the following exceptions apply:

1. **Non-Profit & Profit Organizations:** A special one-day license is required if a non-profit or profit organization intends to hold an entertainment event on a Sunday or any other day. Applicants must submit their requests to the Town Clerk's office, after which the application is reviewed by the Council for approval.
2. **Modifications to Existing Licenses:** If an establishment that currently holds a dancing and entertainment license seeks to extend its entertainment activities on Sundays or beyond the originally approved terms, they must apply for a modification, which will require Council approval. If the request is for a single additional day that is not part of their regular annual hours, the establishment can seek a one-day event approval, similar to non-profits or profits requesting a special one-day license.
3. **Outdoor Entertainment:** At the Council meeting on June 22, 2023, the Council passed a motion establishing that all outdoor entertainment must cease by 11:00 PM on Fridays and Saturdays. However, this limit was not formally added to the ordinance, and no specific provisions were discussed for Sundays.

I would recommend that the ordinance be amended to reflect the 11:00 PM outdoor entertainment end time for licensed establishments on Fridays and Saturdays as passed by the Council. Additionally, the Council may wish to consider whether to set similar limits for Sunday outdoor entertainment for clarity and consistency.

There is no need for a separate Sunday license unless the proposed entertainment activity falls outside the scope of the original license or involves a non-profit/ profit organization seeking a one-day permit.

If further clarification or discussion is needed on this process, I am happy to provide additional details