

## **Common Victualler License Juke Box and Automatic Amusement Device Licenses**

### **Deadlines:**

- **November 19** – Applications must be submitted to the Board of Selectmen by this date.
- **December 31** – Approved licenses must be paid for and in your hands by this date.

### **Things to include:**

- Application
- Workers' Compensation Insurance Affidavit form
- Proof of Workers' Compensation coverage
- Fees

### **Instructions for Application:**

- Name of applicant – This is an individual, partnership or corporation; if a corporation, be sure to use the corporate name; if an individual doing business as, use the individual's name.
- Machines – If you are renewing a license for a juke box or automatic amusement device, please take the information from the machine itself, not from last year's form, to be sure that you are still licensing the correct machine.
- Signature – Sign the application twice, once as applicant and once to certify that taxes have been paid.
- Number – Use Social Security number if the applicant is an individual, use the Federal Identification number if the applicant is a corporation.

### **Instructions for Workers' Compensation:**

- Affidavit – Fill out the Affidavit even if policy is not required – for example, if the business owner is a sole proprietor, or legal partnership, with no employees.
- Proof of coverage – May be a certificate from the insurance company, or may be copy of current policy information page (please make sure it shows the Workers' Comp coverage).
- Policy date – Use the policy currently in effect, even if policy is about to expire; policies renew at various times during the year.

### **Live entertainment:**

- Apply soon enough – Make application by the Tuesday 2½ weeks before the event. This is to allow time to get on the agenda before the Select Board meeting and allow time afterward to get the permit in the mail. Live entertainment includes D.J.

(continued over)

**Payment:**

- Please make payable to Town of Williamsburg.
- It is recommended that payment be included with the renewal application. Licenses will be mailed upon approval by the Board of Selectmen.
- Alternatively, you may bring in payment and pick up your license after approval; no later than December 17.

**Contact:**

- Telephone is 413-268-8400.
- Email is [selectmen@burgy.org](mailto:selectmen@burgy.org).
- If your email address changes, please let me know.
- Please call or email with any questions.

**Hours:**

- Normal hours are Monday to Thursday and they vary, often from 10 to 2; best time to reach me is between 1 and 2.
- Winter weather, holidays, vacation days and illness are likely to reduce availability.