

New Entertainment License Requirements

- Fill out application and BCI (background check) and drop off both at the Smithfield Police Department for the Police Chief's signature
- Once the application is signed from the Police Chief, the next step is to get the signatures of the Building Official, Fire Department and the owner of premises
- Cost of the Entertainment License is \$115.00
- Noise permit may be required if Entertainment is being conducted outdoors
- Once all paperwork is received the new license will be placed on the Town Council agenda for approval (**please note:** all complete paperwork must be received in the Town Clerk's Office the Wednesday of the week before a Town Council Meeting by 12:00 p.m.)