



Memorial Hall/Lowell Hall

Office for the Arts at Harvard

45 Quincy Street | Cambridge | Massachusetts 02138 | T 617.496.4595 | F 617.495.2420 | www.fas.harvard.edu/~memhall

LICENSE REQUIREMENTS FORM for Producers at Sanders Theatre and Lowell Hall

If you are selling goods of any kind at your event (not tickets; but CD's, records, tapes, T-shirts, etc.), this form is needed to obtain the appropriate license from the City of Cambridge License Commission. You must purchase a "peddler's" or "transient vendor's" license for each calendar day you are selling goods.

PROCEDURES FOR OBTAINING APPROPRIATE MUNICIPAL LICENSE(S):

1. Complete the form below. Bring it to the Memorial Hall/Lowell Hall Complex office for a signature. The office is at Memorial Hall, 45 Quincy Street, Room 027, Hours: Mon-Fri 10AM-6PM, Telephone: 617.496.4595.
2. Obtain the signature of Chief Riley, or his designee, at the Harvard University Police Department at 1033 Massachusetts Avenue, Cambridge. Hours: Mon-Fri 9AM-5PM. Telephone: 617.495.1215.
3. Take form to City of Cambridge License Commission, Lombardi Municipal Building, 831 Massachusetts Avenue, Cambridge (Central Square). Telephone: 617.349.6140 (call to confirm office hours—they currently close at noon on Fridays). A fee is charged for each license, payable in cash or by check. The license must be obtained **in person** by the "organization representative" listed below.

Copies of this form are sent to the following: Harvard University Insurance Office, Memorial Hall/Lowell Hall Production Staff, and kept on file at the Memorial Hall/Lowell Hall Complex administrative office.

DEADLINE: Any required license must be on file in the Memorial Hall Director's office by noon of the day the event is being held. For weekend events, the deadline is the previous Friday at noon.

PRODUCING ORGANIZATION: _____

ORGANIZATION REPRESENTATIVE: _____

SPACE(S) RESERVED: _____ EVENT(S): _____

DATE(S) & TIME(S): _____

ITEMS BEING SOLD: _____

Harvard University: Memorial Hall/Lowell Hall Complex Director's Approval

Signature: _____ Representative, Memorial/Lowell Complex

Date: _____

Harvard University Police Verification (required for all Municipal Licenses)

Signature: _____ Title: _____

Date: _____