

Town of West Hartford
Entertainment License Instructions

West Hartford Town Code, Chapter 75. Entertainment Licenses requires that any business wishing to have live or pre-recorded amplified musical performances, and or dancing to live or pre-recorded amplified music or song, either by patrons or by performers for the benefit of an audience of two or more persons, obtain a permit from the West Hartford Police Department.

Applications for this license are available at the Records Division of the West Hartford Police Department or on line at <https://www.westhartfordct.gov/gov/departments/police/>. There is no fee for this license and the license does not expire. The license will remain active so long as the conditions to retain it as noted in the ordinance are maintained. The license is non-transferable to another business or owner.

The license can normally be obtained within 2 business days of submission.

Please note, no license is needed for any business that has background music for their patrons that a normal conversation can be heard above.

Directions:

- Please read the town ordinance. Contact the West Hartford Police Department Records Division at 860-570-8800 if you have any questions about the ordinance.
- Do not submit your application until all other approvals have been received by all town and state agencies. Some of these may include the zoning office, building department, health department, liquor commission, etc. You may open your business prior to obtaining an entertainment license, however, no entertainment under this ordinance can occur until you are permitted.
- Fill out the application form completely. The form must include the hours of operation that the entertainment will be held, a description or site plan on where the entertainment will be held in the building and must be signed by the business owner, the building owner and the liquor permittee (if applicable).
- Please drop off or mail in your application form to:
Records Division
West Hartford Police Department
103 Raymond Road
West Hartford, CT 06107