



Town of Douglas Pool Table License Application Checklist MGL c 140 (177)

All Fillable Forms can be found at <https://douglas-ma.gov/264/Pool-Table>. After downloading the forms, open them in Adobe Reader, type in the information, print, and sign.

- Complete** Pool Table License Application. (form online)
- News Paper Notice** at applicant's expense. Bring full page from paper of notice to Board of Selectmen's Office. Must be published not less than seven (7) days prior to hearing. (Board of Selectmen's Office will help with this.)
- Must **notify abutters** by Certified Mail, not less than seven (7) days prior to hearing at applicant's expense. For purposes of a pool table license application, an abutter is a person whose property directly abuts the premises for which license is sought or directly opposite said land on any public or private street. (Board of Selectmen's Office will help with this.)
- Written Agreement:** Written agreement from property owner if not applicant.
- Workers Compensation Certificate of Insurance** per MGL c152, §25A. Contact your insurance company and have them fax it to 504-476-4012 attn: Board of Selectmen or email skane@douglas-ma.gov.
Please make sure the Town of Douglas is listed as "Certificate Holder".
- State Workers' Compensation Insurance Affidavit** – Even if your establishment does not require Workers' Compensation this must be filled out. (form online)
- Business Certificate** per MGL c110, §5&6; Any person conducting business in the commonwealth under any title other than the real name of the person conducting the business, whether individually or as a partnership, or under the true corporate name. See the Town Clerk.
- Emergency Contact information** to include: Contact name and phone number, hours of operation and whether or not the premises are alarmed. (form online)
- Check made out to the Town of Douglas for **\$20.00**.

Return checklist and all paperwork to the Selectmen's Office.

Please Note: Please allow three weeks for processing. All applications must be reviewed by other Boards / Committees / Departments. The review process will take about two weeks. Once reviewed the application will be placed on the Board of Selectmen's agenda. The Board of Selectmen meet the 1st and 3rd Tuesday of each month.