PEDDLER / VENDOR LICENSE FORM for Producers at Sanders Theatre and Lowell Hall
If you are selling goods at your event (EXCLUDING tickets, printed materials, CDs or other recorded materials),
this form is needed to obtain the appropriate license from the City of Cambridge License Commission. You must
purchase a One Day Peddler/Vendor License for each calendar day you are selling goods.

PLEASE ALLOW ENOUGH TIME TO HAVE THIS FORM TO THE CAMBRIDGE LICENSE COMMISSION AT LEAST
TWO WEEKS BEFORE YOUR EVENT:
The Cambridge City Council must vote and approve your application; the two weeks will give time to have the
request put on the Council’s meeting agenda.

PROCEDURES FOR OBTAINING APPROPRIATE MUNICIPAL LICENSE(S):

1. Complete the form below. Either email the signed copy to memprod@fas.harvard.edu or 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 9AM-5PM, Telephone: 617.495.5595. If you do email, please follow up with a phone
call to let us know you have done so.

2. Memorial Hall Production Department will obtain the signature of the Harvard University Police Department.
When this has been done you will receive an email that it is ready for pick up.

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). A fee is charged
for each license, payable in cash or by check. The form will need to be dropped off at least two weeks in
advance. Call the License Commission back to see if the license is ready.

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.

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:__________________________________