



# Memorial Hall/Lowell Hall

Office for the Arts at Harvard

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## **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](mailto: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: \_\_\_\_\_