



TABLE GAMES LICENSE APPLICATION CHECKLIST AND FACT SHEET

Applicant: _____ License # _____

TAXES - Confirmation by the Richmond Tax Collector that taxes and fees on the business location in Richmond are current.	
ZONING – FOR NEW LICENSES OR NEW LOCATIONS ONLY – Confirmation by the Richmond Zoning Enforcement Officer that the use is allowed at the proposed location.	
LICENSE FEE - \$25 for each billiard or pool table or for each machine or device in a game room.	

Who must obtain this license

This license is required:

- To keep one or more billiard tables, bagatelle tables, pool tables, or scippio tables in a place of business for the public to use.
- To operate a pinball room or game room, a place where three or more pinball machines or other gaming machines or devices are available to the public entertainment, if the machines or games are the main source of income for the pinball or game room.

License expiration date The license expires on November 30 and must be renewed every year.

Requirements for holding a license The license is issued to a person or business at a particular location. If the business relocates, the license holder must apply to the town council for a license transfer.



TABLE GAME LICENSE APPLICATION

Applicant's name:
Individual responsible for daily operation of the business: NAME: _____ PHONE: _____ Title or position: Telephone number:
<input type="checkbox"/> NEW LICENSE <input type="checkbox"/> TRANSFER TO NEW LOCATION <input type="checkbox"/> RENEWAL
NAME AND ADDRESS OF BUSINESS
PROPERTY OWNER: Owner's Name: Mailing Address:
What type of business is this? <input type="checkbox"/> Restaurant <input type="checkbox"/> Tavern or bar <input type="checkbox"/> Game room <input type="checkbox"/> Other:
How many billiard tables, bagatelle tables, pool tables, or scippio tables?
What days and hours is the establishment is open to the public?

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OFFICE USE ONLY

Date of Town Council approval	Date license issued
Fee paid:	Date license expires
License issued by:	