



**City of Annapolis**  
Office of the City Clerk  
160 Duke of Gloucester Street  
Annapolis, MD 21401-2517

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## Theatre / Hall License

A theatre / hall license is required for any person(s) permanently established and equipped to present entertainment for a profit and to ensure compliance with all applicable City Code regulations.

### Authority

Annapolis City Code and Charter, [Chapter 7.08.060](#)

### Steps in the application process

1. The applicant contacts the Office of the City Clerk in writing on company letterhead to register.
2. The applicant submits a \$30.00 fee, payable to the *City of Annapolis*, with the letter.
3. The applicant receives from the Office of the City Clerk a registration certificate which must be displayed in a conspicuous place.

### Processing time

Processing of your application will take approximately two weeks. Please contact us after that time to determine the status of your application.

### Enforcement and appeals

#### [§7.08.060](#)

A violation of or failure to comply with this chapter is a misdemeanor, punishable upon conviction by a fine not to exceed \$100 or imprisonment not to exceed ninety days or by both fine and imprisonment. Conviction for any violation of the provisions of this chapter constitutes cause for immediate suspension or revocation of a license by the mayor after a hearing has been afforded to the licensee.

### CODE

#### [§7.08.060](#)

It is unlawful for any person to operate a theater or hall which is permanently established and equipped to present entertainment for profit, other than a circus or carnival, without having obtained a license from the City Clerk, for which shall be paid the sum as established by resolution of the City Council, in lieu of any other special entertainment license fee. (Ord. O-16-99 § 1 (part): prior code Sec. 14-47).