





## DIRECTIONS AND GUIDELINES FOR COMPLETING YOUR ONE-DAY ALCOHOL BEVERAGE PERMIT REQUEST

<b>Box 1</b>	<i>Type of License:</i> Check all that apply.
<b>Box 2</b>	<i>Name of Non-Profit Organization:</i> Provide name of Non-Profit Organization.
<b>Box 3</b>	<i>Non-Profit Tax Exempt Number.</i> <b>One-day ABC permits will <u>ONLY</u> be approved if they are a Non-Profit Organization.</b>
<b>Box 4</b>	<i>Event Address:</i> Provide the address of the location where the event is being held. <b>Do not use the organization's mailing address.</b>
<b>Box 5</b>	<i>Event Facility Name/Entertainment Permit #:</i> Provide the name of the building/business where the event is being held. Also provide establishments' current entertainment permit number.
<b>Box 6</b>	<i>Event Type:</i> Identify the type of event. Second Saturday events are limited to the <i>Friends of the Arts Commission</i> and affiliated Arts Organizations.
<b>Box 7</b>	<i>Event Date:</i> Provide event date.
<b>Box 8</b>	<i>Hours of Event:</i> Indicate the start time and end time of the event. (e.g. 6:00pm – 10:00pm)
<b>Box 9</b>	<i>Contact Person, Phone Number, and E-mail Address:</i> Name of person responsible for application including a phone number and e-mail address where he/she can be reached for verification of information provided on application.
<b>Box 10</b>	<i>Caterer Information:</i> Include name, phone number, and license number.
<b>Box 11</b>	<i>Event open to the Public:</i> If the event is open to the public check the YES box. If the event is private, check the NO box.
<b>Box 12</b>	<i>Outdoor.</i> If the event will be held outdoors, check the appropriate box. <b>If the event is outdoors a site map <u>MUST</u> be attached for the permit to be processed.</b>
<b>Box 13</b>	<i>Under age 21:</i> Will persons under the age of 21 be admitted into the event, and will they be present where alcohol is being served?
<b>Box 14</b>	<i>Attendance:</i> Indicate estimated number of attendees for the event.
<b>Box 15</b>	<i>Admission Fee:</i> Indicate the price for admission to the event.
<b>Box 16</b>	<i>Drink Ticket Fee:</i> If drink tickets are sold, indicate the price for drink tickets. If tickets are not sold, write "N/A".
<b>Box 17</b>	<i>Who Receives Proceeds:</i> Provide the name of the organization who will receive the net funds raised at the event.
<b>Box 18</b>	<i>Hours of Alcohol Services:</i> List the start and finish time that alcohol will be served.



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<b>Box 19</b>	<i>Street Closure:</i> If the event requires the closure of City streets, check the YES box. If it does not require City street closure, check the NO box.
<b>Box 20</b>	<i>Live Music:</i> Will there be live music played at the event?
<b>Box 21</b>	<i>Amplified Sound/DJ:</i> Will there be a public address system, disc jockey or amplified music of any kind played at the event?
<b>Box 22</b>	How many events has the applicant held in the previous 12 months? State number of events. If applicable, list the last two event dates and event locations.
<b>Box 23</b>	<i>Police Response:</i> Has there been police response to previous permitted event(s)? Check the appropriate box. If there has been police response at prior events, check the YES box and include a brief summary of the incident(s).
<b>Box 24</b>	<i>Will uniformed security be present during the event?</i> Check YES or NO.
<b>Box 25</b>	<i>Name of Security Company:</i> List the name of the security company that will be working the event. <b>Security company needs to be from SPD's approved list. For a copy of the approved list call (916)808-4500</b>
<b>Box 26</b>	<i>Number of Uniformed Security Officers:</i> List the number of security officers working the event.
<b>Box 27-31</b>	For SPD use only.

Upon approval, the application will be returned to the contact person listed on this form, or his or her authorized representative.

It is the applicant's responsibility to complete and submit ABC-221 to the local ABC office in the time period required by ABC.



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In addition to the Alcoholic Beverage Control (ABC) guidelines for daily licenses, the Sacramento Police Department (SPD) requires the following conditions are met before approving a request for a One Day Alcohol Beverage Permit:

- Applicants must be at least 21 years of age.
- Permit requests must be submitted at least **fourteen (14)** calendar days, but no sooner than **thirty (30)** calendar days prior to the date of the event to allow for proper processing. If application is received less than **fourteen (14)** calendar days in advance, SPD will try to accommodate the applicant, but cannot guarantee the application's approval.
- For each permit request received, there will only be one (1) event date listed. If requesting multiple permits for a series of events, please use individual forms for each date.
- Each permit request received is subject to approval from the Area Captain or his/her designee.
- For those applicants who **have** already arranged security for a permitted event, please be advised that the security firm is also subject to approval from SPD. To obtain a list of approved security providers, please contact the nearest police patrol facility.
- For those applicants who **have not** arranged security for a permitted event, please be advised that SPD may require that security and/or uniformed police officers be present for the duration of the event. This decision is at the discretion of the Area Captain or his/her designee and can be based on venue, past history, number of attendees, and/or other circumstances. For a list of approved security providers, please contact the nearest police patrol facility.
- Permit requests may be faxed or e-mailed to the appropriate police patrol facility. **Please contact each police patrol facility individually for an e-mail address. If you would like to hand deliver your applications, please contact the appropriate police patrol facility for an appointment.** Permits requests may be forwarded to other police facilities upon receipt, depending on the location of the event. Below is the contact information for the three police patrol facilities:

**Joseph E. Rooney Police Facility**  
South Sacramento Area  
PH: (916) 277-6001  
FX: (916)455-6572

**William J. Kinney Police Facility**  
North Sacramento Area  
PH: (916) 566-6401  
FX: (916) 566-6467

**Central Command**  
Central/East Sacramento Area  
PH: (916) 808-4500  
FX: (916) 808-7532

- Permit requests for **Second Saturday** shall be faxed or e-mailed to the Central Command police patrol facility. If you would like to hand deliver the request please contact the Central Command police patrol facility for an appointment.
- Permits will be returned only to the contact listed on the permit request, or his/her authorized representative.

## OTHER HELPFUL TIPS & GENERAL INFORMATION:

- An **approved** SPD One Day Alcohol Permit (SPD 595) request is supplementary to the "Law Enforcement" signature portion of the ABC license request (ABC-221).
- Please be advised that an **approved** SPD One Day Alcohol Permit (SPD 595) does not necessarily entitle the applicant to an **approved** ABC Daily License (ABC-221). To review ABC's instructions and guidelines for obtaining a daily license, please go to [www.abc.ca.gov](http://www.abc.ca.gov) or contact ABC's Sacramento District office at (916) 419-1319. The ABC's Sacramento District office is located near Truxel Blvd at 2400 Del Paso Road Ste 155 Sacramento, Ca 95834

***Be advised that The Sacramento Police Department may deny One Day Alcohol Permits based on; incomplete application, inaccurate application, late application, venue, past history, number of attendees, and/or other circumstances.***