

TURLOCK POLICE DEPARTMENT
DAILY ALCOHOL PERMIT APPLICATION
INSTRUCTION SHEET

The application must be **fully** and **legibly** completed by the person requesting approval for the Daily Alcohol Permit. The application is only for Turlock Police Department approval of the permit. The final approval and licensing will be done by the State of California, Department of Alcoholic Beverage Control Board.

The Daily License is only available for certain types of organizations, most generally those that are charitable or non-profit. See the instructions for the ABC Form-221, to see if your organization will qualify.

Security Companies **must** have a current City of Turlock Business License.

Security is required, with the normal ratio of licensed, uniformed, security guards being 1 guard for every 100 attendees. There may be a requirement to increase this ratio, depending on the nature of the event. Allowing the number of attendees to exceed the ratio will result in denial of future permits.

Minimally the sale of alcohol will cease ½ hour before the end of the event. This time period may be lengthened depending on the nature of the event. It is the responsibility of the applicant to ensure that sales / consumption of alcohol will not be allowed to minors (under 21 years of age) and that all other laws will be followed at the event. **Only cups / glasses made of plastic are allowed.**

The applicant **must** attach the following documents to the application when submitting the application to the Turlock Police Department and pay a \$40.00 permit processing fee:

1. A copy of the organization's Federal Employer ID Number. All charitable or non-profit organizations have or must have this number.
2. A completed ABC Form 221 or Form 218
3. A copy of the completed contract with your security firm.
4. Written permission from the property owner.

The application and accompanying paperwork must be submitted to the Turlock Police Department, 244 N Broadway Ave, Turlock, CA, a **minimum of two-weeks before the event.** Large, complex, or special events may require a longer lead time. Any permits submitted after the two-week lead time, may not be approved. An additional late processing fee may also be imposed.

Once approval has been obtained from Turlock Police Department, you must go to or mail to the State of California, Alcoholic Beverage Control Board, 31 East Channel Street, Room 168, Stockton, CA, (209) 948-7739, **who will either approve or deny the request.**



**TURLOCK POLICE DEPARTMENT
DAILY ALCOHOL PERMIT APPLICATION**

FEE PAID:

DATE: _____

APPLICATION INFORMATION

A COMPLETED ABC FORM 221 MUST ACCOMPANY THIS APPLICATION

NAME OF ORGANIZATION: _____

BUSINESS ADDRESS: _____
Number/Street City State Zip Code

BUSINESS PHONE NUMBER (DAY): _____ (EVENING): _____

TYPE OF ORGANIZATION: FRATERNAL CHARITY EMPLOYEE ASSN POLITICAL UNION
 OTHER _____

NAME OF PERSON IN CHARGE OF EVENT: _____ CELL PHONE: _____

ADDRESS: _____ HM PH: _____ BUS PH: _____

DRIVERS LICENSE #: _____ SIGNATURE: _____

PERSON IN CHARGE MUST BE PRESENT AT EVENT WHILE LICENSE IS IN EFFECT

Federal Employer Identification # (must submit documentation with application) _____

EVENT INFORMATION

LOCATION OF PERMITTED ACTIVITY: _____

Type of Event: _____

DATE: _____ DAY: _____ START TIME: _____ am/pm END TIME: _____ am/pm

IS THIS IS A CASINO NIGHT: YES NO **IF YES, YOU MUST ATTACH THE DOJ APPROVAL CERTIFICATE**

LIVE ENTERTAINMENT: YES NO TYPE: (Band/Singer/DJ, etc.) _____

NAME OF ENTERTAINMENT: _____ EXPECTED ATTENDANCE: _____

AGE GROUP EXPECTED: _____ DANCING: YES NO

IS THE EVENT OPEN TO THE PUBLIC: YES NO ARE TICKETS REQUIRED? : YES NO

PRE-SOLD OR AVAILABLE AT THE DOOR: YES NO MAXIMIM NUMBER OF TICKETS: _____

ACTUAL LOCATION OF BEVERAGE SERVICE ON PROPERTY and ATTACH DIAGRAM: _____

TYPE OF BEVERAGE BEING SERVED: (wine/beer/etc.) _____
(Security is required. Security is a minimum of 1 Security Officer/100 expected attendance)

NAME OF PRIVATE SECURITY SERVICE: _____

ADDRESS: _____

PHONE: _____ NO. OF SECURITY PERSONNEL: _____

NAME OF PERSON REQUESTING APPROVAL: _____

ADDRESS: _____ HM PH: _____ BUS PH: _____

DRIVERS LICENSE #: _____ CELL PH. _____

PERSON IN CHARGE MUST BE PRESENT AT EVENT WHILE LICENSE IS IN EFFECT

**PRIVATE SECURITY SERVICE
MUST BE LICENSED WITH THE
CITY OF TURLOCK. A SIGNED
SECURITY CONTRACT MUST
ACCOMPANY THIS
APPLICATION.**

This form is for the Turlock Police Department's approval of your "Daily Alcoholic Beverage License." Final license approval will be made by the State of California Department of Alcoholic Beverage Control. The applicant must also comply with all other State and Local licensing requirements.

Applicant Signature: _____ Date: _____

INSTRUCTIONS FOR OBTAINING A DAILY LICENSE

FEES:	Beer & Wine.....	\$50.00 a day
	General (includes beer, wine & distilled spirits)	\$75.00 a day
	Special Temporary License	\$100.00

METHOD OF PAYMENT: Cashier's check or money order made payable to the Department of Alcoholic Beverage Control.

APPLICATION REQUIREMENTS:

- Complete *Daily License Authorization* (Form ABC-221)
- Authorization from property owner is required (property owner may sign Form ABC-221 or a signed letter showing the date, time, place and type of alcoholic beverages to be served may be submitted)
- A detailed diagram of the event location may be required on outdoor events (Form ABC-253)
- Form ABC-221 must be submitted to the local ABC District Office which has jurisdiction over the event location. For a listing of ABC District Offices, please visit the [Contact page on our website](#).
- Form ABC-221 may be submitted either in person or by mail.
- Form ABC-221 must be received within ten (10) days of the event, but should not be submitted more than thirty (30) days in advance

If your organization intends to make a "Casino Night" or use controlled games as part of your fundraising event, you must comply with Business and Professions Code Section 19985, which includes pre-approval from the Bureau of Gambling Control of the Department of Justice. Please visit [their website](#) for more information.

QUALIFIED ORGANIZATIONS:

- To qualify for a GENERAL license, you must be:
An organization formed for a specific charitable or civic purpose, a fraternal organization in existence for over five years, a religious organization, or a political organization
- To qualify for a BEER AND WINE license, you must be:
An existing non-profit organization, including a charitable, civic, cultural, fraternal, patriotic, political, religious, social or amateur sports organization
- If this is the **first time** your organization is having an event, the organization must first be qualified by the Department. As proof, you should bring in IRS and/or Franchise Tax Board documents showing your tax exempt status with your tax I.D. number

POLICE DEPARTMENT APPROVAL:

- Police department approval may be required when any of the following apply:
 - A large number of people are attending
 - The event is being held on a public street or in a public area (i.e. - parking lot)
 - This is the first time an event is being held at the location
 - The event is a "casino night"
 - In certain other circumstances at the Department's discretion.

It is the applicant's responsibility to obtain local law enforcement's approval. This may be done via a letter from the local agency, or the official may sign directly on Form ABC-221.

CONDITIONS:

Issuance of the license may be subject to conditions relating to the sales, service, and consumption of alcoholic beverages. If conditions are imposed, a representative of the organization may be required to come into the ABC office to sign them.

If above requirements are not met, the one day license may not be approved.

DAILY LICENSE APPLICATION/AUTHORIZATION - Non Transferable

Instructions: Complete all items. Submit to local ABC District Office with required fee (Cashier's Check or Money Order) payable to ABC. Once license is issued, fee cannot be refunded. For a listing of ABC District Offices please visit <http://www.abc.ca.gov/distmap.html>

Pursuant to the authority granted by the organization named below, the undersigned hereby applies for the license(s) described below.

LICENSE NUMBER	GEO CODE
RECEIPT NUMBER	
FEE	
\$	

1. ORGANIZATION'S NAME	CONDITIONS REQUIRED <input type="checkbox"/> Yes <input type="checkbox"/> No	DIAGRAM REQUIRED <input type="checkbox"/> Yes <input type="checkbox"/> No
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2. LICENSE TYPE (Check appropriate license type AND organization type)

a. **Daily General (\$75.00)** *(Includes beer, wine and distilled spirits)*

<input type="checkbox"/> Political Party/Affiliate Supporting Candidate for Public Office or Ballot Measure	<input type="checkbox"/> Fraternal Organization in Existence Over Five Years with Regular Membership
<input type="checkbox"/> Organization Formed for Specific Charitable or Civic Purpose	<input type="checkbox"/> Religious Organization
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Vessel per Section 24045.10 B&P (\$50.00)

b. **Special Daily Beer & Wine (\$50.00)**

<input type="checkbox"/> Charitable	<input type="checkbox"/> Fraternal	<input type="checkbox"/> Social	<input type="checkbox"/> Political	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Civic	<input type="checkbox"/> Religious	<input type="checkbox"/> Cultural	<input type="checkbox"/> Amateur Sports Organization	

c. **Special Temporary License (\$100.00)** *(Different privileges depending on statute)*

<input type="checkbox"/> Television Station per Section 24045.2 or 24045.9 B&P	<input type="checkbox"/> Person conducting Estate Wine Sale per Section 24045.8 B&P
<input type="checkbox"/> Nonprofit Corporation per Sections 24045.4 and 24045.6 B&P	<input type="checkbox"/> Women's Educational and Charitable Organization per Section 24045.3 B&P

Other Special Temporary Licenses, per Section _____

License number _____ Amount \$ _____

3. EVENT TYPE

<input type="checkbox"/> Dinner	<input type="checkbox"/> Dance	<input type="checkbox"/> Wedding	<input type="checkbox"/> Lunch	<input type="checkbox"/> Picnic	<input type="checkbox"/> Barbeque	<input type="checkbox"/> Social Gathering	<input type="checkbox"/> Festival
<input type="checkbox"/> Sports Event	<input type="checkbox"/> Concert	<input type="checkbox"/> Birthday	<input type="checkbox"/> Mixer	<input type="checkbox"/> Carnival	<input type="checkbox"/> Dinner Dance	<input type="checkbox"/> Other: _____	

4. TOTAL # OF DAYS	5. ESTIMATED ATTENDANCE	6. HOURS OF ALCOHOLIC BEVERAGE SALES, SERVICE AND/OR CONSUMPTION From _____ To _____
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7. EVENT DATE(S)	8. EVENT IS OPEN TO THE PUBLIC <input type="checkbox"/> Yes <input type="checkbox"/> No
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9. EVENT LOCATION (Give facility name, if any, street number and name, and city)

10. LOCATION IS WITHIN THE CITY LIMITS <input type="checkbox"/> Yes <input type="checkbox"/> No	11. TYPE OF ENTERTAINMENT	12. SECURITY GUARDS <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how many? _____
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13. AUTHORIZED REPRESENTATIVE'S NAME	14. REPRESENTATIVE'S TELEPHONE NUMBER
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15. REPRESENTATIVE'S ADDRESS

16. ORGANIZATION'S MAILING ADDRESS (If different from #15 above)

17. AUTHORIZED REPRESENTATIVE'S SIGNATURE	18. DATE SIGNED
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PROPERTY OWNER APPROVAL BY (Name), REQUIRED	PHONE NUMBER	PROPERTY OWNER SIGNATURE	DATE SIGNED
LAW ENFORCEMENT APPROVAL BY (Name), IF APPLICABLE	PHONE NUMBER	LAW ENFORCEMENT SIGNATURE	DATE SIGNED
DISTRICT OFFICE APPROVAL BY (Name)		ABC EMPLOYEE SIGNATURE	ISSUANCE DATE

The above-named organization is hereby licensed, pursuant to the California Business and Professions Code Division 9 and California Code of Regulations, to engage in the temporary sale of alcoholic beverages for consumption at the above named location for the period authorized above.

This license may be revoked summarily by the Department if, in the opinion of the Department and/or the local law enforcement agency, it is necessary to protect the safety, welfare, health, peace and morals of the people of the State.

SUPPLEMENTAL DIAGRAM

Instructions to Applicant:

Draw a sketch of the area on which the licensed premises is or will be located. Show adjacent structures and nearest cross streets. *If this is an event for a daily license, catering authorization, event authorization or miscellaneous use, show the area where sales and consumption of alcoholic beverages will occur. Post a copy of this diagram with Daily License, Catering Authorization or Event Authorization where the event is held. Sales and consumption of alcoholic beverages must be confined to the area designated in the diagram and supervised to prevent violations of the Alcoholic Beverage Control Act.*

1. APPLICANT NAME (Last, first, middle)	2. LICENSE TYPE
3. PREMISES ADDRESS (Street number and name, city, zip code)	4. NEAREST CROSS STREET

DIAGRAM

I have read the above instructions and I declare under penalty of perjury that the above diagram is true and correct.

APPLICANT SIGNATURE	DATE SIGNED
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FOR ABC USE ONLY

CERTIFIED CORRECT (Signature)	PRINTED NAME	INSPECTION DATE
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