

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, 3021 Reynolds Ranch Pkwy., Ste. 150, Lodi, 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 <https://www.abc.ca.gov/contact/district-offices/>
- 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
- **Effective July 1, 2022, any nonprofit organization applying for a temporary or daily license is required to have a valid certified Responsible Beverage Service (RBS) server onsite during the event within the area where the service of alcoholic beverages is occurring. The name, Server ID, certification expiration date and contact phone number for the certified RBS server that will be present each event date must be included on the ABC-221. Certified RBS servers can retrieve their Server ID and expiration date through ABC's RBS Portal.**
 - For additional information, please visit <https://www.abc.ca.gov/education/rbs/>
 - **Virtual Events:** Events that will be held 100% virtually are exempt from the RBS server mandate.

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 <http://www.oag.ca.gov/gambling/charitable> 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 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

Complete all applicable items. Submit this application to your local ABC District Office with the required fee (Cashier's Check or Money Order) payable to ABC. Once the daily license is issued, fees cannot be refunded. Listing of ABC District Office is available at <https://www.abc.ca.gov/contact/district-offices/>. Please visit <https://www.abc.ca.gov/abc-221-instructions/> for further instructions.

ABC USE ONLY		
License #	Receipt #	Fee \$
Conditions Requested ☐ Yes ☐ No		Diagram Requested ☐ Yes ☐ No
License Type ☐ B & W ☐ General ☐ Special		

SECTION 1. ORGANIZATION AND LICENSE TYPE INFORMATION

Organization Name	Tax ID
Organization Mailing Address	

LICENSE TYPE

☐ Special Daily Beer and Wine (\$50.00) ☐ Amateur Sports Organization ☐ Charitable ☐ Civic ☐ Cultural ☐ Fraternal ☐ Political ☐ Religious ☐ Social ☐ Other:	☐ Daily General (\$75.00) ☐ Political Party/Affiliate Supporting Candidate for Public Office or Ballot Measure ☐ Organization Formed for Specific Charitable or Civic Purpose ☐ Fraternal Organization in Existence over Five Years with Regular Membership ☐ Religious Organization ☐ Vessel per Section 24045.10 B&P (\$50.00)	☐ Special Temporary License (\$100.00) ☐ Television Station per Section 24045.2 or 24045.9 B&P ☐ Non-profit Corporation per Section 24045.4 and 24045.6 B&P ☐ Person conducting Estate Wine Sale per Section 24045.8 B&P ☐ Women's Educational and Charitable Organization per Section 24045.3 B&P ☐ Other Special Temporary License Per Section: License #: Amount:
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SECTION 2. EVENT DETAILS

Event Dates	Total # of Days	Hours of Alcoholic Beverage Sales, Service and/or consumption To		Virtual Event ☐ Yes ☐ No	Mark Yes, if the event is 100% virtual
Event Address (Street #, name, and city)		Event Location Description (Jones Park, Pavilion A, etc.)		Location Within the City Limit ☐ Yes ☐ No	
Event Type ☐ Barbeque ☐ Dinner ☐ Sporting Event ☐ Birthday ☐ Festival ☐ Social Gathering ☐ Concert ☐ Lunch ☐ Wedding ☐ Carnival ☐ Mixer ☐ Other: ☐ Dance ☐ Picnic		Type of Entertainment		Event Open to Public ☐ Yes ☐ No	
		Estimated Attendance	Security Guard ☐ Yes ☐ No	If Yes, how many	
				Outdoor Event ☐ Yes* <i>If Yes, a diagram of the event area is required</i> ☐ No	

REQUIRED

☐ By checking this box, you are certifying that you understand the requirements detailed in Business and Professions (B&P) Code Section 25682(c) which state that a nonprofit organization that has obtained a temporary daily license from the department must designate a person(s) to receive RBS training certification prior to the event, and that designated person(s) shall remain onsite for the duration of the event.

SECTION 3. CONTACT INFORMATION

Contact Person	Phone Number	Email Address
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SECTION 4. SIGNATURES AND APPROVALS

I attest that I am authorized by the organization named above to make this application on its behalf.

Organization's Authorized Representative Name	Phone Number	Signature	Date Signed
Property Owner Approval By (Name) Required	Phone Number	Signature	Date Signed
Law Enforcement Approval By (Name), If applicable	Phone Number	Signature	Date Signed
District Office Approval By (Name)	Phone Number	ABC Employee Signature	Issuance Date

The above named organization is hereby licensed, pursuant to the California B&P Code Division 9 and California Code of Regulations, to engage in the temporary sale of alcoholic beverages for consumption at the abovenamed location for the period authorized above. B&P Code Section 25682(c) requires that a designated RBS-trained person(s) shall remain on site for the duration of the event. Failure to comply with this requirement will result in immediate cancellation of the permit. **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.**

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
FOR ABC USE ONLY		
CERTIFIED CORRECT (Signature)	PRINTED NAME	INSPECTION DATE