

Alcohol Permit Approval Letter

Alcohol Licenses are issued by the Alcoholic Beverage Control Board (ABC), not the Sheriff's Department. The closest ABC is in Lodi, CA.

This flyer/application pertains to the Permit/Approval Letter. ABC requires applicants to obtain from the Sheriff's Department only.

The Permit/Approval letter accompanies the original ABC forms/application(s) obtained on the ABC website.

If food and/or beverages of any kind are being sold, applicants must fill out and submit a Community Event Organizer Permit Application and Temporary Food Facility Permit Application. These are available on the Department of Environmental Resources website under the FORMS tab.

Note: An Alcohol Permit **IS NOT** required provided the following conditions are met:

- There is **no sale** of alcoholic beverages.
- The premises are **not open** to the general public during the time alcoholic beverages are served, consumed or otherwise disposed of.
- The premises **are not** maintained for the purpose of keeping, serving, consuming, or otherwise disposing of alcoholic beverages.

If there **IS SALE** of beer, wine, or mixed drinks for cash, tickets, tokens, etc., a One-Day, One-Site Alcohol License **must be obtained from the ABC Board**.

Note: The **One-Day, One Site Alcohol** License is available **ONLY** to:

- Charitable or Non-profit organizations
- Private parties, i.e., weddings, anniversaries, quinceañeras, birthday parties, etc.

To obtain a Permit/Approval Letter from the Sheriff's Department you **must** submit a **complete** application available on the website at www.scsdonline.com (see forms). **Complete** application(s) can be dropped off in person or mailed to:

Stanislaus County Sheriff's Department
Attn: ABC Application-Permits
250 E. Hackett Road
Modesto, CA 95358

We **DO NOT** accept faxed, illegible, incomplete or late applications.

Late, incomplete or illegible application cannot be processed and/or complete the application process therefore will not be accepted.

If submitted by mail, late, incomplete or illegible applications will be returned.

Complete applications are **processed in the order received** and are sent to and reviewed by the Permit Group. If approved, the applicant will receive a Permit/Approval Letter, from the Sheriff's Department. This **letter is to be taken to or mailed to the ABC Board** in order to obtain an actual Alcohol License.

Alcoholic Beverage Control Board District Office
3021 Reynolds Ranch Parkway, Ste. 150
Lodi, CA 95240
Hours: 8 am-5 pm (including lunch hour)

If approved by the ABC, you will receive a license number which must be posted in the bar/hall area on the day of the event. **Posting this license is mandatory**. Please contact ABC for all posting requirement(s)/mandate(s) and/or if you have additional question(s), concern(s) or would like additional information pertaining to the ABC process and/or ABC alcohol license(s).



Stanislaus County Sheriff's Department One-Day, One Site Alcohol Permit

**Information and Application
for
Permit/Approval Letter
provided by the Stanislaus
County Sheriff's Department**

**250 E. Hackett Road
Modesto, CA 95358
Telephone: (209) 525-7117**

**Fourteen (14) business day advanced notice on
all event(s) is required for processing, approval
or denial of application(s).**

Application **may** accompany another application, i.e. an Outdoor Entertainment Activities Application, **if** event(s) are being held on the same day **or** within 7 consecutive days of each other.

If other than indicated above, event(s) held on separate date(s) require **separate complete applications**.



Stanislaus County Sheriff's Department

Application for One-Day, One Site Alcoholic Beverage License Approval/Permit Letter

Faxed, late, illegible or incomplete applications will not be accepted. Applications must be typed or printed legibly and filled out in their entirety.

Applications must be submitted to the Sheriff's Department fourteen (14) business days prior to the event date to allow time for processing, review, approval and/or denial.

If additional space is required, please attach additional page(s). You may also attach any other information/document(s) you would like the Permit Group to consider.

Please review all information for accuracy and legibility as changes are not allowed after submission. Complete applications are processed in the order received.

Name of Organization or Private Party: _____

Business or Private Party address (Do not use a P.O. Box): _____ Phone No.: (____) _____

Organization Type (Check one): Fraternal Employee Assoc. Union Charity Political Other (Please specify): _____

Location/Address event is being held: _____
(Physical address. Do not use a P.O. Box)

Date(s) of Event: _____ Day(s): _____ Hours of Event: _____
(Month / Day / Year) (Abbreviate, i.e. Sat.-Mon.) am pm To: _____ am pm

Expected Daily Attendance: _____ (Number needs to include spectators, participants & vendors).

Is the event open to the public? Yes No If yes, list security company name, contact persons information and number of security personnel hired.

Security Company Name: _____ Contact number: (____) _____

Contact Persons Name for Security Company: _____ Number of Security Personnel Hired: _____

Is there Live Entertainment: Yes No. If yes, list the name and type of entertainment (i.e., Band/Singer/etc.):

Type: _____ Name of Entertainment: _____

Type of drink: _____ Type of Container: _____
(i.e.: Beer/Wine/Mixed Drinks) (Cups/Bottles, Cans, etc.)

Bar Service Location: _____
(Actual location where bar is to be set up at the event)

Person in charge of event (must be present at event while license is in effect and listed as Contact Person on ABC Application):

Name: _____ Age: _____ Email Address: _____
(Last, First Middle Initial)

Residence Address: _____ City: _____ State Abbreviation: _____ Zip Code: _____
(Physical address. Not a P.O. Box)

Business Phone: (____) _____ Home phone: (____) _____ Cell Phone: (____) _____

Person requesting approval:

Name: _____ Age: _____ Email Address: _____
(Last, First Middle Initial)

Residence Address: _____ City: _____ State Abbreviation: _____ Zip Code: _____
(Physical address. Not a P.O. Box)

Business Phone: (____) _____ Home phone: (____) _____ Cell Phone: (____) _____

-PLEASE READ THE BELOW LISTED CAREFULLY. USE THE BOXED AREAS AS A CHECK OFF LIST AND ATTACH ALL DOCUMENTS REQUIRED/PERTAINING TO YOUR EVENT-

<input type="checkbox"/> Contract from security firm (if event is open to the public). Date of contract must match the date(s) and time(s) of event. (The Sheriff's Department does not provide private security).
<input type="checkbox"/> Certificate of liability insurance listing Stanislaus County Sheriff, 250 E. Hackett Road, Modesto, CA 95358 as certificate holder. (Contact your insurance company for assistance if needed).
<input type="checkbox"/> Letter of approval from property owner/or contract with the owner of property or designee (if other than the requestor or organization) where the event is to be conducted/held.
<input type="checkbox"/> Map of event. Must show the course, route or streets affected by the event and/or dimensions of facility, etc. See samples or contact the Planning Department for assistance.
<input type="checkbox"/> Completed, dated and signed Outdoor Entertainment Activities application if event is taking place outdoors.
<input type="checkbox"/> Completed Copy of ABC application (if selling alcohol). Applications and instructions are available on the California Department Alcohol Beverage Control website.
<input type="checkbox"/> If food or beverages are being served/sold, Community Event Organizer Permit Application and Temporary Food Facility Permit Application (found on Department of Environmental Resources website under FORMS tab)

I DECLARE THIS APPLICATION HAS BEEN FILLED OUT IN ITS ENTIRETY AND THAT ALL REQUIRED DOCUMENTS HAVE BEEN PROVIDED. I ALSO DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING STATEMENTS CONTAINED IN THIS APPLICATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEFS.

Signature: _____ Date: _____

FOR DEPARTMENTAL USE ONLY

A copy of complete application(s) will be routed to the Permit Group consisting of the following departments/agencies for comment(s)/approval.

All comments are due via email by: _____.

If agencies do not respond by that date they understand their comment(s) are forfeit and the Sheriff's Department will proceed under presumption that all their requirement(s) have been met.

Parks Department: 209-525-6750	Public Works Department: 209-525-4130	Planning Department: 209-525-6330	Environmental Resources: 209-525-6700	Tax Collector: 209-525-6388	Watch Commander: 209-525-7031
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