City of Santa Cruz
Police Department

NEW & RENEWAL ENTERTAINMENT PERMIT

GENERAL INFORMATION
(Revised August 2011)

City of Santa Cruz Police Department Entertainment Permits is required for all types of entertainment located in the City of Santa Cruz. This includes:

> Any act, play, review, pantomime, scene, dance, or song and dance act. Any form of live music, bands, live vocal or instrumental sound. Any form of dancing. Any fashion or style show. (Santa Cruz Municipal Code, Chapter 5.44)

Some of the above entertainment types require the approval of a Use Permit from the Community Development and Planning Department (Planning Department) prior to obtaining approval of the Police Department Entertainment Permit. (Be advised: An approved Planning Department Use Permit cannot be exercised until an approved Entertainment Permit is subsequently obtained.) Briefly, a Planning Department Use Permit (Use Permit) is required for live, amplified music, as well as all entertainment operations in the downtown area. Contact the Planning Department for information on your specific entertainment situation and Use Permit requirements.

To obtain a Police Department Entertainment Permit (Entertainment Permit), the business owner(s) must complete and submit a completed Entertainment Permit application, fingerprint cards, security plan, other documents as requested on the application, and fee to the Police Department. The application fee, due at the time the application is submitted, is non-refundable. An Entertainment Permit application can be obtained at 155 Center Street, Santa Cruz, CA 95060. Or, by calling (831) 420-5850, Monday - Thursday.

Within thirty (30) days after submittal, the application will be reviewed by the Police, Planning, Building and Fire Departments. Police and Fire staff will conduct an evening site visit with the business owner/applicant of the site. Items to be reviewed include, though are not limited to: security lighting, adjacent uses, parking areas and structures, interior layout, sound barriers. Within this time period, the business owner/applicant will be notified of their application approval, denial, incomplete, OR on hold for a specific time period. If the application is found incomplete, the applicant will be given a specific time period in which to complete the application. Failure to make the application complete within the specified time period will result in the application being denied.

An Entertainment Permit is valid for one (1) year, from January 1st to December 31st. If the Permittee wishes to continue the entertainment operation for the year following that which was permitted, the Permittee must submit a newly completed application for a "renewal permit", the permit renewal fee and any other applicable documents. This submittal must occur by December 1st of the year in which they had been permitted. For example: an Entertainment Permit approved between January and October of 2010 must be reapplied for by December 1, 2010.

The Entertainment Permit is not transferable. Any changes in the permitted entertainment operation requires the a written, detailed description of the proposed changes submitted to the Chief of Police prior to the changes being put into effect and receiving approval. Changes include though are not limited to: changes in site owner(s), business owner(s); type of entertainment; location of entertainment; alcohol service; days and hours of entertainment; modification to the building and area(s) where entertainment is performed. If the Chief of Police determines that the changes are substantial enough to warrant staff review of the site and or records, a new Entertainment Permit application, and fees, will be required. The proposed changes will not be allowed to occur unless and until a new Entertainment Permit has been obtained.

The Police Department maintains the authority, at all times, to deny a permit application, modify the approved Entertainment Permit conditions due to safety or nuisance concerns, suspend or revoke the Entertainment Permit for cause.

Attached is a list of typical Entertainment Permit conditions. Modifications and/or additions to these conditions will occur in response to a specific proposed site and proposed entertainment operation.

TYPICAL CONDITIONS FOR AN ENTERTAINMENT PERMIT

ENTERTAINMENT OPERATION

1. The Entertainment Permit is not transferable. Any changes in the permitted entertainment operation requires the a written, detailed description of the proposed changes submitted to the Chief of Police prior to the changes being put into effect and receiving approval. Changes include though are not limited to: changes in site owner(s), business owner(s); type of entertainment; location of entertainment; alcohol service; days and hours of entertainment; modification to the building and area(s) where entertainment is performed. If the Chief of Police determines that the changes are substantial enough to warrant staff review of the site and or records, a new Entertainment Permit application, and fees, will be required. The proposed changes will not be allowed to occur unless and until a new Entertainment Permit has been obtained.

2. The Entertainment Permit Permittee, entertainment operation business name and location are as follows:

   A. Entertainment Operation Name: _____
   B. Entertainment Operation Address: _____
   C. Entertainment Areas on Property (indoor and outdoor): i.e., restrictions to inside building only...
   C. Permittee/Business Owner: _____
   D. Site Owner: _____
   E. Liquor License: _____
   F. Restaurant/Food Service: _____

3. The permitted Entertainment Operation is allowed the following entertainment:

   A. Type of Entertainment: ___ Dancing, ___ Acoustical Music, ___ Amplified Music, ___ Play/Theater, ___ Other

      Comment:

      _____
      _____
      _____
      _____

   B. Entertainment Days and Hours: _____

OCCUPANCY LEVEL

4. Maximum occupancy of the entertainment operation, as determined by the City Fire Department, shall be clearly displayed in a manner required by the City Fire Department. The maximum occupancy level of the permitted entertainment operation is _____.

5. During all business hours, the occupancy level shall not exceed the maximum determined by the Fire Department. At all times, management and staff shall keep a record of the current occupancy level. This occupancy level will be given to any Peace Officer or Fire Inspector upon demand.

SECURITY

6. [2]During all hours of live, amplified music and entertainment, which includes dancing and/or music, there is required a minimum of two (2) in-house, security staff (doormen/bouncers). The security staff is in addition and separate from the managers of the operations. Additional security staff will be based on the following occupancy levels:

1-100 people =	Two (2) in-house, security staff;
101-200 people =	Two (2) in-house, security staff; and, One (1) State licensed, uniformed security officer;
201-400 people =	Two (2) in-house security staff; and, Two (2) State licensed, uniformed security officers.
401-723 =	Three (3) in-house security staff; and, Three (3) State licensed, uniformed security officers.

7. The Permittee is responsible for having the minimum required number and type of security personnel at the site during all hours of live, amplified music and entertainment, which includes dancing and/or music, as well as 30 minutes after the entertainment ends.

8. The State licensed and uniformed security officers (herein referred to as Officers) shall at all times carry the necessary state permits authorizing them to carry their safety equipment (i.e., gun, mace, baton, etc).

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[2]This condition is typically for entertainment operations that serve alcohol. Other types of operations may require such security measures.

9. The City of Santa Cruz Police Department maintains the authority to require the permit holder(s) to contract with a different security company if the current security Officers is found to be ineffective. In addition, the Police Department may require the permit holder(s) to increase the number of security personnel, including Officers, at the premises and/or pay the cost of City Police services because of safety needs and/or public nuisance occurrences.

10. All in-house, security staff (other than the uniformed Officers), while on duty, and will wear identifiable nametags and/or clothing displaying the business name, their name and their status as security. Identifiable clothing may include, though is not limited to: shirts, jackets and vests.

11. All security staff, while on duty and/or in uniform, will not drink alcoholic beverages.

12. Permit holder(s) and security staff are responsible for inspecting, on a regular basis during entertainment hours, the exterior of the premises, including the adjacent public parking areas. These regular inspections are to minimize and eliminate any undesirable activity, including though not limited to: loud and/or intoxicated patrons, criminal activity and/or loitering.

13. At closing time, and for the thirty (30) minutes thereafter, the Officers and other security staff are responsible for dispersing the customers from the sidewalk, street area and alley areas adjacent to the premises.

14. [3]Although security staffing has not been required for this acoustical entertainment permit, the City of Santa Cruz Police Department maintain the authority to require, at a later date, the permittee to provide in-house security and/or contract for State, licensed and uniformed security officers if safety needs and/or public nuisance occurrences warrant such security.

SECURITY LIGHTING

15. The perimeter, exits and entrances of the premises, and any adjacent walkways shall be equipped and maintained with lighting to illuminate and make easily discernible the appearance and conduct of all persons on or about these areas. All lighting shall be directed, positioned and shielded in such a manner so as not to unreasonably illuminate the window area of nearby residences.

[3]This condition is typical security required for non-alcohol, non-amplified music entertainment operations.

16. In order to make the site more easily identifiable for Fire and Police emergency response, install and maintain a lamp to illuminate the address of the site. All lighting shall be directed, positioned and shielded in such a manner so as not to unreasonably illuminate nearby residences.

17. In addition to the existing and proposed lighting for the site, the Permittee shall be required to install, within 30 days of permit approval, and maintain lighting in the following areas: _____

ALCOHOLIC BEVERAGE

18. Violations of Alcohol Beverage Control Board (ABC) rules will result in Entertainment Permit revocation.

19. Alcoholic beverages for the entertainment operation site have been approved, by the ABC, for: _____ (type) _____ (license number)

SOUND LEVEL

20. Any live entertainment or other amplified sound must not be audible outside the structure of the establishment. Complaints about entertainment sound level, received by the City, will be documented and may result in additional conditions placed on this Entertainment Permit or revocation of same.

21. Permit holder, management and staff will be responsible for inspecting the exterior of the premises, on a regular basis during entertainment hours, to keep control of open doors and windows that may be contributing to sound leaving the premises.

MISCELLANEOUS

22. This Entertainment Permit expires on December 31, 2010. An application for Permit renewal, and non-refundable renewal fee, must be submitted by December 1, 2010, if the Permittee intends to continue the entertainment operations after December 31, 2010.

23. During all business hours the establishment is open to the public, all permits, including conditions of operation, and licenses (e.g., ABC alcohol license) shall be posted and available for viewing by any City Official when requested.

24. The permit holder, management and staff shall be responsible for maintaining free of litter the premises and areas adjacent to the premises that are affected by the entertainment operation.

25. At all times during the operation of the facility, the exit doors will be clearly marked and

will not be blocked, either temporarily or otherwise.

26. Failure to operate and maintain the facility within the parameters set forth in these Entertainment Permit conditions may result in additional conditions being placed on the permit and/or permit revocation.

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