City of Santa Cruz
Police Department

ENTERTAINMENT PERMIT APPLICATION

(Revised September 2011)

INFORMATION

Section 5.44 of the Municipal Code requires that a person conducting entertainment in the City of Santa Cruz must first obtain approval of an Entertainment Permit from the Chief of Police. The City of Santa Cruz defines entertainment as:

> 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.

Before obtaining approval of the Police Department Entertainment Permit, all live, amplified entertainment operations in the City are required to obtain a Use Permit from the Department of Planning and Community Development. Contact the Planning Department for information on your specific entertainment situation and Use Permit requirements.

Attached is an Entertainment Permit application. If you wish to obtain an Entertainment Permit, complete and submit this application. Additional items to submit, including the required fees, are listed in the checklist on the following page. The application and other items will be reviewed by the City's Fire, Planning, Building and Police departments. Within 30 days of the submittal, the Police Department will inform you of the status of your application, i.e., approval, denial, incomplete OR on hold for a specific time period. Please note: if your application is found incomplete you 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 approved application will include a number of conditions to ensure the operation is run in a safe manner. A list of typical entertainment operation conditions can be found in the separate document titled "Police Department Entertainment Permit General Information".

All Entertainment Permits, including but not limited to Incidental Entertainment Permits and Conditions will be published to the City of Santa Cruz Police Department's website. This is in accordance to the California Public Records Act.

APPLICATION

Please fill in all information requested in this Application. If a particular situation is not applicable to your business, document with an "N/A" for not applicable. Areas of this application not filled in will cause the application to be incomplete and be returned to you. Print legibly or use a typewriter. Use additional paper if necessary to complete this form.

Complete the information requested below and attach all requested information and documents (including the fee). Submit packet to: Police Administration, 155 Center Street, Santa Cruz, CA 95060. For questions, please contact Lieutenant Larry Richard at (831) 420-5842 or at lrichard@cityofsantacruz.com.

Submit the Following Completed Documents:

_____ Entertainment Permit Application
(Complete application required for both new and renewal permits.)

_____ Fee
(Make check payable to City of Santa Cruz. Cash is accepted. Fees are not refundable. Refer to Santa Cruz Municipal Code Section 5.44 if fees are applicable.)

New Permit ($732)
Renewal Permit ($339)

_____ Fingerprint Cards

Applicant/Business Owner(s)
Partner(s)
Manager(s)

_____ Floor Plan and Exterior Area Plan
(See Page 2, item no. I.F. for required information details.)

_____ Liquor License
(If liquor will be served.)

_____ Non-Profit Verification
(If applicable, submit a copy of the State of CA Franchise Tax Board statement.)

_____ Security Plan
(See Page 2, item no. I.E.7. for required information details.)

_____ Use Permit with Conditions
(Submit a copy of your approved Use Permit from the Department of Planning and Community Development. Submittal is required for all new Permit applications and not for renewal applications, unless modifications were approved for the original Use Permit. If you do not have a Use Permit, check with the Planning Department to determine if you need one.)

I. Entertainment Operation Information

A. Name of business:_____

B. Location of business:_____

C. Location telephone numbers: ( ) _____

D. Have you obtained a Planning Department Use Permit for live, amplified and/or downtown entertainment? Yes_____ No_____

If yes, indicate permit #:_____ Approval Date:_____
(Attach a copy of the permit and conditions with this Application.)

(If a Use Permit is required and one has not been obtained to date, it must be approved prior to obtaining approval of a Police Department Entertainment Permit. Contact the Planning Department for information on your specific entertainment operation.)

E. Submit a detailed, written description of the business and proposed entertainment operations: Use separate sheet of paper to describe, in detail:

1. Type of business
2. Type of entertainment acts
3. Business hours and days
4. Entertainment hours and days
5. Food service hours and days
6. Bar hours and days.
7. Staffing and security plan for entertainment operations, including:
   a. Security staffing (number and type of licensed security guards, doormen/bouncers, other security staff);
   b. During and after hour crowd management (interior and exterior areas);
   c. In-and-out privileges;
   d. Exterior night lighting (perimeter of building, adjacent alleyways, garbage and parking areas).

F. Submit floor plan and exterior area plan of the entire facility. Label room uses; show layout of entertainment operations, including dancing floor area, stage, tables, seating and exits. This floor plan must be accurate. Label exterior building lighting and parking lot lighting.

G. Attach a copy of ABC alcohol license if alcohol is a part of the entertainment operation.

II. Applicant/Business Owner(s) Information

(Use additional paper if more than one business owner exists.)

A. Name:_____

B. Date of Birth:_____

C. U.S. Citizen? Yes _____ No _____ SS# _____

D. Driver's License No. _____ State _____ Exp. _____

E. Residence Address:_____

Telephone Number: ( )_____

F. Business Address:_____

Telephone Number: ( )_____

G. E-mail_____

III. Manager's Information - Include all persons in charge

(Use additional paper to include all managers of operation.)

1A. Name: _____

B. Residence Address: _____

Telephone Number: ( )_____

C. Business Address: _____

Telephone Number: ( )_____

D. U.S. Citizen? Yes _____ No _____ Date of Birth: _____ SS#: _____

E. Driver's License No. _____ State _____ Exp. _____

F. E-mail_____

2A. Name: _____

B. Residence Address: _____

Telephone Number: ( )_____

C. Business Address: _____

Telephone Number: ( )_____

D. U.S. Citizen? Yes _____ No _____ Date of Birth: _____ SS#: _____

E. Driver's License No. _____ State _____ Exp. _____

F. E-mail_____

IV. Corporation Information

(Applicable if one or more partners have incorporated. Document if this section is not applicable with "N/A".)

A. Name:_____

Telephone Number: ( )_____

B. Date, Place and Number of Incorporation: Date _____No._____

Place _____

V. Co-Partner and Limited Partner Information

(Applicable if one or more partners have incorporated. Document if this section is not applicable with "N/A".)

A. Name:

1. _____

2. _____

B. Date of Birth and SS#:

1._____ SS# _____

2._____ SS# _____

C. U.S. Citizen?

1. Yes_____ No_____

2. Yes_____ No_____

D. Residence Address and Telephone:

1._____

Telephone: ( )_____

2._____

Telephone: ( )_____

VI. Personal History

(Use additional paper if necessary.)

A. Have any persons referred to herein had a permit for the same or similar business, or an alcohol license, suspended, revoked or denied in this or any other city? Yes____ No_____

If yes, please indicate the circumstances of each such suspension or revocation; include:

Business-

Nature of Suspension, Revocation or Denial-

Date-

Location-

Disposition-

B. Have any persons referred to herein ever been arrested for other than a vehicle code infraction? Yes_____No_____ If yes, indicate the following information:

Name-

Nature of Arrest-

Date-

Location-

Disposition-

VII. Applicant/Business Owner(s) Statement

(All owners of the business must sign this application.)

A. I agree to the conditions as set forth in the following paragraph in conjunction with Chapter 5.44 of the Santa Cruz Municipal Code:

1. To give written notice of any change in the written information in the manner prescribed by Section 5.44.060 of this chapter.

2. To allow police officers and any official City inspectors to enter free of charge for the purpose of inspection and investigation of my establishment.

3. To make available any person referred to herein for fingerprints.

4. That such permit shall expire January 1st of each year, and must be reapplied for by December 15th of each year if the entertainment operation is to continue. Note: A permit that is issued on October 1st will be valid through December of the following year.

5. That such permit is not transferable. Any changes in the permitted entertainment operation requires 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, days and hours of entertainment; location of entertainment; alcohol license and service; modification to the building and area(s) where entertainment is performed. Changes in the permitted entertainment operation may also require a modification to your use permit.

6. To uphold any special terms and conditions and restrictions of such permit as set forth by the Chief of Police.

7. Any knowingly made false, misleading, or fraudulent statement in the application for a permit and any person violating any of the provisions of this chapter shall be deemed guilty of a misdemeanor and upon conviction thereof shall be punishable as provided in Chapter 1.08 of the Santa Cruz Municipal Code.

B. I declare under penalty of perjury that the information contained herein is true and correct to the best of my knowledge.

Executed at_____, California, on

the _____ day of _____, 20___.

_____ _____

Business Owner #1, Signature Business Owner #2, Signature

_____ _____

Print Name Print Name

VIII. Property Owner Information

A. Name:_____

B. Date of Birth: _____ SS#: _____

C. Driver's License No. _____ State _____ Exp. _____

D. Residence Address:_____

Telephone: ( ) _____

E. Business Address:_____

Telephone: ( ) _____

IX. Property Owner Statement

I do hereby consent to live entertainment of the type described under Section I of this application to be conducted upon the premises owned by the above named applicant in accordance with the provisions set forth by Chapter 5.44 of the Santa Cruz Municipal Code.

_____

Property Owner's Signature Date

_____

Print Name