

INSTRUCTIONS FOR OBTAINING A DAILY LICENSE

FEES:	Beer	\$25.00 a day
	Wine	\$25.00 a day
	Beer & Wine.....	\$50.00 a day
	General (includes beer, wine & distilled spirits)	\$25.00 a day
	Special Temporary License	\$100.00

NOTE: More than one permit may be needed based on the information provided for the event

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 <http://www.abc.ca.gov/distmap.html>
- Form ABC-221 may be submitted either in person or by mail. If by mail, please include a self-addressed, postage paid, envelope.
- 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 Division of Gambling Control of the Department of Justice. Call or write the Division at 916-263-5380 for advice and an application.

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/OR 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.

"BEER GARDENS"

Beer Garden restrictions may be placed on a daily license when the District Administrator determines there is a potential problem with the issuance of a license without such restrictions or at the request of a local law enforcement agency.

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.