



**City of Santa Cruz
Police Department**

**INCIDENTAL
ENTERTAINMENT PERMIT
APPLICATION**
(Revised January 2023)

INFORMATION

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

24.22.488: Live Entertainment

Music, comedy, readings, dancing, acting or other entertainment performed by one or more persons, whether or not such persons are compensated for such performances. This use includes dancing by patrons to live music.

24.22.489: Live Entertainment/Incidental

Live entertainment with indoor stage/performance area not exceeding 80 square feet and no customer dancing is considered incidental to a primary use.

Before obtaining approval of the Police Department for an Entertainment Permit, all live, amplified entertainment, or incidental entertainment operations in the City are required to obtain approval 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 Incidental Entertainment Permit application. If you wish to obtain an Incidental Entertainment Permit, complete and submit this application. Additional items to submit 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 fill out the fillable PDF.** Use additional paper if necessary to complete this form.

Applications are due December 1st of every year.

Renewing Applications: Please see below what documents are required upon renewal.

New Permit Applications: All the documents below must be included with the application in order for you to receive your permit renewal. Application and all supporting documents will be returned and denied if turned in incomplete.

Complete the information requested below and attach all requested information and documents (including the fee). Submit packet to: Police Administration, Attention: Kelsey Crowe, 155 Center Street, Santa Cruz, CA 95060 or a digital copy to kcrowe@santacruzca.gov For questions, please contact Lieutenant Carter Jones at (831) 420-5992 or at cjones@santacruzca.gov

Submit the Following Completed Documents:

- _____ Incidental Entertainment Permit Application
(Complete application required for both new and renewal permits.)
- _____ Floor Plan and Exterior Area Plan (If floor plan remains the same, write, "On file")
(See Page 2, item no. I.E. for required information details.)
- _____ Liquor License (both new and renewal permits)
(If liquor will be served.)
- _____ Non-Profit Verification (No Changes? Write, "On file")
(If applicable, submit a copy of the State of CA Franchise Tax Board statement.)
- _____ Security Plan (No Changes? Write, "On file")
(See Page 2, item no. I.G. for required information.)
- _____ L.E.A.D.S Certificates (both new and renewal permits)
(Submit a copy of certificates of completion for all employees serving/handling alcohol.)
- _____ City Planning & Community Development Authorization
(Submit a copy of your approved Use Permit from the Department of Planning and Community Development. Submittal is required for both new and renewal permit applications. **If you do not have a Use Permit, check with the Planning Department to determine if you need one.** New applicant's only, renewing applicants have this document on file at the PD. Keep a copy for your records.)
- _____ Live Scan Fingerprint Verification (New manager, Partners or Owners must be live scanned immediately upon hiring. No changes in Management? Write, "On file")
 - Applicant/Business Owner(s)
 - Partner(s)
 - Manager(s)

I. Entertainment Operation Information

- A. Name of business: _____
- B. Location of business: _____
- C. Location telephone numbers: () _____
- D. Have you obtained approval from the Planning Department Use Permit for incidental entertainment?
Yes _____ No _____
- E. Submit floor plan and exterior area plan of the entire facility. Label room uses; show layout of entertainment operations, including stage, tables, seating and exits. This floor plan must be accurate. Label exterior building lighting and parking lot lighting.
- F. Attach a copy of ABC alcohol license if alcohol is a part of the entertainment operation.
- G. Submit a detailed security plan for entertainment operations including:
 - 1. Security staffing (number and type of staff, i.e., bouncers, managers, and staff).
 - 2. During and after crowd management.
 - 3. Exterior lighting and security cameras (perimeter of building, adjacent alleyways, garbage, and parking areas).

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. 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 and 24.22.489 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 and 24.22.489 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. That such permit shall expire January 1st of each year, and must be reapplied for by December 1st of each year if the entertainment operation is to continue.
4. 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.
5. To uphold any special terms and conditions and restrictions of such permit as set forth by the Chief of Police.
6. 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

V. 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 incidental 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 and 24.22.489 of the Santa Cruz Municipal Code.

Property Owner's Signature Date

Print Name