



# Santa Barbara Police Department

## ABC Special Event Application Endorsement Request

Please do NOT submit your original ABC Daily License 221 application to SBPD.

### Type of ABC Special Event License Requested:

Form 221-One Day Special Event License     Form 218-Catering / Event Authorization

**A \$40 Application / Processing Fee is required. Fee will be invoiced via Quickbooks.**

Please email completed application to [ohoodes@sbpd.com](mailto:ohoodes@sbpd.com). You may also drop application at 215 E. Figueroa St, Santa Barbara. Email submission is preferred and most time efficient.

Name of Organization Requesting License: \_\_\_\_\_  
 Tax Exempt Status/501 (c)(3)?  Yes  No  
 Requested by/Contact Person: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

Event Name: \_\_\_\_\_ Date of Event: \_\_\_\_\_  
 Location of event: \_\_\_\_\_  
 Are you using any portion of the location parking lot? \_\_\_\_\_  
**Please include a detailed diagram of your event and alcohol area.**  
 Event Hours: \_\_\_\_\_ Alcohol Service Hours: \_\_\_\_\_  
 Estimated attendance for event: \_\_\_\_\_ Estimated number of people consuming alcohol: \_\_\_\_\_  
 Is the event open to the public: Yes  No  Admission Fee: Yes  No  If yes, how much? \_\_\_\_\_  
 Is the overall event restricted to 21 years of age and over? Yes  No

Event History & where do proceeds go:  
 \_\_\_\_\_

Type of Alcohol to be served: Beer  Wine  Distilled Spirits   
 Amount charged per drink: \_\_\_\_\_ Cup size: \_\_\_\_\_  
 Drink Limit per person/transaction? \_\_\_\_\_  
 Food Service? Yes  No  If yes, describe: \_\_\_\_\_

**Security Measures:** ID at point of sale? Yes  No  Wrist Bands? Yes  No   
 Separate area restricted to 21 years of age or older? Yes  No   
 Type of and height of fencing you will be using:  
 \_\_\_\_\_  
 Event staff working the event? Yes  No  How many? \_\_\_\_\_  
 Licensed Uniformed Security? Yes  No  How many? \_\_\_\_\_ Company: \_\_\_\_\_  
 (Note: Event staff cannot wear "security" shirts unless they are licensed and possess a Guard Card.)

**Entertainment:** Please be detailed. Band, Amplified Music, Type of Music, Stage, Generator, etc.  
 \_\_\_\_\_

**For SBPD USE ONLY** SBPD #: \_\_\_\_\_ Approved  Disapproved:   
 Signed: \_\_\_\_\_

**SBPD CONDITIONS:**    See below    See attached conditions