



**CITY OF SAN JUAN CAPISTRANO
COMMUNITY SERVICES DEPARTMENT**

**APPLICATION TO SERVE AND CONSUME
ALCOHOLIC BEVERAGES IN CITY FACILITIES**
(Exception to Section 5-3.02 of the San Juan Capistrano Municipal Code)

Name of Organization: _____ Phone: _____

Name of Applicant: _____ Email: _____

Address: _____ Purpose of Use: _____

City: _____ State: _____ Zip Code: _____

Date(s) of Rental: _____ Day: (Circle One) Sun Mon Tues Wed Thu Fri Sat

Number of Rental Hours: _____ Number in Attendance: _____

Set-Up Time: Begin at _____ End at _____

Event Hours: Begin at _____ End at _____

Clean-Up Time: Begin at _____ End at _____

Staff Use Only: Alcohol service hour's _____

Please note that the following requirements must be met:

1. When alcoholic beverages are to be sold, an *"Application to Sell and Consume Alcoholic Beverages in Public Areas"* must be completed in lieu of this form.
2. No more than two (2) drinks will be served to a customer at a time.
3. Beer will be served in cups not larger than sixteen (16) ounces. Wine and mixed drinks will be served in cups no larger than ten (10) ounces (Note: mixed drinks can be served only at the Community Center).
4. Alcohol serving / consumption will be terminated prior to the closure of the event each day.
 - * If event time is less than five hours in duration, the event organizers will determine when serving / consumption will terminate.
 - * If event time is at least five hours, or less than six hours in duration, serving/consumption of alcoholic beverages will terminate one hour prior to the closure of the event.
 - * If event time is six hours or more in duration, serving / consumption of alcoholic beverages will terminate two hours prior to the close of the event.

The time of termination of serving / consumption of alcoholic beverages will be specified on the Alcoholic Beverage Permit issued by the City.

5. Applicant will provide security guard for the event, at applicant's expense, to ensure compliance of all restrictions. Applicant to ensure that security guard monitors entry and exit points; restricts alcoholic beverages from being taken out of the secured area; checks identification of patrons served alcoholic beverages to ensure they are at least 21 years of age.

6. Application is subject to approval by the Chief of Police Services.
7. Applicant must submit certificate of liability insurance, and endorsement, naming the City as additional insured, per City's regulations.
8. The written consent to serve and consume alcoholic beverages received from the City shall be kept on site at all times during the event.

Please submit the following along with this application:

1. A copy of the written security plan you intend to use for your event. This will be reviewed and approved by the Chief of Police Services. This security plan must include:
 - a) a site plan showing the area where alcoholic beverages will be served and consumed
 - b) the entry and exit points to the secured area
 - c) a confirmation letter from the selected security company
2. Certificate of liability insurance and endorsement, in form acceptable to the City
3. A permit fee of \$56.90 payable to the City of San Juan Capistrano.

Signature of Applicant

Date

The consent of the City to grant an exemption from Section 5-3.02 of the Municipal Code may be immediately revoked, without prior notice, by the City Manager or his delegate, the Chief of Police Services, or any Deputy Sheriff if any condition of the written permission is violated, the public safety is perceived to be endangered, or if any violation of law is committed.

Please submit this completed application to:

Attn: Carmen Moreno
City of San Juan Capistrano
25925 Camino del Avion
San Juan Capistrano, CA 92675