



City of South San Francisco Private Event Permit Guidelines



General Information Read Carefully

Private events are defined by the South San Francisco Municipal Code as, “any one-time activity, function, or event that occurs in rented or leased halls or other venues that are contained within the facility or private property and do not impact City departments beyond day-to-day operations (e.g. Birthday parties, Weddings, Baptisms, etc.)”

Application Submittal Deadline

The South San Francisco Municipal Code requires permit applications to be submitted no later than thirty (30) days prior to the actual date of your event (6.48.050 (a) SSFMC). However, it would be to your advantage to submit it sooner should there be additional requirements or for the purpose of canceling the event should your permit be denied. Holding an event without obtaining the proper permits may result in immediate closure of the event (**M.C. 6.48.070**). *Applications may be submitted as early as one year before the event date.*

Application Must Be Complete

Prior to submitting the application to the South San Francisco Police Department, review it to ensure it is filled out completely. If any of the lines on the application are not completed with the information requested or marked “not applicable” when it does apply to your function or if false statements are made on the application, the application may be denied or revoked (**M.C. 6.48.160**).

Application Fee

All applications require a \$100.00 processing fee payable to the South San Francisco Police Department. Application received thirty (30) days or less from the date of the event will be assessed an additional \$45.00 late fee. Your willingness to pay a late fee does not guarantee that the City of South San Francisco will be able to process your permit application due to time or staffing constraints.



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Security Considerations

Every event having an attendance of seventy-five (75) people or more shall hire a South San Francisco Police Officer or private security officer(s) approved by the Police Chief, to be present during the event, unless at the discretion of the Police Chief the hiring of a South San Francisco Police Officer or private security officer(s) is not necessary to preserve and protect the safety, welfare, and morals of those in attendance and the community. This discretionary waiver will take into consideration the on-site presence of the licensee's agent(s) during the event, and their ability to control behavior **(M.C. 6.48.100)**.

Events that meet the following criteria will be required to hire South San Francisco Police Officers to provide security, at the rate of \$116.00 per hour per officer, to preserve and protect the safety, welfare and morals of those in attendance and the community:

- a) events intended to celebrate birthdays, graduations, presentations, promotions, etc. of minors (sixteen-years-old or younger) where alcoholic beverages will be served;
- b) events which end after 12:00 a.m. where minors (under the age of eighteen-years-old) will be in attendance, alcoholic beverages will be served and/or live entertainment is being provided.

If the nature of the single event requires hiring of City police officers, the applicant shall deposit the necessary amount of funds with the South San Francisco Police Department. These funds **MUST** be received by the South San Francisco Police Department **AT LEAST TEN (10) DAYS PRIOR TO THE EVENT. FAILURE TO DO SO COULD RESULT IN THE DENIAL OF A PERMIT.**

Event Closure

Any activity, function or event within the City of South San Francisco being conducted without obtaining the necessary permits may be subject to being closed down **(M.C. 6.48.030)**. If during the function any of the provisions, which had been set forth at the time the application was approved, are not followed, the South San Francisco Police Department may at any time cancel the function and revoke the permit **(M.C. 6.48.160)**.



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Event Cancellation

If you cancel or reschedule the date of your proposed event you must notify the South San Francisco Police Department Community Relations Division in writing no less than 24 hours in advance of the set-up time for your event. If police officers were required to work your event and you fail to notify the Police Department within twenty four (24) hours prior to the time officers are scheduled to be there you will be billed for a minimum of two (2) hours per officer.

Final Permit

The final permit issued by the City of South San Francisco is valid only for the venue area(s) and event activities, including set-up and clean up. Event permits are non-transferrable. The applicant for which an event permit has been approved shall maintain in their possession during the event the event permit and any conditions, for inspection by the police and fire departments upon request.

If you have any questions regarding the application process and/or the conditions for obtaining a Private Event Permit with the City of South San Francisco, please contact the Office of Community Relations at 650-877-8922.

We wish you success with your event!

Sincerely,

South San Francisco Police Department
Office of Community Relations



South San Francisco Police Department



PRIVATE EVENT PERMIT APPLICATION

APPLICANT INFORMATION			
*Last Name		*First	M.I. Date
*Home Address			Apartment/Unit #
City		State	Zip Code
Work Address			Building/Suite #
City		State	Zip Code
Day Ph:	Eve Ph:	*Cell Ph:	E-mail Address:
*Date of Birth		Driver License #	Alternate Contact

I have received a copy of the Special Event Permit Application and Conditions information form outlining the South San Francisco Municipal governing Dance Halls. I understand the requirements and hereby make application for the function described below.

Signature: _____

Date: _____

EVENT INFORMATION				
*Location/Hall		*Type of Function		
*Date of Event	*Start Time	*End Time	Number Attending (Min)	*Number Attending (Max)
Minors under the age of 21 attending? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, how many?		Minors under the age of 18 attending? Yes <input type="checkbox"/> No <input type="checkbox"/>		Type of Entertainment at event? Band <input type="checkbox"/> DJ <input type="checkbox"/> Other <input type="checkbox"/>
Will there be dancing? Yes <input type="checkbox"/> No <input type="checkbox"/>	Will paid admission be required? If yes, how much? Yes <input type="checkbox"/> No <input type="checkbox"/> \$_____		Will the event be opened to the public? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Will this event require an ABC License? Yes <input type="checkbox"/> No <input type="checkbox"/>	Will Alcohol Be Served? Yes <input type="checkbox"/> No <input type="checkbox"/> Beer <input type="checkbox"/> Wine <input type="checkbox"/> Mixed Drinks <input type="checkbox"/>		How will this event be advertised?	

I certify that all the statements are true and correct and I authorize investigation into all statements contained herein. I agree and understand that misstatements of facts will constitute grounds for denial or revocation of any permit. **I understand that security may be required.** I agree to notify the South San Francisco Police Department of any changes or cancellations.

Signature _____ Print Name _____ Date _____

(SSFPD Use Only)

No Security _____ Private Security _____ Police Security _____ Other



South San Francisco Police Department



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Complete this page if this event is sponsored by a business venture, club, organization or corporation.

BUSINESS/CLUB/ORGANIZATION INFORMATION			
*Business/Organization Name		*Contact Person	
Address		Building/Suite #	
City	State		Zip Code
*Bus Ph:	Bus Fax:	Internet Home Page	Tax ID#

Does the group sponsoring the event have non-profit status in the State of California? Yes No

Please check the following that apply:

Membership Corporation Partnership Fraternal
 Charitable Religious Benevolent Other

PRESIDENT/OFFICERS INFORMATION			
*President/Officers Name		*Position (CEO, CFO, etc...)	
Home Address		Suite/Unit #	
City	State		Zip Code
Driver License #	Birth Date	Home Ph:	Email Address

Has anyone involved with this organization or business submitted any prior applications to the South San Francisco Police Department?

Yes No

Has this organization or business ever been known by any other name?

Yes No

Has this organization or business ever been denied a permit request in South San Francisco or any other City?

Yes No

I certify that I have been duly authorized by the above entity to represent them in this matter. I attest that all statements made in this application are true and correct. **I/We agree to comply with all Municipal Codes of the City of South San Francisco and all requests of the South San Francisco Police Department. I understand that security requirements and other special conditions may be imposed by the Police Department at my/our expense.** I further understand that any false statements made in this application are grounds for denial or revocation of the Special Event Permit.

Signature _____ Print Name _____ Date _____.