



**APPLICATION**

**THIS APPLICATION IS FOR REVIEW BY THE CHIEF OF POLICE TO DETERMINE IF A PERMIT IS REQUIRED FOR ANY SOCIAL GATHERING OR PUBLIC/PRIVATE EVENT. (PARTIES/DANCES/WEDDINGS/BIRTHDAYS/CHRISTENINGS/ WEDDING OR BRIDAL SHOWERS/ETC.)**

	PERMIT	CITY	DOJ	FBI	F/PRINT S	TOTAL
X	DANCE (Event)	\$ 75.00	N/A	N/A	N/A	\$ 75.00

**ALL APPLICATIONS MUST BE SUBMITTED NO LATER THAN TEN (10) WORKING DAYS PRIOR TO THE DATE OF FACILITY USE AND BE ACCOMPANIED BY FACILITY AND SECURITY CONTRACTS, AS APPLICABLE.**

**PERMIT APPLICANT MUST BE ON SITE FOR THE DURATION OF THE EVENT. ALL ALCOHOLIC BEVERAGES MUST BE CONSUMED WITHIN THE RENTAL HALL. ALCOHOLIC BEVERAGES WILL NOT BE CONSUMED OUTSIDE.**

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**THE ABOVE FEES ARE NON-REFUNDABLE**  
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1. APPLICANT'S NAME: \_\_\_\_\_ DOB: \_\_\_\_\_
2. ADDRESS: \_\_\_\_\_ Apt/Unit# \_\_\_\_\_  
 CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_ PHONE: \_\_\_\_\_
3. HOME PHONE: \_\_\_\_\_ WORK #: \_\_\_\_\_ DL#: \_\_\_\_\_
4. APPLICANT'S ORGANIZATION: \_\_\_\_\_
5. ORGANIZATION ADDRESS (If applicable) : \_\_\_\_\_  
 CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_ PHONE: \_\_\_\_\_

6. TYPE OF EVENT \_\_\_\_\_ (Birthday) Age: \_\_\_\_\_
7. WILL THERE BE: MUSIC? \_\_\_\_\_ TYPE? (circle one) \_\_Band/DJ/Device\_\_ DANCING? \_\_\_\_\_
8. LOCATION OF EVENT (Hall Name) \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_ PHONE: \_\_\_\_\_
9. DATE OF EVENT \_\_\_\_\_ TIME \_\_\_\_\_ UNTIL \_\_\_\_\_
10. ADMISSION TO BE CHARGED: YES ( ) NO ( ) ADMISSION FEE: \$ \_\_\_\_\_  
 CIRCLE ONE: *PRIVATE* or *OPEN TO THE PUBLIC* & Attach a copy of the flyer.  
 (If yes, #17 must be completed)
11. WILL ALCOHOLIC BEVERAGES BE SERVED: YES ( ) NO ( )  
 If yes, type of beverage to be served \_\_\_\_\_
12. APPROXIMATE TOTAL ATTENDANCE EXPECTED \_\_\_\_\_
13. TOTAL NUMBER UNDER 18: \_\_\_\_\_ TOTAL NUMBER 18 & OVER: \_\_\_\_\_

**Conditions for a permit may require security from a licensed security agency.**

**(See attached Requirements)**

*Any and all Security Guard companies or individual(s) must first obtain and/or hold a current business license with the City of Marina. A "Business License" may be obtained from the Finance Department, 211 Hillcrest Avenue, Marina, CA 93933; 831-884-1279.*

14. IF YOU WISH TO CLAIM A LICENSE FEE EXEMPTION, YOU NEED TO SUPPLY A COPY OF YOUR STATE TAX EXEMPTION FORM WITH THIS APPLICATION. IF YOU CLAIM THIS EXEMPTION, PLEASE STATE WHAT THE PROCEEDS ARE TO BE USED FOR:
- \_\_\_\_\_

15. PROCEEDS FROM EVENT GO TO \_\_\_\_\_  
 NAME OF ORGANIZATION OR PERSON

ADDRESS

PHONE

**(IF #14 OR #15 DO NOT APPLY TO YOU, PLEASE WRITE "NOT APPLICABLE")**

16. HAS THE APPLICANT EVER BEEN CONVICTED OF A FELONY?  
(IF YES, PLEASE LIST: YEAR, CITY/STATE, NATURE OF OFFENSE, AND DISPOSITION)

\_\_\_\_\_  
\_\_\_\_\_

I CERTIFY THAT THE PLACE OR PREMISES WHERE THE DANCE WILL BE HELD IS REASONABLY ADEQUATE FOR THE USE REQUESTED AND CONFORMS WITH THE HEALTH, SAFETY, AND FIRE LAWS AND REGULATIONS OF THE CITY.

THE MAXIMUM NUMBER OF PERSONS WHO MAY BE SAFELY ACCOMMODATED IS \_\_\_\_\_.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

-----**FOR DEPARTMENT USE ONLY**-----

DATE OF EVENT: \_\_\_\_\_ WHERE: \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_

APPROVED ( )

DISAPPROVED ( )

PERMIT REQUIRED: YES NO

SECURITY REQUIRED: YES NO IF YES, HOW MANY: \_\_\_\_\_

\_\_\_\_\_  
APPROVED BY

\_\_\_\_\_  
DATE

CONDITIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

cc: Recreation and Cultural Services

## DANCE PERMIT CRITERIA

### **Dance permits are required if an event is one of the following:**

Weddings, Receptions, “a Party”, Birthday Party, Quinceaneras, Baptisms, Christenings, Dances, Baby/Bridal Showers, Picnics, etc.

The permit is \$75.00 for the administrative cost and there is no fee for Nonprofit Organizations with a copy of their state tax exemption form.

### **Events that “may not” require a permit or security means “no alcohol, over before 7:00 p.m. and there are less than 50 people in attendance”:**

Example of events: Baby Showers/Bridal Showers, Picnics, etc.

### **Requirements for “No Security”:**

Event is over before 7:00 p.m.

Less than 50 guests

No Alcohol (means no alcohol beverages permitted on the premises, surrounding grounds and the parking lot with no licensed security).

### **Requirements for “Security”:**

The number of security guards is determined by what is completed on the application. For example: the number of persons (under 18 & over 18), the type of event, time of event, if alcohol beverages are to be served, and if event is open to the public/private, etc.

Alcohol Beverages consist of beer, wine or champagne only. Hard liquor or any alcoholic beverage being sold/served requires an ABC Permit and may require police officer(s) presence which is FBHRP (fully burdened hourly rate of pay).

Event after 7:00 p.m.

Attendance of 51+

Band/DJ

The Security company *must be licensed to conduct business in the city of Marina.*

Your contract must indicate that a deposit has been paid for services.

### **Events “not required” a permit under Chapter 5.40 of the Marina Municipal Code:**

Public school functions, any agency/department of the City of Marina, meetings, Graduation Commencements, award ceremonies, dinner banquets, ping pong games/matches, educational classes, candlelight vigils, etc.

WORKSHEET

Permits are \$75.00 for the administrative costs and may require security if an event has at least one (1) of the following in Group I, Group II or Group III:

Applicant: \_\_\_\_\_

Date of Event: \_\_\_\_\_

**GROUP I**

No Alcoholic Beverages = 0 guard  
Alcoholic Beverages = 1 guard

**GROUP I - TOTAL = \_\_\_\_\_**

**GROUP II**

Events after 7:00 p.m. = 1 guard  
Band/DJ

**GROUP II - TOTAL = \_\_\_\_\_**

Additional security is required with the number of guests attending in Group III:

**GROUP III**

0 – 50 guests = 0  
51 – 100 guests = 1  
101 – 200 guests = 2  
201 – 300 guests = 3  
301 – 400 guests = 4  
401 – 500 guests = 5 guards  
501 – 600 guests = 6 guards

**GROUP III - TOTAL = \_\_\_\_\_**

Each group (I, II & III) will have a “total” and each “group total” will determine the final total number of security needed for an event.

**FINAL TOTAL = \_\_\_\_\_**

**PLEASE NOTE:** If your event total is zero (0) in all categories, then security is not required. A fee of \$75.00 for the administrative cost will only apply with the exception of Non-profit organizations with state tax exemption form.

\*\*\*\*\* For Police Department Office Use Only \*\*\*\*\*

Security: \_\_\_\_\_ Total guards match total required per application

\_\_\_\_\_ Contracted hours match application

\_\_\_\_\_ Deposit paid

\_\_\_\_\_ Licensed in Marina