



Office of Events
 9001 Stockdale Highway
 Bakersfield, CA 93311-1099
 Telephone: 661.654.3977

Office of Events approval:

_____ *Initials* _____ *Date*

University Police approval comes in the form of a letter issued to ABC

CSUB Event Alcohol Use Application

Please note: allow at least 6 weeks to process alcohol request to appropriate cabinet member(s), Office of Events, Office of the President, University Police Department and Alcohol Beverage Control. Forms processed without sufficient time will not be accepted.

Title of Event: _____

Purpose of Event: *How does this event fit with the goals and objectives of the University and your organization?*

Event (s): _____ Event Time(s): _____ Event Location: _____

Sponsor: _____
(Organization or Campus Department)

Event Organizer: _____
Name/Address/Email/Phone Number)

Approved Caterer: _____
Name/Address/Email/Phone Number)

Guests Includes (approximate #): Guests: _____ (# Students _____ ; # Faculty/Staff _____ ; # Guests _____) Under 21 _____

List all Activities of this Event; _____
dinner, lecture, dance)

Approval is Requested to Serve: Beer Wine Distilled Spirits
 Is there a cost to attend: Yes No Is the event open to the public: Yes No

Will alcohol be sold or given out free of charge: Sold Free

Note - A beer, wine and/or liquor license is required anytime money is solicited to cover expenses of an event where alcoholic beverages are included, either by donation or by admission charge.

List Non-Alcoholic Beverages to be served: _____

List Food Items to be served: _____
(please attach menu from the approved caterer)

What methods to deny service of alcoholic beverages to minors will be used: _____

Responsible Host(s) Assigned to this event:
By signing below, the responsible host/event organizer agrees to 1-8 on page 2:

Responsible Host Signature: _____ Date: _____

Responsible Host Name: _____ Phone: _____

Required Signatures (Acknowledgment and Support of Event)

_____ Date: _____ _____ Date: _____
 Cabinet Officer* (Hosting department) Cabinet Officer* (Facility/Venue)

_____ Date: _____ _____ Date: _____
 President or Designee University Police Department, Chief
 *UPD nor required when event is off-site with caterer/venue holding liquor license.

ALCOHOL NOT RECOMMENDED _____

_____ Date: _____
Denying Official's Signature



OFFICE OF EVENTS
CSU BAKERSFIELD™

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The event organizer/responsible host identified on page 1 is any person responsible for the conduct of the event and is committed to be present during the entire period in which alcohol is consumed.

By signing on page 1, the event organizer/responsible host agrees to the following:

1. **Abide by University, state and federal regulations regarding alcohol use and distribution;**
2. **Ensure that a caterer approved by CSUB handles any distribution of alcohol at an open event;**
3. **Ensure that any sale of alcohol is handled by a CSUB approved caterer. The caterer must be licensed by ABC for alcohol sales and the event must hold the appropriate liquor liability coverage;**
4. **Ensure that the sale or distribution of alcohol to individuals under 21 years of age will not be permitted and that appropriate authorities hold oversight for this requirement;**
5. **Provide non-alcoholic beverages to event participants and volunteers;**
6. **Provide food to all in attendance at the event serving alcohol;**
7. **Accept responsibility for all damages incurred during the event and provide restitution for damages;**
8. **Responsible host must abstain from alcohol consumption for the duration of the event serving alcohol.**

Reference the California State University, Bakersfield Free Expression, The Use of University Property, and Time, Place and Manner Regulations.

DAILY LICENSE APPLICATION

Complete all applicable items. Submit this application to your local ABC District Office with the required fee (Cashier's Check or Money Order) payable to ABC. Once the daily license is issued, fees cannot be refunded. Listing of ABC District Office is available at <https://www.abc.ca.gov/contact/district-offices/>. Please visit <https://www.abc.ca.gov/abc-221-instructions/> for further instructions.

ABC USE ONLY		
License #	Receipt #	Fee \$
Conditions Requested <input type="checkbox"/> Yes <input type="checkbox"/> No		Diagram Requested <input type="checkbox"/> Yes <input type="checkbox"/> No
License Type <input type="checkbox"/> B & W <input type="checkbox"/> General <input type="checkbox"/> Special		

SECTION 1. ORGANIZATION AND LICENSE TYPE INFORMATION

Organization Name	Tax ID
Organization Mailing Address	

LICENSE TYPE

<input type="checkbox"/> Special Daily Beer and Wine (\$50.00) <input type="checkbox"/> Amateur Sports Organization <input type="checkbox"/> Charitable <input type="checkbox"/> Civic <input type="checkbox"/> Cultural <input type="checkbox"/> Fraternal <input type="checkbox"/> Political <input type="checkbox"/> Religious <input type="checkbox"/> Social <input type="checkbox"/> Other:	<input type="checkbox"/> Daily General (\$75.00) <input type="checkbox"/> Political Party/Affiliate Supporting Candidate for Public Office or Ballot Measure <input type="checkbox"/> Organization Formed for Specific Charitable or Civic Purpose <input type="checkbox"/> Fraternal Organization in Existence over Five Years with Regular Membership <input type="checkbox"/> Religious Organization <input type="checkbox"/> Vessel per Section 24045.10 B&P (\$50.00)	<input type="checkbox"/> Special Temporary License (\$100.00) <input type="checkbox"/> Television Station per Section 24045.2 or 24045.9 B&P <input type="checkbox"/> Non-profit Corporation per Section 24045.4 and 24045.6 B&P <input type="checkbox"/> Person conducting Estate Wine Sale per Section 24045.8 B&P <input type="checkbox"/> Women's Educational and Charitable Organization per Section 24045.3 B&P <input type="checkbox"/> Other Special Temporary License Per Section: License #: Amount:
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SECTION 2. EVENT DETAILS

Event Dates	Total # of Days	Hours of Alcoholic Beverage Sales, Service and/or consumption To	Virtual Event <i>Mark Yes, if the event is 100% virtual</i> <input type="checkbox"/> Yes <input type="checkbox"/> No
Event Address (Street #, name, and city)		Event Location Description (Jones Park, Pavilion A, etc.)	Location Within the City Limit <input type="checkbox"/> Yes <input type="checkbox"/> No
Event Type <input type="checkbox"/> Barbeque <input type="checkbox"/> Dinner <input type="checkbox"/> Sporting Event <input type="checkbox"/> Birthday <input type="checkbox"/> Festival <input type="checkbox"/> Social Gathering <input type="checkbox"/> Concert <input type="checkbox"/> Lunch <input type="checkbox"/> Wedding <input type="checkbox"/> Carnival <input type="checkbox"/> Mixer <input type="checkbox"/> Other: <input type="checkbox"/> Dance <input type="checkbox"/> Picnic		Type of Entertainment	Event Open to Public <input type="checkbox"/> Yes <input type="checkbox"/> No
		Estimated Attendance	Outdoor Event <input type="checkbox"/> Yes* <i>*If Yes, a diagram of the event area is required</i> <input type="checkbox"/> No
		Security Guard If Yes, how many <input type="checkbox"/> Yes <input type="checkbox"/> No	

REQUIRED

By checking this box, you are certifying that you understand the requirements detailed in Business and Professions (B&P) Code Section 25682(c) which state that a nonprofit organization that has obtained a temporary daily license from the department must designate a person(s) to receive RBS training certification prior to the event, and that designated person(s) shall remain onsite for the duration of the event.

SECTION 3. CONTACT INFORMATION

Contact Person	Phone Number	Email Address
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SECTION 4. SIGNATURES AND APPROVALS

I attest that I am authorized by the organization named above to make this application on its behalf.

Organization's Authorized Representative Name	Phone Number	Signature	Date Signed
Property Owner Approval By (Name) Required	Phone Number	Signature	Date Signed
Law Enforcement Approval By (Name), If applicable	Phone Number	Signature	Date Signed
District Office Approval By (Name)	Phone Number	ABC Employee Signature	Issuance Date

The above named organization is hereby licensed, pursuant to the California B&P Code Division 9 and California Code of Regulations, to engage in the temporary sale of alcoholic beverages for consumption at the abovenamed location for the period authorized above. B&P Code Section 25682(c) requires that a designated RBS-trained person(s) shall remain on site for the duration of the event. Failure to comply with this requirement will result in immediate cancellation of the permit. **This license may be revoked summarily by the Department if, in the opinion of the Department and/or the local law enforcement agency, it is necessary to protect the safety, welfare, health, peace and morals of the people of the State.**

FEES:	Beer & Wine.....	\$50.00 a day
	General (includes beer, wine & distilled spirits)	\$75.00 a day
	Special Temporary License	\$100.00

METHOD OF PAYMENT: Cashier's check or money order made payable to the Department of Alcoholic Beverage Control.

APPLICATION REQUIREMENTS:

- Complete *Daily License Authorization* (Form ABC-221)
- Authorization from property owner is required (property owner may sign Form ABC-221 or a signed letter showing the date, time, place and type of alcoholic beverages to be served may be submitted)
- A detailed diagram of the event location may be required on outdoor events (Form ABC-253)
- Form ABC-221 must be submitted to the local ABC District Office which has jurisdiction over the event location. For a listing of ABC District Offices, please visit <https://www.abc.ca.gov/contact/district-offices/>
- Form ABC-221 may be submitted either in person or by mail
- Form ABC-221 must be received within ten (10) days of the event, but should not be submitted more than thirty (30) days in advance
- **Effective July 1, 2022, any nonprofit organization applying for a temporary or daily license is required to have a valid certified Responsible Beverage Service (RBS) server onsite during the event within the area where the service of alcoholic beverages is occurring. The name, Server ID, certification expiration date and contact phone number for the certified RBS server that will be present each event date must be included on the ABC-221. Certified RBS servers can retrieve their Server ID and expiration date through ABC's RBS Portal.**
 - For additional information, please visit <https://www.abc.ca.gov/education/rbs/>
 - **Virtual Events: Events that will be held 100% virtually are exempt from the RBS server mandate.**

If your organization intends to make a "Casino Night" or use controlled games as part of your fundraising event, you must comply with Business and Professions Code Section 19985, which includes pre-approval from the Bureau of Gambling Control of the Department of Justice. Please visit <http://www.oag.ca.gov/gambling/charitable> for more information.

QUALIFIED ORGANIZATIONS

- To qualify for a GENERAL license, you must be:
An organization formed for a specific charitable or civic purpose, a fraternal organization in existence for over five years, a religious organization, or a political organization
- To qualify for a BEER AND WINE license, you must be:
An existing non-profit organization, including a charitable, civic, cultural, fraternal, patriotic, political, religious, social or amateur sports organization
- If this is the **first time** your organization is having an event, the organization must first be qualified by the Department. As proof, you should bring in IRS and/or Franchise Tax Board documents showing your tax exempt status with your tax D. number

POLICE DEPARTMENT APPROVAL:

Police department approval may be required when any of the following apply:

- A large number of people are attending
- The event is being held on a public street or in a public area (i.e. - parking lot)
- This is the first time an event is being held at the location
- The event is a "casino night"
- In certain other circumstances at the Department's discretion.

It is the applicant's responsibility to obtain local law enforcement's approval. This may be done via a letter from the local agency, or the official may sign directly on Form ABC-221.

CONDITIONS:

Issuance of the license may be subject to conditions relating to the sales, service, and consumption of alcoholic beverages. If conditions are imposed, a representative of the organization may be required to come into the ABC office to sign them.

If above requirements are not met, the one day license may not be approved.