City of SACRAMENTO
Convention & Cultural Services

ENTERTAINMENT PERMIT PROGRAM
915 I St., 3rd floor, Sacramento CA 95814
Phone: 916-808-3535
E-mail: entertainpermit@cityofsacramento.org

ENTERTAINMENT PERMIT – MANAGER UPDATE INSTRUCTIONS

Please review these instructions carefully.

Entertainment Permit Requirements

- A Responsible Person (or Manager) as defined in Sacramento City Code 5.108.020 with fingerprints on file with the Police Department must be present in the entertainment establishment during all hours that the entertainment establishment is open and offering entertainment.
- The permit naming each responsible person shall at all times be displayed in a conspicuous place in the entertainment establishment and shall be immediately produced upon the request of any police or code enforcement officer, as well as a copy of the establishment's conditions.
- Failure to have a Responsible Person as listed on the Entertainment Permit posted at the entertainment establish is violation of the conditions and subject to an administrative penalty.

Entertainment Permit Manager Update Process

If the Managers to be added are already listed on an ACTIVE entertainment permit, please follow the following steps:

1. Complete the ***Manager Listing Update*** form which must be signed by the Permit Holder.
2. List the Names, Address, Telephone, and E-Mail for each new Manager to be added as well as the name of the venue for which he/she is currently listed
3. Submit the signed Manager ***Listing Update*** form to the Entertainment Permit Program via e-mail (entertainpermit@cityofsacramento.org).
4. A modified Entertainment Permit will be prepared including the names of the new managers. CCS will contact the Permit Holder and advise when the modified Entertainment Permit is available for pick-up. *Permit Holder signatures are NOT required for pick-up.*
5. The modified Entertainment Permit is **NOT effective until it is picked up from CCS and posted** on the entertainment establishment premises.
6. It is the Permit Holder's responsibility to pick up the permit to ensure is available upon the request of any police or code enforcement officer.
7. If the list includes NEW and current Managers, the form will need to be submitted via email and the process below will need to be followed for the new Managers.

If the Managers to be added include any NEW managers that are not listed on an active entertainment permit, please follow the following steps:

1. Complete the ***Manager Listing Update*** form which must be signed by the Permit Holder.
2. List the Names, Address, Telephone, and E-Mail for each new Manager.
3. A **Fingerprinting Fee of $88.00** per person must be paid **for each NEW Manager.**
4. ***SPD Form 384-Permit Application*** and ***SPD Form 950-Applicant Descriptive Information*** must be completed for each NEW manager
5. Submit the signed ***Manager Listing Update*** form to the Entertainment Permit Program to the Convention & Cultural Services Department Entertainment Permit Program office. *This form must be submitted via email (entertainpermit@cityofsacramento.org) for review and coordinate payment of the total fees due.*
6. After the form is submitted and fees are paid, each new manager will need to go to the Sacramento Police Department for fingerprinting to complete the background process. The manager must contact the Sacramento Police Department at 916-808-0780 to make an appointment in advance. *Walk-ins are not accepted.*
7. The new manager must bring the following information to the appointment at Sacramento Police Department:
    a. Completed ***SPD Form 384-Permit Application***
    b. Completed ***SPD Form 950-Applicant Descriptive Information***
    c. Copy of the receipt from CCS for Fingerprinting Fees as proof of payment
8. Background results may take **up to four to six weeks** for processing and approval. Background checks must be completed **and** approved before a new manager will be added to the permit.
9. After new Managers are cleared by SPD, a modified Entertainment Permit will be prepared including the names of the new managers. CCS will contact the Permit Holder and advise when the modified Entertainment Permit is available for pick-up. *Permit Holder signatures are NOT required.*
10. The modified Entertainment Permit is **NOT effective until it is picked up from CCS and posted** at the entertainment establishment premises.
11. It is the permit holder's responsibility to pick up the permit to ensure is available upon the request of any police or code enforcement officer.

If Managers are being deleted from the Entertainment Permit, please complete the following steps:

1. Complete the ***Manager Listing Update*** form which must be signed by the Permit Holder.
2. List the Names, Address, Telephone, and E-Mail for each new Manager to be deleted.
3. Submit the ***Manager Listing Update*** form to the Entertainment Permit Program to the Convention & Cultural Services Department Entertainment Permit Program office via e-mail (entertainpermit@cityofsacramento.org)
4. A modified entertainment permit will be prepared deleting the names of the designated managers. CCS will contact the Permit Holder and advise when the modified Entertainment Permit is available for pick-up. Permit Holder signatures are NOT required.
5. The modified Entertainment Permit is **NOT effective until it is picked up from CCS and posted** on the entertainment establishment premises. It is the permit holder's responsibility to pick up the permit to ensure is available upon the request of any police or code enforcement officer.