

ENTERTAINMENT PERMIT PROGRAM

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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 to the Convention & Cultural Services Department Entertainment Permit Program office.
4. If ALL of the names listed are already on ACTIVE permits, the form can be submitted via e-mail (entertainpermit@cityofsacramento.org).
5. A modified Entertainment Permit will be prepared including the names of the new managers. CCS will contact the Permit Holder and advise him/her when the modified Entertainment Permit is available for pick-up. *Permit Holder signatures are NOT required for pick-up.*
6. The modified Entertainment Permit is **NOT effective until it is picked up from CCS and posted** on the entertainment establishment premises.
7. 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.
8. If the list includes NEW and current Managers, the form will need to be submitted in person 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 in person with the Fingerprinting Fee(s).*
6. To complete the background process, each new manager will need to go to the Sacramento Police Department for fingerprinting. 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 him/her 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.
4. If you are only deleting names, the form can be submitted via fax or e-mail.
5. A modified entertainment permit will be prepared deleting the names of the designated managers. CCS will contact the Permit Holder and advise him/her when the modified Entertainment Permit is available for pick-up. Permit Holder signatures are NOT required.
6. 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.
7. If the ***Manager Listing Update*** form adds NEW and/or current Managers, the form will need to be submitted in person and the processes listed above must be completed.