City of San Mateo

One-Year Annual Entertainment Permit Application Procedure

Step 1) Pay annual entertainment permit fees at Finance Department located at City Hall (330 W. 20th Ave.)

ENTERTAINMENT PERMIT ANNUAL FEES:

Entertainment Permit application:	$355.00
Renewal:	$355.00
Adult Cabaret permit application:	$355.00
Renewal:	$355.00
Request for modifications to entertainment permit:	$355.00 per request

Step 2) Complete the enclosed application, attach required documents and submit the application with the receipt (from the Finance Department) to the **Police Department**. **Application should be submitted four (4) weeks prior to your single-day event or e-permit expiration date.** Be sure to specify on application if you intend to provide Adult Cabaret entertainment.

Adult Cabaret: includes any act, review, modeling, burlesque, show, play or other situation during which performers or employees, food or beverage servers appear semi-nude or are engaged in oil wrestling, mud wrestling, wet T-shirt demonstrations or other performances or acts intended to appeal to the sexual interests of the patrons. (SMMC 5.43.020(d))

Required documents to be attached by applicant:

a) State Alcohol Beverage Control License, if applicable
b) County of San Mateo Environmental Health Permit, if applicable
c) Site plan drawing

Step 3) You will be notified by the City regarding the approval or denial of your entertainment permit approximately 3-4 weeks after the recommendations from the appropriate departments.

Primary Entertainment: Entertainment provided at an entertainment business where the predominant reason for patronage is to observe and / or participate in the entertainment offered at the business and admission to the establishment is charged either separately, or as part of a cover charge, or minimum food or beverage purchase requirement.

Secondary Entertainment: Entertainment provided at an entertainment business where the observation or participation in the entertainment offered is not the predominant reason for patronage and no admission to the establishment is charged either separately, or in the form of a cover charge, or minimum food or beverage purchase requirement.

City of San Mateo One-Year Entertainment Permit Application San Mateo Municipal Code Chapter 5.43

Type of application? _____ **Adult Cabaret Permit?** _____

A non-refundable annual fee of $347.00 shall be paid to the Tax Collector prior to obtaining Fire and Police approvals. Applicant must 1) pay application fees, 2) fill out application, and 3) submit completed application to the Police Department.

1)Business Establishment Name: _____

2) Business Address: _____ Business Phone: _____

_____ Square Footage: _____

3) Applicant information

Name: _____ Home Address: _____

Title: _____ _____

Date of Birth: _____ Driver License #: _____ State: _____

Home Phone: _____ Cell Phone: _____

Email: _____

For all additional persons with a financial interest in the business, please complete the addendum to the application (attached).

4) Manager(s) / Supervisor(s)

(a) Name: _____ Home Address: _____

Title: _____ _____

Date of Birth: _____ Driver License #: _____ State: _____

Home Phone: _____ Cell Phone: _____

Email: _____

(b) Name: _____ Home Address: _____

Title: _____ _____

Date of Birth: _____ Driver License #: _____ State: _____

Home Phone: _____ Cell Phone: _____

Email: _____

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5) Detailed Description of entertainment (include number of arcade and/or computer stations):

_____
_____
_____
_____
_____

6) Nature and character of business conducted in conjunction with entertainment:

_____
_____

7) Is alcohol being served in establishment? (*yes / no*) _____

8) If alcohol is being served, a copy of your ***State Alcohol Beverage Control*** License must be attached to this application.

Is ABC License attached? (*yes / no*) _____

9) If your State ABC License is a Type 47 License, a copy of your ***San Mateo County Environmental Health Permit*** must be attached to this application.

Is Health Permit attached? (*yes / no*) _____

10) If your State ABC License is a Type 47, you must describe the complete separation between the entertainment area and eating area in your establishment.

_____
_____
_____

11) List the days of the week, times of day, and the specific entertainment offered at those times:

Day	Begin time	End time	Type of Entertainment
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

12) Will admission be charged for entertainment? (*yes / no*) _____

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13) Has applicant previously had an entertainment permit denied, suspended, or revoked? (*yes / no*) _____

If yes, please describe the circumstances related to said denial, suspension, or revocation:

_____

_____

_____

14) Has applicant received a criminal conviction within the last 5 years? (*yes / no*) _____

If yes, please list the conviction(s) and describe circumstances related to said conviction(s):

_____

_____

_____

15) Has applicant conducted entertainment at other business locations? (*yes / no*) _____

If yes, please provide the business name(s), address(es), and phone number(s) for each and every business:

(a) Business Name: _____

Phone: _____ Address _____

Dates of Operation From: _____ To: _____ _____

(b) Business Name: _____

Phone: _____ Address _____

Dates of Operation From: _____ To: _____ _____

(c) Business Name: _____

Phone: _____ Address _____

Dates of Operation From: _____ To: _____ _____

16) Describe the Security Plan for the establishment:

_____

_____

_____

_____

_____

17) Number of security staff? _____

Primary Entertainment: minimum 2 security staff below 100 persons, plus 1 guard per each additional 50. Secondary Entertainment: minimum 2 security staff below 100 persons, and 1 additional guard over 100

18) Describe Uniform worn by security:

_____ _
_____
_____

19) Describe patron admission monitoring plan:

_____ _
_____
_____

20) Describe plan for maintaining occupancy level:

_____ _
_____
_____

21) Describe layout of lighting fixtures:

_____ _
_____
_____

22) A Site Plan that delineates all rooms and uses must be attached. (***Mandatory for all applications***)

Is site plan attached? (*yes / yes*) _____

I declare under penalty of perjury that the statements made herein are true and correct and I understand that any violation of the Entertainment Permit Ordinance of the San Mateo Municipal Code (SMMC Chapter 5.43) may result in a misdemeanor citation and / or a suspension or revocation of the entertainment permit.

Signature of Applicant: _____ Title: _____

Print Name: _____ Date: _____

Addendum to Entertainment Permit application to be Completed by anyone with a financial interest in the business

(attach additional pages as necessary)

1) Business Establishment Name: _____

2) Business Address: _____

3) Additional Applicant(s) Information:

Name: _____ Home Address: _____

Title: _____ _____

Date of Birth: _____ Driver License #: _____ State: _____

Home Phone: _____ Cell Phone: _____

Email: _____

4) Has applicant previously had an entertainment permit denied, suspended, or revoked?
(*yes / no*) _____

If yes, please describe the circumstances related to said denial, suspension, or revocation:

_____

_____

_____

5) If applicant has conducted entertainment at other business locations, please provide the business name(s), address(es), and phone number(s) for each and every business:

(a) Business Name: _____

Phone: _____ Address _____

Dates of Operation From: _____ To: _____ _____

(b) Business Name: _____

Phone: _____ Address _____

Dates of Operation From: _____ To: _____ _____

6) Has applicant received a criminal conviction within the last 5 years? (*yes / no*) _____

If yes, please list the conviction(s) and describe circumstances related to said conviction(s):

_____

_____

_____

I declare under penalty of perjury that the statements made herein are true and correct and I understand that any violation of the Entertainment Permit Ordinance of the San Mateo Municipal Code (SMMC Chapter 5.43) may result in a misdemeanor citation and / or a suspension or revocation of the entertainment permit.

Signature of Applicant: _____ Title: _____

Print Name: _____ Date: _____

Entertainment Permit Department Approvals

Finance Department

330 West 20th Avenue, San Mateo, CA 94403

☐ $355 Entertainment permit fee paid

Date Paid: _____ Payment received by: _____

Bureau of Fire Protection & Life Safety

☐ Approved *Occupancy Load:* _____

☐ Denied

Reason for Denial: _____

_____

_____

The following conditions must be completed by:

_____

_____

Conditions of Use: _____

_____

_____

_____ _____

Bureau of Fire Protection & Life Safety Inspector Date

(*signed after all conditions are completed*)

Police Department

200 Franklin Parkway, San Mateo, CA 94403 (650)522-7740

☐ Approved

☐ Denied

☐ Primary Entertainment ☐ Secondary Entertainment

Reason for Denial: _____

_____

_____

The following conditions must be completed by: _____

_____

_____

Conditions of Use: _____

_____

_____

_____ _____

Police Department Date

(*signed after all conditions are completed*)