



Request for Law Enforcement Approval for Alcoholic Beverage Control (ABC) Daily License Application/Authorization (INSTRUCTIONS)

INSTRUCTIONS:

Link to ABC Daily License Application & Instructions (ABC-221 Form):

<https://www.abc.ca.gov/wp-content/uploads/forms/ABC-221.pdf>

The Department of Alcoholic Beverages (ABC) may require additional documents or diagrams. For the latest updates, always visit the California Department of Alcoholic Beverages Control: <https://www.abc.ca.gov/>

Special Events:

★If your event has any of the following elements, please contact the City’s Development Services Center (510) 494-4443 to see if your event requires a Special Event Permit (applicable fees may apply) or if the event is allowed according to Fremont Municipal Code:

- Located on public property or a park
- Located on and/or requires a road/parking lot closure
- Animals
- Tents/canopies larger than 400 sq. ft.
- Distribution or sale of food and/or alcohol
- Sale of non-food items (crafts, etc.)
- Outdoor cooking

If your event requires a special event permit, submit the ABC License Cover Page and the ABC Daily License Application (ABC-221 Form) with your special events application packet. Additional information regarding special events can be found here: <https://www.fremont.gov/permits/special-event-permit>

Events in Parks

If you plan to hold your event in a City park, please contact Michael Sa (510) 494-4372 with the City of Fremont’s Parks and Recreations and submit the ABC License Cover Page and the ABC Daily License Application (ABC-221 Form) with your park use permit, as directed.

No Special Events Permit Needed:

If your event does not require a special event permit, bring or mail the ABC License Cover Page and the **original signed** ABC Daily License Application (ABC-221 Form) to:

- **Attn: Beatriz Rice, Fremont Police Department, 2000 Stevenson Blvd., Fremont, CA 94537**
- Police Department Lobby Hours: Monday - Friday 8:00 a.m. – 5:00 p.m.

At this time, the Department of ABC only accepts original hard-copy wet signatures on the application forms. The Department of ABC does not accept electronic signatures or scanned copies of the form.

Note Special Holiday Review Timeline for ABC licenses:

- Events from **November 20 - December 19**, submit to Police Department for approval by **November 1**
- Events from **December 20 - January 19**, submit to Police Department for approval by **December 1**
- All others should be submitted to the Police Department **at least 15 business days** for approval

There is no fee required for law enforcement approval of the ABC application. The Fremont Police Department requires the submittal of the ABC License cover page and the original signed application at least **15 business days** in advance of the event date, and additional time is required during the holiday season. The Police

Department will call you when the approved application can be picked up from the lobby of the Police Department. To check the status of your approval, contact: *Beatriz Rice*, brice@fremont.gov, (510) 790-6758. Once you pick up the approved application from the Police Department, you must take the application to your local Department of Alcoholic Beverage Control (ABC) to obtain your ABC daily license. Additional fees required. ABC requires the signed law enforcement approved application to be submitted to their office **at least 10 days** prior to the event. Failure to meet their timeline may result in the delay or failure of your ABC approval.

Additional Information Regarding ABC Daily Licenses

For the latest updates, always visit the California Department of Alcoholic Beverages Control:

<https://www.abc.ca.gov/>

I. Non-Profit Organizations

- Daily licenses can only be issued to Non-profit (501©3) organizations and Political parties sponsoring a Candidate or Ballot Measure per Section **24045.1** and Rule **59.5** of the ABC Act. All daily license events require Property Owner and Law Enforcement for Alameda, Contra Costa, and Solano County. A Daily license will be required when any/all of the following criteria is met:
 1. The NON-PROFIT organization will be selling alcohol directly at an event
 2. The NON-PROFIT organization will be selling tickets to an event that will allow the ticket purchaser access to alcohol (even if the alcohol is free)
 3. The NON-PROFIT event is open to the public (with the event is ticketed or invitation -based, and if anyone can purchase a ticket or if the invitation involves monetary consideration, then it is considered open to the public)
 4. The NON-PROFIT organization will be having alcohol donated to them from either a Manufacturer or Wholesaler
 5. The NON-PROFIT organization is planning an event where Wineries, Beer Manufacturers, and/or Distillers will be giving product tastings at the designated event area.

II. For-Profit Organizations and/or Individuals (Type 58 Catered Events)

- Event that is held by an entity that does not have Non-profit (501©3) status must hire a Type 58 Caterer to handle the alcohol at the event per Section **23399**.
- If the event is open to the public, then the catered event requires Law Enforcement approval. Type-58 Caterers can either sell alcoholic beverages for consumption at the bar or stand, provide free of charge, or have the sponsoring organization sell tickets to the event. Also, FYI, some caterers have been catering alcohol by truck (like a food truck).

III. Private Parties

- No license or permit shall be required for the serving and otherwise disposing of alcoholic beverages where all of the following conditions prevail:
 1. That there is no sale of an alcoholic beverage.
 2. That the premises are not open to the general public during the time alcoholic beverages are served, consumed or otherwise disposed of.
 3. That the premises are not maintained for the purpose of keeping, serving, consuming or otherwise disposing of alcoholic beverages.



**Request for Law Enforcement Approval for
ABC Daily License Application/Authorization
(ABC License Cover Page)**

SECTION 1: Type of Event (Check all that apply):

- | | | |
|--|---|---|
| <input type="checkbox"/> Car Show | <input type="checkbox"/> Parade | <input type="checkbox"/> Sales/Retail/Promotional |
| <input type="checkbox"/> Carnival/Carnival Rides | <input type="checkbox"/> Petting Zoo | <input type="checkbox"/> Street Fair |
| <input type="checkbox"/> Dance | <input type="checkbox"/> Political Activity | <input type="checkbox"/> Other (please specify) |
| <input type="checkbox"/> Food Truck Event | <input type="checkbox"/> Religious Event | _____ |
| <input type="checkbox"/> Music/Concert | <input type="checkbox"/> Run/Walk/Race | |

SECTION 2: Event Permit Status

- | | | |
|--|---|--|
| <input type="checkbox"/> Special Event Permit needed | <input type="checkbox"/> Event held in park | <input type="checkbox"/> No special event permit needed/Not held in park |
|--|---|--|

SECTION 3: CONTACT INFORMATION (Please print legibly)

Date ABC Form Submitted: _____ Event Date: _____

Event Title: _____

Sponsoring Organization: _____

Contact Name: _____ Contact Phone No.: _____

Contact Email Address: _____

SECTION 3: EVENT INFORMATION

Expected average attendance per day: _____

Event Location: _____

Event Description
