

GENERAL EVENT TOOLKIT

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SPECIAL EVENT PERMIT

A Special Event Permit Application is required for the use of all or any portion of a public street, sidewalk or alley by an organization assembly of more than 50 people, or if your park activity meets one or more of the following conditions:

- Anticipated attendance is 200 or more people
- Event is open to the general public
- Alcohol will be served or sold
- Event includes amplified sound (excluding announcements and boom boxes)

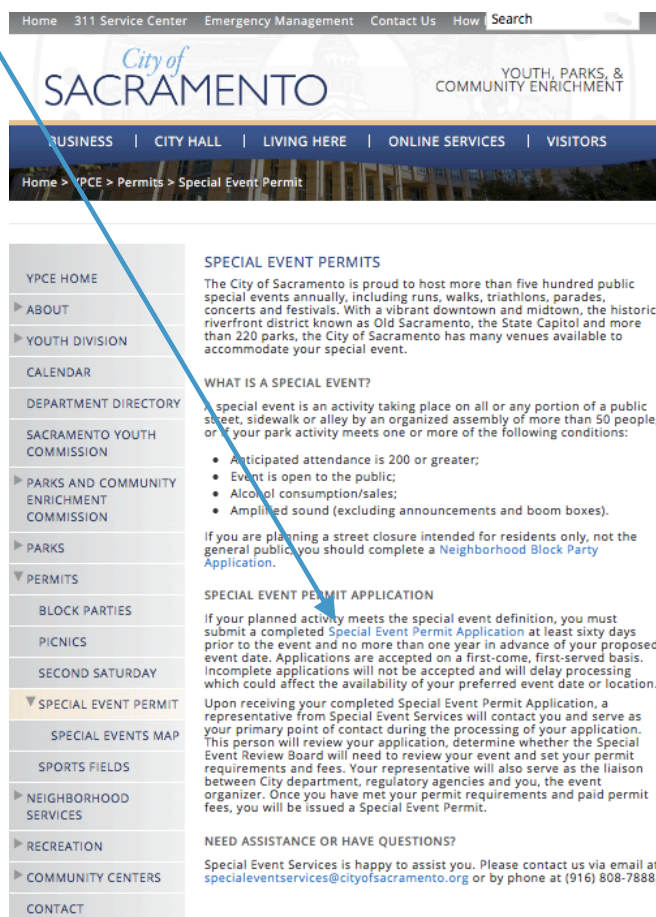
Special Event Permit Application must be complete in full and submitted to Special Events Services at least 60 days prior to your event date, and no more than one year in advance of the event date. Applications are accepted on a first-come, first serve basis. You can find the Special Event Permit Application on the [City of Sacramento's website](#), also pictured here.

Fees/Paperwork:

- \$50 non-refundable application fee
- a photocopy of the applicant/responsible party's ID.

A Special Event Services representative will be assigned as your primary point of contact. This representative will be in charge reviewing your application, determine if your event will need to be reviewed by the Special Event Review Board¹, and serve as your liaison between City departments and regulatory agencies.

Processing Special Event Permits will depend on the complexity of the event and your ability to meet the requirements. A complex even may take several months to permit, whereas a low-impact event may take only a few weeks.



¹Special Event Review Board – A board of different City department representatives (SacPD, Sheriff, Builders, etc.) who review your event and ask any necessary questions. Takes place in City of Sacramento City Development office at 300 Richards Blvd and is a private, generally casual meeting.

HEALTH PERMIT

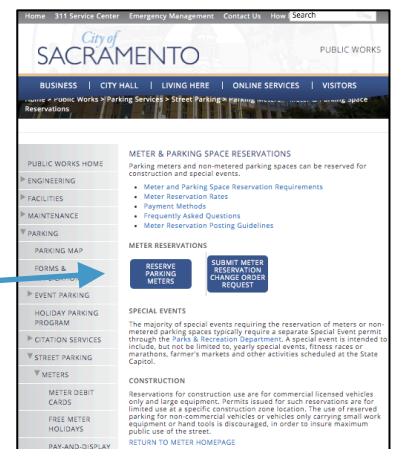
According to the Sacramento County's Environmental Management Department, a Health Permit is required when food is given or sold to the public. This includes pre-packaged and/or cooked foods. For all Special Events, you will apply for a "Community Event (Temporary Food Facility) Form," on the [Sacramento County's website](#), also pictured here.



In order to apply for a Health Permit, you will need to first complete the "Application for Permit to Operate" before you complete the "Community Event Organizer Packet." Both items, along with a health permit fee², will be submitted to the Environmental Health Division at least two weeks prior to the event date. You will have the option of handing out "Temporary Food Facility Operator Packets" to all the vendors that are in need of a one-day permit in order to participate in your event. Most vendors already have health permits, in which case you will need a current copy of their permit to submit as part of your application. They must complete their packets and return to you to submit along with the other two documents and health permit fee two weeks prior to the event date.

PARKING

If your special event requires the reservation of meters or non-metered parking spaces, or if you need to request a road closure then you must first submit a Meter and Parking Space Reservation Application and Fee³. This application can be found on the [City of Sacramento's website](#), and is also pictured here.



² Health permit fees will depend on how many low-risk, high-risk, and food truck vendors you have. You can follow the table on the Application for Permit to Operate.

³ Fees are based on the number of parking spots you need to reserve, location, and installment needs and are outlined in the reservation requirements on the Meter and Parking Space Reservation Application.

Reserved on-street parking is for approved special event vehicles only, personal use is not allowed. Reservation for metered and unmetered areas must be requested via the online reservation application. Reservations do NOT exempt organizers from obeying posted regulatory signs. Per City Code, all signage postings will be handled by the Department.

ABC PERMIT

All Special Events who wish to provide beer, wine, or distilled spirits must apply for a One-Day Alcohol Beverage Permit **AND** a Daily License through the State Department of Alcoholic Beverage Control (ABC). The One-Day Permit application can be found on the City of Sacramento's website and the Daily License application can be found on the California State Portal— both pictured below.

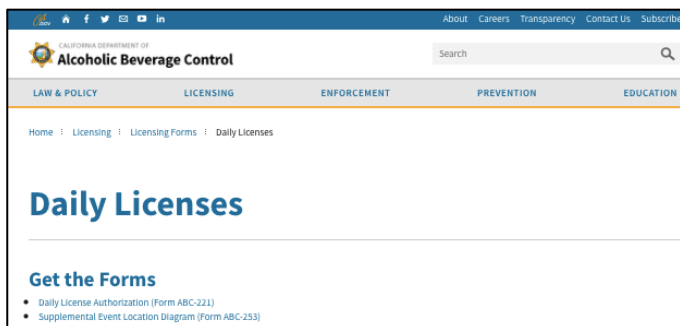


The One-Day permits must first be sent to Sonia Ibanez with the City of Sacramento for a signature. Then the One-Day Permit and the Daily License, and an event site map must be sent to Myles S. Coleman with the Sacramento Police Department. Once Myles S. Coleman provides a signature, all documents are then ready to be submitted to the ABC office⁴

Permits will be reviewed, and the ABC office will inform you when they have been approved. All approved ABC permits must be displayed in your event's bar area.

Fees:

- Beer and Wine \$50.00/day
- Beer, Wine, & Distilled Spirits \$75.00/day
- Special Temporary License \$100/day



⁴ Located at 2400 Del Paso Road #155, Sacramento, CA 95834

POINTS OF CONTACT

Special Event Services

Email specialeventservices@cityofsacramento.org

Phone (916)-808-7888

- **Melissa Romero** – Special Event Supervisor
Email MRomero@cityofsacramento.org
Phone (916)-808-3654
- **Sonia Ibanez** – Permitting and Events
Email SIbanez@cityofsacramento.org
Phone (916)-808-1942

Environmental Management Department

Phone (916)-875-8440

- **Elizabeth Valtierra-Nansel**
Email valtierra-nansele@saccounty.net
Phone (916)-875-8440

ABC Office

Email Sacramento@abc.ca.gov

Phone (916)-419-1319

- **Myles S. Coleman** – Sacramento Police Department
Email mscoleman@pd.cityofsacramento.org

City of Sacramento

- **Shawn C. Aylesworth** – City of Sacramento Department of Youth, Parks & Community Enrichment, Parks Manager
Email scaylesworth@cityofsacramento.org
Phone 916-712-1356
- **311** – Customer Service Help Center
Email 311@cityofsacramento.org
Phone **311 or (916)-808-5011**
if outside City Limits **(916)-264-5011**