

GETTING A DAILY LIQUOR LICENSE FROM THE STATE OF CALIFORNIA THROUGH AN NPO

warning: NPOs only get one of these licenses every 30 days

warning: You are supposed to get ALL this mess taken care of more than 10 days before the event!

warning: If your event is happening outside you are supposed to fill out form ABC-253

warning: If your event is "public" and not "private" you probably need some kind of event permit too. Good luck with that.

1) Print out form ABC-221 <http://www.abc.ca.gov/FORMS/ABC221-2009.pdf>

2) Find a NPO who will sponsor the party, calling it a fundraiser.

Inform the NPO you will promote their cause via the event, and make a donation to them from the profits.

Make SURE they are on board because they have to do messy paperwork and ultimately THEY are the people who actually get the license

From the NPO you need:

IRS and/or Franchise Tax Board documents showing your tax exempt status with your tax I.D. number,

Minutes of a recent board meeting that show the names of the board members, including the member who will be putting their contact information and signature on form ABC-221. (**it is an undocumented San Francisco policy that this member must be a "high ranking officer", and not just any board member**)

3) Get the property owner at the venue to sign ABC-221

4) Create an official looking document on the NPO letterhead indicating what is happening at the event, and especially including a security plan that talks about serving the alcohol and controlling the 21 and under crowd (i.e. "we check IDs at the door and no one under 21 is admitted" or "we stamp hands and serve single drinks only to persons with stamps"). It is probably good to include information that makes you sound like a responsible event planner, using an appropriate venue in an appropriate way for appropriate things.

5) Collect ABC-221, and your "security plan" document and take them to the police department quick-office (850 Bryant, btwn 7th & 8th, turn left immediately inside front doors).

6) The next morning The Police Department permit dude (in our case Officer Gary Buckner 415-553-9192) will call you with problems, or to tell you your form is ready to pickup.

7) Pickup your form ABC-221 from the police department

8) Get a Cashier's Check or Money Order payable to Department of Alcoholic Beverage Control

9) Make an appointment to visit the ABC office.

10) Take form ABC-221, your Cashier's Check or Money Order, The NPO's tax documents, and The NPO board meeting minutes, to the ABC office (71 Stevenson St # 1500, (415) 356-6500)

11) The ABC should have received a fax from the police department approving your plan.

12) They give you the license- w00t!

San Francisco Police Dept.

850 Bryant (btwn 7th & 6th)

Officer Greg Buckner

415-443-9192

8am-4:30pm?

Alcohol Beverage Control

71 Stevenson St # 1500

San Francisco, CA 94105-2961

(415) 356-6500 (press zero to bypass menu)

8am-3pm Mon-Fri, now closed on certain Fridays for budget cuts

Appendix

NPO = Non Profit Organization

501c3 = Refers to the most common type of Non Profit Organization, as categorized by the Federal gov, and/or their tax status (largely exempt from taxes)

ABC = The California Department of Alcoholic Beverage Control

San Francisco NPOs

NoiseBridge

CellSpace

CounterPulse

New Langton Arts

SOMArts Cultural Center

PirateCatRadio

IntersectionForTheArts