CASINO PARTY

APPLICATION REQUIREMENTS

California Penal Code Section 330 makes it a misdemeanor to participate in certain games of chance. Games of chance which are played for neither money nor any other representative of value may be offered at a Casino Party in the City of San Diego as part of a licensed event sponsored by a registered, charitable **Tax Exempt Organization** as defined in San Diego Municipal Code, Article 3, Chapter 3, Division 41.

To apply for a Casino Party permit you must apply in person at the San Diego Police Department Police Permits/Licensing Office, 1400 'E' Street, between the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday.

APPLICATION MUST BE SUBMITTED 30 DAYS PRIOR TO THE EVENT. NO EXCEPTIONS.

The applicant must file the following forms:

- Completed **Casino Party Application**.
- A minimum of TWO casino managers are required for each event. YOU MUST PRINT OUT AND SUBMIT AT LEAST TWO COMPLETED **CASINO MANAGER APPLICATIONS**.
- Every designated Casino Manager must sign and submit a separate copy of the **"Casino Party Rules and Regulations"** form.
- Completed **Casino Party Volunteer List**.
- Each of your Casino Managers (two Casino Managers minimum) must sign and submit an "ENTERTAINMENT ESTABLISHMENT STATEMENT OF UNDERSTANDING" form with your application package.
- A Public Assembly Permit from the Fire & Life Safety Department
  (The Public Assembly Permit is not necessary if the party is in a hotel or convention center.)
  Located at: 1010 2nd Ave Ste. 300, San Diego, CA 92101. Phone: (619) 533-4400.
- A copy of the organization's tax-exempt status from the State of California Franchise Tax Board. A determination letter of non profit status can be obtained at https://webapp.ftb.ca.gov/eletter/.
- San Diego Business Tax Certificate (non profits do not need to pay the fee).
  Telephone (619) 615-1500, City Treasurer 1200 3rd Avenue, 1st Floor.
- A copy of the registration from the Bureau of Gambling Control.
- A copy of the advertisement(s) for the event.
- A criminal record check will be made on the casino manager and volunteers.
- At the time the application is submitted to the Permits & Licensing office, all documents and fees must be included. Incomplete applications will not be accepted.
- Bring cash, check, cashier's check or money order (payable to City Treasurer) in the amount of **$237.00** for processing the application.
- No **OUT OF STATE CHECKS** will be accepted.
- You may contact the industry officer at casino@pd.sandiego.gov if you have questions.