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.**
- Completed **Casino Manager Application** from each casino manager. Two casino managers are required for the event.
- Completed **Casino Party Volunteer List**.
- 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 http://www.ftb.ca.gov/businesses/faq/744.shtml.
- 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 **$65.00** for processing the application.
- No **OUT OF STATE CHECKS** will be accepted.

1400 'E' Street, M.S. 735
San Diego, CA 92101

CASINO PARTY MANAGER - RULES AND REGULATIONS

California Penal Code Section 330 makes it a misdemeanor to participate in certain games of chance to include among others, twenty-one, blackjack, roulette, craps and wheel of fortune, or any banking or percentage game played with cards, dice, or any device, for money, checks, credit, or other representative of value. Games of chance commonly conducted at a Casino Party may be played in the City of San Diego as part of an event sponsored by a registered, charitable non-profit organization per the authority of San Diego Municipal Code, Article 3 Chapter 3, Division 41. A synopsis of Division 41 provides the following:

1. Any peace officer or regularly detailed and salaried police employee shall have free access to any licensed casino party. The casino party licensee shall have a list of approved volunteers, the casino permit, and casino supplier employees available for inspection.

2. No minors (under the age of 18 years) shall be allowed to participate in a casino party.

3. No casino party shall be conducted between the hours of 2:00 a.m. and 6:00 a.m.

4. Casino Parties shall be open to the public, free of charge, with no advance registration required. The public may be excluded from other activities such as a dinner or dance.

5. All chips or scrip must be dispensed free of charge. There can be no correlation between the amount of chips dispensed and money donated. (Example: If $20.00 is the suggested donation for a bundle of scrip and one customer donates $100.00 and receives five (5) bundles, another may request an equal amount for less donation or no donation.)

6. No chips or scrip may be redeemed for cash and no cash prizes may be awarded. All participants **MUST HAVE AN EQUAL CHANCE** for any drawing held. Extra drawing tickets shall not be dispensed for each donation made nor shall extra tickets be dispensed based upon the amount of chips or scrip redeemed. No single prize shall exceed $2,500.00 in fair market value and the total fair market value of prizes shall not exceed $5,000.00.

7. No cash or checks may be used or displayed at any gaming table or device. Attention needs to be given to money left on a table while waiting for food or drink to be delivered.

8. All casino volunteers and employees provided by a casino company must wear on his or her outside clothing a nametag containing that person's full name and affiliation. Casino managers must wear a nametag identifying themselves by name and title as Casino Manager. A casino manager must be on the premises at all times during which a casino party is being conducted.

9. All advertisements relating to a casino must indicate that there is no fee or charge related to participation in the event and that it is open to the general public.

I am a volunteer for _____ and will be a casino manager for a casino party to be conducted at (place)_____on (date)_____. I have read and understand the above rules and regulations as they pertain to Casino Parties conducted in the City of San Diego. I have been provided a copy of the San Diego Municipal Code Division 41which contains the rules and regulations as well as additional information relating to Casino Parties.

Casino Manager's Signature: _____ Date: _____

SAN DIEGO POLICE DEPARTMENT
PERMITS AND LICENSING APPLICATION

1400 'E' Street, M.S. 735
San Diego, CA 92101

CASINO PARTY APPLICATION

Organization's Name: _____

Address: _____ City: _____ Zip: _____

ORGANIZATION BOARD OF DIRECTORS

	COMPLETE NAME	HOME ADDRESS	HOME PHONE
A. President			
B. Vice President			
C. Secretary			
D. Treasurer			

Applicant Full Name: _____ Applicant's Title: _____

IF APPLICANT IS NOT CORPORATION DIRECTOR, WRITTEN AUTHORIZATION FROM ORGANIZATION TO APPLY FOR CASINO PARTY PERMIT MUST ACCOMPANY APPLICATION.

Address of proposed Casino Party: _____
Date of Casino Party: _____ Hours of party: _____
Company or individual that will be furnishing casino personnel, equipment or devices:
Name: _____
Address: _____
A SINGLE OCCASION PUBLIC ASSEMBLY PERMIT MUST BE OBTAINED FROM THE FIRE DEPARTMENT BEFORE A POLICE PERMIT CAN BE ISSUED. A SCHEMATIC DRAWING DEPICTING LOCATION OF TABLES, EXITS, ETC. MUST ACCOMPANY THE APPLICATION FOR THE PUBLIC ASSEMBLY PERMIT.
PERMIT # _____

I CERTIFY THAT ALL INFORMATION AND STATEMENTS MADE HEREIN ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Applicant's Signature: _____ Date: _____

Home Address: _____ Zip _____ Phone _____

Business Address: _____ Zip _____ Phone _____

Mailing Address: _____ City _____ Zip _____

Date of Birth _____ California Driver's License _____

FOR POLICE DEPARTMENT USE ONLY

Date Received: _____ Permit No.: _____ Interviewed by _____

1400 'E' Street, M.S. 735
San Diego, CA 92101

CASINO MANAGER APPLICATION

Organization's Name: _____

Applicant Name: _____
Last First Middle

Address: _____ City: _____ Zip: _____

Height: _____ Weight: _____ Hair: _____ Eyes: _____

Date of Birth: _____ Place of Birth: _____

Driver's Lic. or ID No.: _____ Social Security Number: _____

Employer: _____ Address: _____

Work Phone: _____ Home Phone: _____ Other Phone: _____

List ALL criminal convictions, if any, with a full explanation of the circumstances. (Do not include traffic offenses.)

	Charge	Date of Conviction	Explanation
1			
2			
3			

I declare under penalty of perjury that the statements made above are true and correct to the best of my knowledge. I understand that any false statements or information are grounds for the denial of this application and that I may be subject to prosecution per San Diego Municipal Code, Section 11.0401(b). I certify that I am a volunteer of the above listed non-profit organization and I have been designated as a Manager. I have familiarized myself with the laws regulation casino parties in the City of San Diego and I will advise all volunteers of the same. I understand that while I am acting in the capacity of a casino manager, it will be my responsibility to supervise the conduct of all casino games and be present on the premises while such games are conducted.

Signature: _____ Date: _____

FOR POLICE DEPARTMENT USE ONLY

Records Check: _____ Int.By: _____

Comments: _____

_____

_____

_____

Detective Approving/Denying: _____ Date: _____

CASINO PARTY
VOLUNTEER LIST

ORGANIZATION NAME: _____

Volunteer Full Name: _____
Last First Middle

Home Address: _____ City: _____ Zip: _____

Home Phone: _____ Height: _____ Weight: _____ Hair: _____ Eyes: _____

Date of Birth: _____ Place of Birth: _____

Driver's Lic./ID Number: _____ Record's Check: _____

Volunteer Full Name: _____
Last First Middle

Home Address: _____ City: _____ Zip: _____

Home Phone: _____ Height: _____ Weight: _____ Hair: _____ Eyes: _____

Date of Birth: _____ Place of Birth: _____

Driver's Lic./ID Number: _____ Record's Check: _____

Volunteer Full Name: _____
Last First Middle

Home Address: _____ City: _____ Zip: _____

Home Phone: _____ Height: _____ Weight: _____ Hair: _____ Eyes: _____

Date of Birth: _____ Place of Birth: _____

Driver's Lic./ID Number: _____ Record's Check: _____

Volunteer Full Name: _____
Last First Middle

Home Address: _____ City: _____ Zip: _____

Home Phone: _____ Height: _____ Weight: _____ Hair: _____ Eyes: _____

Date of Birth: _____ Place of Birth: _____

Driver's Lic./ID Number: _____ Record's Check: _____

PLEASE PRINT LEGIBLY **INFORMATION MUST BE COMPLETE**