



SAN DIEGO POLICE DEPARTMENT - PERMITS AND LICENSING



CASINO PARTY INFORMATION SHEET

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](#).

New applications may be submitted in person at the Office of the City Treasurer located at:  
1200 Third Avenue, Suite 100, San Diego, CA 92101

Mailing Address: [SDPD Permits, P.O. Box 122289, San Diego, CA 92112-2289](#)

For questions, contact the Business Tax Program at (619) 615-1500.

Note: Regulation and enforcement will continue to be performed by SDPD.

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

**YOU MUST PROVIDE ALL OF THE FOLLOWING WHEN APPLYING FOR THE ABOVE MENTIONED POLICE PERMIT  
INCOMPLETE APPLICATION PACKETS WILL NOT BE ACCEPTED**

- 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.
- Copies of Internal Revenue Service or State Franchise Tax Board exemptions.
- [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 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.
- This is a one-time, non-renewable permit.
- [FEES](#) – Cash, checks, and credit cards are accepted. Please make checks, money orders, and cashier's checks payable to **City Treasurer**.

In addition to the annual PD Regulatory fee, all permits are assessed a non-refundable \*Application Fee. The application fee consists of a \$15 investigative fee (background review) for one Owner/Officer and a \$44 application fee for new permits. Each Owner/Officer applicant will be assessed a \$15.00 investigative fee per background review.

**\$228.00** – Regulatory Permit Fee / Casino Party  
**\$59.00** - \*Application Fee  
**\$287.00** – Total

**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.: \_\_\_\_\_ Approved by \_\_\_\_\_



**CASINO PARTY  
VOLUNTEER LIST**

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**ORGANIZATION NAME:** \_\_\_\_\_

Volunteer Full Name: \_\_\_\_\_

Home Address: \_\_\_\_\_<sup>Last</sup> \_\_\_\_\_<sup>First</sup> City: \_\_\_\_\_<sup>Middle</sup> Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Hair: \_\_\_\_\_ Eyes: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Driver's Lic./ID Number: \_\_\_\_\_ Record's Check: \_\_\_\_\_

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Volunteer Full Name: \_\_\_\_\_

Home Address: \_\_\_\_\_<sup>Last</sup> \_\_\_\_\_<sup>First</sup> City: \_\_\_\_\_<sup>Middle</sup> Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Hair: \_\_\_\_\_ Eyes: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Driver's Lic./ID Number: \_\_\_\_\_ Record's Check: \_\_\_\_\_

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Volunteer Full Name: \_\_\_\_\_

Home Address: \_\_\_\_\_<sup>Last</sup> \_\_\_\_\_<sup>First</sup> City: \_\_\_\_\_<sup>Middle</sup> Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Hair: \_\_\_\_\_ Eyes: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Driver's Lic./ID Number: \_\_\_\_\_ Record's Check: \_\_\_\_\_

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Volunteer Full Name: \_\_\_\_\_

Home Address: \_\_\_\_\_<sup>Last</sup> \_\_\_\_\_<sup>First</sup> City: \_\_\_\_\_<sup>Middle</sup> Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Hair: \_\_\_\_\_ Eyes: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Driver's Lic./ID Number: \_\_\_\_\_ Record's Check: \_\_\_\_\_

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**PLEASE PRINT LEGIBLY**

**INFORMATION MUST BE COMPLETE**

### 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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PCCO Approved/Denied: \_\_\_\_\_ Date: \_\_\_\_\_

### 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 41 which contains the rules and regulations as well as additional information relating to Casino Parties.

Casino Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ENTERTAINMENT ESTABLISHMENT STATEMENT OF UNDERSTANDING

1. Name of business: \_\_\_\_\_
2. Name of Owner: \_\_\_\_\_

**Live Entertainment is regulated by the San Diego Municipal Code, Sections # 33.1501 through #33.1514. You are responsible for being familiar with and complying with the rules and regulations related to live entertainment at your business. Copies of the Entertainment Establishment Ordinance and General Provisions for police regulated activities may be obtained from the City Clerk's office located at 202 C Street, 2<sup>nd</sup> Floor, Telephone # (619) 533-4000 or via the City's website:**

**[SDMC Chapter 3, Article 3, Division 15 and SDMC Chapter 3, Article 3, Division 4, Section 2.](#)**

When providing live entertainment you are responsible for all of the following rules and regulations:

#33.1501- You will be held responsible for controlling patron conduct in and around your business, making adequate provisions for crowd control. You are responsible to minimize disturbances as a result of the operation of entertainment.

#33.1503- You must have your entertainment permit at your business and readily available to Vice and/or police personnel whenever requested.

#33.1510- The owner and/or manager on duty shall be responsible for the orderly dispersal of individuals from the vicinity of the establishment at closing time, and shall not allow congregation inside or outside establishment.

#33.1513- The owner will be responsible to enforce the conditions placed on entertainment permit relating to the operation and type of business.

#33.0401-#33.0406- Regulatory action may be taken against your entertainment permit if violations of the San Diego Municipal Code Entertainment Sections occur.

#33.0308-(A)-(J)- It is the owner's responsibility to renew the entertainment permit by the expired date. If renewal applications are submitted within less than thirty days, but more than ten calendar days after the due date, an additional \$25 plus ten percent of the regulatory fee will be due to complete the application for renewal.

**I have read and understand the requirements listed above. If I have any questions regarding these requirements, I understand that I may call and speak with a Police Code Compliance Officer about any questions or concerns I might have regarding my entertainment permit.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date