



TOURO UNIVERSITY
C A L I F O R N I A

STEPS TO OBTAINING AN ALCOHOL PERMIT & INSURANCE

- 1) **Must complete this permit as early as possible! It should be *at least* one month prior to the event. The Police Department may hold the permit as long as 2 weeks. The ABC District Office “requires” 10 days in advance. Sometimes they do it in less time, but it is better to get this done early.**
- 2) **The Liquor Liability Insurance applies to events held on campus. If you plan on having an event *off – campus*, you must obtain an additional location event insurance.**
- 3) **Alert Student Affairs**
 - a. Email Dr. Binkerd and explain to him why you need an alcohol permit
 - b. Obtain the Responsible Alcohol Use Form and the Responsible Alcohol Use Policy Form
- 4) **Print out the Alcohol & Beverage Control Form (ABC-221 Form)**
 - a. Go to: <http://www.abc.ca.gov/forms/PDFlist.html>
 - b. Click Special Daily License/Event Permit Applications and click continue
 - c. Download ABC – 221 form
- 5) **Bring form to Vallejo Police Department**
 - a. There is a fee for having them sign it. The fee is \$27. SUBJECT TO CHANGE. Confirm with the Police Department. The easiest thing to do is probably get a money order.
 - b. They will ask you to fill out another piece of paper. They will ask for an approximate count of guests.
 - c. **111 Amador Street**
 - d. **Vallejo, CA 94590**
 - e. **(707) 648-4321**
 - f. If for some reason, they tell you that they don't give permits to schools, ask them to check their records because we have done this many times.
- 6) **Buy Liquor Liability Insurance**
 - a. Go to: www.privateeventinsurance.com/jump.jsf
 - b. Click on California and continue
 - c. Choose "A business or organization"
 - d. Choose "Fundraising Dinner" or whatever sounds similar to your event
 - e. Date **/**/**, and US
 - f. "NO" to all of the questions.
 - g. Coverage: \$500,000
 - h. Will alcohol be served: "YES"
 - i. Will there be a licensed caterer: "YES"
 - j. *****MAKE SURE YOU PUT ALL NAMES ON THE FORM (As Additional Insured)*****
 - i. **Touro University**
 - k. Price is around \$223- \$239

- 7) **Print out the Certificate Holder and the first page of the Policy**
- 8) **Bring to the Provost to sign**
 - a. Dr. Marilyn Hopkins is the Provost.
 - b. Email Renee.Morris@tu.edu to make arrangements to meet with or drop off papers for Dr. Hopkins.
- 9) **Bring to ABC District Office in Oakland**
 - a. Must have a money order for \$25. \$50 for beer & wine. SUBJECT TO CHANGE.
 - b. **1515 Clay Street, Suite 2208**
 - c. **Oakland, CA 94612**
 - d. **Phone: (510) 622-4970**
 - e. OAK.Direct@abc.ca.gov
 - f. Please look at their hours and closure dates. They are closed during the weekends and major holidays as well as the 1st, 2nd, and 3rd, Friday of each month. THIS IS ALL SUBJECT TO CHANGE.
 - g. Be prepared to pay for parking in parking structure, which is right across the street.
 - h. If for some reason, they tell you that they don't give permits to schools, ask them to check their records because we have done this many times.
- 10) **Now that the Police Department knows that there is an event that will be serving alcohol, MAKE SURE, you emphasize the importance of designated drivers for those who will be drinking.**
- 11) **Security will be required for all events on campus that serve alcohol. Contact Facilities to make arrangements.**
- 12) **All Facility, Food and IT needs need to be requested separately through Facility, Food and IT Requests forms 30 days in advance of your event.**