



City of South San Francisco Private Event Permit Guidelines



General Information Read Carefully

Private events are defined by the South San Francisco Municipal Code as, “any one-time activity, function, or event that occurs in rented or leased halls or other venues that are contained within the facility or private property and do not impact City departments beyond day-to-day operations (e.g. Birthday parties, Weddings, Baptisms, etc.)”

Application Submittal Deadline

The South San Francisco Municipal Code requires permit applications to be submitted no later than thirty (30) days prior to the actual date of your event (6.48.050 (a) SSFMC). However, it would be to your advantage to submit it sooner should there be additional requirements or for the purpose of canceling the event should your permit be denied. Holding an event without obtaining the proper permits may result in immediate closure of the event **(M.C. 6.48.070)**. *Applications may be submitted as early as one year before the event date.*

Application Must Be Complete

Prior to submitting the application to the South San Francisco Police Department, review it to ensure it is filled out completely. If any of the lines on the application are not completed with the information requested or marked “not applicable” when it does apply to your function or if false statements are made on the application, the application may be denied or revoked **(M.C. 6.48.160)**.

Application Fee

All applications require a \$100.00 processing fee payable to the South San Francisco Police Department. Application received thirty (30) days or less from the date of the event will be assessed an additional \$45.00 late fee. Your willingness to pay a late fee does not guarantee that the City of South San Francisco will be able to process your permit application due to time or staffing constraints.



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Security Considerations

Every event having an attendance of seventy-five (75) people or more shall hire a South San Francisco Police Officer or private security officer(s) approved by the Police Chief, to be present during the event, unless at the discretion of the Police Chief the hiring of a South San Francisco Police Officer or private security officer(s) is not necessary to preserve and protect the safety, welfare, and morals of those in attendance and the community. This discretionary waiver will take into consideration the on-site presence of the licensee's agent(s) during the event, and their ability to control behavior **(M.C. 6.48.100)**.

Events that meet the following criteria will be required to hire South San Francisco Police Officers to provide security, at the rate of \$112.00 per hour per officer, to preserve and protect the safety, welfare and morals of those in attendance and the community:

- a) events intended to celebrate birthdays, graduations, presentations, promotions, etc. of minors (sixteen-years-old or younger) where alcoholic beverages will be served;
- b) events which end after 12:00 a.m. where minors (under the age of eighteen-years-old) will be in attendance, alcoholic beverages will be served and/or live entertainment is being provided.

If the nature of the single event requires hiring of City police officers, the applicant shall deposit the necessary amount of funds with the South San Francisco Police Department. These funds **MUST** be received by the South San Francisco Police Department **AT LEAST TEN (10) DAYS PRIOR TO THE EVENT. FAILURE TO DO SO COULD RESULT IN THE DENIAL OF A PERMIT.**

Event Closure

Any activity, function or event within the City of South San Francisco being conducted without obtaining the necessary permits may be subject to being closed down **(M.C. 6.48.030)**. If during the function any of the provisions, which had been set forth at the time the application was approved, are not followed, the South San Francisco Police Department may at any time cancel the function and revoke the permit **(M.C. 6.48.160)**.



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Event Cancellation

If you cancel or reschedule the date of your proposed event you must notify the South San Francisco Police Department Community Relations Division in writing no less than 24 hours in advance of the set-up time for your event. If police officers were required to work your event and you fail to notify the Police Department within twenty four (24) hours prior to the time officers are scheduled to be there you will be billed for a minimum of two (2) hours per officer.

Final Permit

The final permit issued by the City of South San Francisco is valid only for the venue area(s) and event activities, including set-up and clean up. Event permits are non-transferrable. The applicant for which an event permit has been approved shall maintain in their possession during the event the event permit and any conditions, for inspection by the police and fire departments upon request.

If you have any questions regarding the application process and/or the conditions for obtaining a Private Event Permit with the City of South San Francisco, please contact the Office of Community Relations at 650-877-8922.

We wish you success with your event!

Sincerely,

South San Francisco Police Department
Office of Community Relations