



PUBLIC DANCE LICENSE PROCEDURES

Applicant Instructions

1. **FEE:** New and Renewal, Class A, B, C, and D is \$93.00
2. **LICENSE CLASSIFICATIONS:**
 - a.) Class "A" – daily or nightly dancing.
 - b.) Class "B" – dancing not to exceed three days or nights in any calendar week.
 - c.) Class "C" – dancing conducted one night or one day only.
 - d.) Class "D" – dancing conducted in a bona fide club.
3. **EXCEPTIONS** – The requirements of this chapter are not applicable to any City park which closes at or before 9:00 p.m.
4. Complete an "Application for Public Dance License,;" (If these apply) complete "Manager Registration," and "Owner Identification Sheet" form for the City of San Marcos.
5. Deliver the following:
NOTE: If applicant is also submitting an Entertainment License, only one set of photos and fingerprints are required.
 - a.) Completed application.
 - b.) A check made payable to the City of San Marcos for \$93.00 and \$78.00 if you are required to obtain the Manager Registration.
 - c.) All owners and managers must be fingerprinted. Applicants must return the second copy of the Live Scan Form to the City Clerk Department.
 - d.) Two 2" X 2" passport type photographs of all owners and managers.
 - e.) Floor Plan showing entry ways, exit doors, location of the bar(s), tables, dance floor, DJ or stage area, outdoor patios, etc.
 - f.) If establishment is selling alcohol we will need a copy of your ABC License showing any restrictions.
6. **Upon receipt of approvals from the Sheriff's Dept., Fire Dept. and Planning Division your Dance License will be issued. This process usually takes approximately 6-8 weeks. The Dance License will be valid for one year. You will be notified by mail when your renewal is due.**

CITY OF SAN MARCOS
1 CIVIC CENTER DRIVE
SAN MARCOS, CA 92069
(760) 744-1050

APPLICATION FOR PUBLIC DANCE LICENSE

NON-REFUNDABLE

NEW: _____ RENEWAL: _____ PERMIT# _____ CLASS: _____ FEE:\$ _____ DATE PAID: _____

MUST SUBMIT THE FOLLOWING WITH YOUR APPLICATION (ONLY 1 SET REQUIRED IF ALSO APPLYING FOR ENTERTAINMENT PERMIT):

- 2-2"X2" Passport Type Photographs with new applications & every 2 years on renewal applications
- New applicants must return second copy of the Live Scan Form to the Planning Division
- Floor Plan showing entry ways, exit doors, location of the bar(s), tables, dance floor, DJ or stage area, outdoor patios, etc. on all new & renewal applications
- Copy of current ABC License showing any conditions with all new and renewal applications

BUSINESS NAME: _____ TELEPHONE (_____) _____

ADDRESS: _____
(Number) (Street) (City) (State) (Zip)

APPLICANT'S NAME: _____
(Last) (First) (Middle)

ALL OTHER NAMES USED: _____

ARE YOU THE SOLE OWNER OR OFFICER OF THE BUSINESS? _____ YES _____ NO

If not, an Owner Identification Sheet (attached) must be completed by each partner and/or business associate and submitted with this application.

PERSON(S) RESPONSIBLE FOR THE MANAGEMENT OF THE ESTABLISHMENT:

If other than owner of the business, a Manager Permit (attached) must be submitted.

DATE OF BIRTH: _____ PLACE OF BIRTH: _____ HEIGHT: _____ WEIGHT: _____

SEX: _____ HAIR: _____ EYES: _____ CDL#: _____ SSN: _____

RESIDENCE ADDRESS: _____
(Number) (Street) (City) (State) (Zip)

RESIDENCE PHONE: _____ EMERGENCY PHONE: _____

LIST LAST TWO EMPLOYERS (INCLUDE BUSINESS NAME, ADDRESS, EMPLOYMENT DATES, AND POSITION HELD):

1. _____

2. _____

LIST PREVIOUS RESIDENCES FOR THE PAST 5 YEARS:

PUBLIC DANCE LICENSE APPLICATION

PAGE 2

COMPLETE THIS SECTION IF A ONE-DAY DANCE, ONLY -CLASS "C"

ADDRESS OF DANCE: _____ DATE: _____ HOURS: _____

DATE: _____ HOURS: _____

SPONSORING ORGANIZATION: _____ TELEPHONE: _____

TELEPHONE: _____

PERSON IN CHARGE: _____ TITLE: _____

AGE GROUP OF PARTICIPANTS: _____ ESTIMATED ATTENDANCE: _____

MUST BE COMPLETED BY ALL APPLICANTS

LIST ALL CHARGES RESULTING IN CONVICTION OR PLEA OF NOLO CONTENDERE WITHIN THE PAST 5 YEARS (Except for Misdemeanor Traffic Violations).

DATE **PLACE/AGENCY** **CHARGE** **DISPOSITION** **NAME ON DISPOSITION**

I certify under penalty of perjury that the information I have given is true and correct, to the best of my knowledge and belief and understand that Dance Permits are issued pursuant to regulations prescribed in Chapter 5.12 of the San Marcos Municipal Code. Applicant will have present at all times when dancing is carried on, a qualified person, or persons, whose duty it shall be to see that the provisions of said Chapter are lawfully carried out; except for Class "D" Dance Licenses where no alcoholic beverage is sold.

DATE: _____ Signature of Applicant

OFFICE USE ONLY

FOR USE OF SHERIFF'S DEPT.

Approved _____ Disapproved _____

FOR USE OF PLANNING DIVISION

Reason _____

Reason

Date By

Date _____ By _____

FOR USE OF FIRE DISTRICT

Approved _____ Disapproved _____

Reason _____

Date By

**CITY OF SAN MARCOS
1 CIVIC CENTER DRIVE
SAN MARCOS, CA 92069
(760) 744-1050**

PUBLIC DANCE LICENSE

OWNER IDENTIFICATION SHEET

ATTACH TO LICENSE # _____

****Need 2 – 2" x 2" Passport Type Photographs with application**

****New applicants must return second copy of the Live Scan Form to the Planning Division**

BUSINESS NAME: _____ BUSINESS PHONE: _____

BUSINESS ADDRESS: _____
(Number) (Street) (City) (State) (Zip)

APPLICANTS NAME: _____
(Last) (First) (Middle)

ALL OTHER NAMES USED: _____

DATE OF BIRTH: _____ PLACE OF BIRTH: _____ HEIGHT: _____ WEIGHT: _____

SEX: _____ HAIR: _____ EYES: _____ CDL# _____ SSN: _____

RESIDENCE ADDRESS: _____
(Number) (Street) (City) (State) (Zip)

RESIDENCE PHONE: _____ EMERGENCY PHONE: _____

LIST PREVIOUS RESIDENCES FOR THE PAST 5 YEARS:

LIST ALL CHARGES RESULTING IN CONVICTION OR PLEA OF NOLO CONTENDERE WITHIN THE PAST 5 YEARS (Except for Misdemeanor Traffic Violations).

DATE	PLACE/AGENCY	CHARGE	DISPOSITION	NAME ON DISPOSITION
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

(OVER)

OWNER IDENTIFICATION SHEET

PAGE 2

I CERTIFY UNDER PENALTY OF PERJURY THAT THE INFORMATION I HAVE GIVEN IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I HAVE READ AND UNDERSTAND CHAPTER 5.12 OF THE SAN MARCOS MUNICIPAL CODE PERTAINING TO PUBLIC DANCE LICENSES.

I UNDERSTAND THE INFORMATION SUPPLIED IN THIS APPLICATION MAY BE USED TO OBTAIN A CRIMINAL RECORD CHECK.

DATE: _____

Signature of Applicant

OFFICE USE ONLY

FOR USE OF SHERIFF'S DEPT.

Approved _____ Disapproved _____

Reason _____

Date _____ By _____

FOR USE OF PLANNING DIVISION

Approved _____ Disapproved _____

Reason _____

Date _____ By _____