



Riverside Police Department

ENTERTAINMENT PERMIT APPLICATION

Application Instructions

Complete the application and all accompanying forms legibly in black or blue ink. Forms completed in pencil will be returned. All authorized individuals must sign and date the forms, where applicable. Incomplete applications will not be accepted.

Submit all completed paperwork to:

Riverside Police Department - 4102 Orange Street, Riverside, CA 92501

Tuesday through Thursday by appointment only between the hours of 10:00 AM to 4:00 PM.

Questions or to schedule an appointment contact Special Investigations Bureau

Telephone: (951) 353-7206

E-mail: RPDVice@riversideca.gov

Permit		Application Fee (Total)	Valid
<input type="checkbox"/>	New - Entertainment	\$1,224.50	2 Years
<input type="checkbox"/>	Renewal - Entertainment	\$649.00	2 Years

The application will be reviewed by Business Tax License, Planning Division, Building & Safety Division, Fire Department, and Police Department. For complete application process, visit www.riversideca.gov/RPD/Permits

Section A - Entertainment Type (check all that apply)

<input type="checkbox"/> Entertainment with Dancing (Bar)	<input type="checkbox"/> Entertainment without Dancing (Bar)
<input type="checkbox"/> Entertainment with Dancing (Restaurant)	<input type="checkbox"/> Entertainment without Dancing (Restaurant)
<input type="checkbox"/> Karaoke/Open Mike	<input type="checkbox"/> Social Club
<input type="checkbox"/> Pool/Billiard Hall	<input type="checkbox"/> Other:

Section B - Business Information

<input type="checkbox"/> Corporation	<input type="checkbox"/> Limited Liability Company (LLC)	<input type="checkbox"/> General Partnership
<input type="checkbox"/> Limited Partnership	<input type="checkbox"/> Limited Liability Partnership (LLP)	<input type="checkbox"/> Sole Proprietorship

Applicant Name (Legal Ownership Structure):

Business Name (DBA):

Place and Date of Filing of DBA:

Business Site Address:

Taxpayer Identification
Number:

Secretary of State of
Registration Entity ID:
(If Applicable)

Type:

☐ SSN/ITIN

☐ EIN

☐ NIN

Applicant/Business Phone:

Applicant/Business Email Address:

Mailing Address:

Section C - Owner(s) Information

Last Name:	First Name:
Home Address:	
Phone:	Email:
Business Title:	Percentage Owned:
Date of Birth:	Place of Birth:
Government Issued ID Number:	Issuing State:
Last Name:	First Name:
Home Address:	
Phone:	Email:
Business Title:	Percentage Owned:
Date of Birth:	Place of Birth:
Government Issued ID Number:	Issuing State:
Last Name:	First Name:
Home Address:	
Phone:	Email:
Business Title:	Percentage Owned:
Date of Birth:	Place of Birth:
Government Issued ID Number:	Issuing State:
Last Name:	First Name:
Home Address:	
Phone:	Email:
Business Title:	Percentage Owned:
Date of Birth:	Place of Birth:
Government Issued ID Number:	Issuing State:
Last Name:	First Name:
Home Address:	
Phone:	Email:
Business Title:	Percentage Owned:
Date of Birth:	Place of Birth:
Government Issued ID Number:	Issuing State:

***Attach additional pages if necessary**

Section D - Owner Disclosures		Yes	No
1. Has any owner ever been convicted of a misdemeanor involving moral turpitude, or entered into a plea of guilty or nolo contendere to, any felony in the United States or a foreign country within the past 5 years?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Has any owner ever had a City of Riverside Permit suspended or revoked?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Has any owner ever been denied a business license by the City of Riverside?	<input type="checkbox"/>	<input type="checkbox"/>	
If you answered "Yes" to any of the questions above, please provide a written statement detailing the date(s) and circumstances of such convictions, pleas of guilty or nolo contendere, sanctions, fines, denials, suspensions, or revocations, including, but not limited to, specific offenses and/or violations, agency involved, name of any business names, and account numbers.			
Section E - Property Information			
Is the business located in the Downtown Entertainment District (D.E.D)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Is the location: Owned? <input type="checkbox"/> Yes <input type="checkbox"/> No Rented/Leased? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If rented/leased, provide the name and contact information of the property owner(s) below.			
Property Owner Name:			
Property Owner Phone:			
Property Owner Email Address:			
Section F - General Operating Conditions			
Note: Attach additional pages if necessary			
Alcohol/Food/Additional Businesses			
1. Will liquor be sold on the premises? <input type="checkbox"/> Yes <input type="checkbox"/> No			
License Type	Alcohol Beverage Control License No.	Premises Type (Club, Restaurant, or Commercial Store)	
On sale beer			
On sale beer and wine			
On sale distilled spirits			
2. Is food being sold on the premises? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, list types of food sold:			
3. Is a bonafide-eating place provided on the premises? <input type="checkbox"/> Yes <input type="checkbox"/> No			
(Bonafide eating place means a place which is regularly used for serving meals for compensation, which has suitable kitchen facilities containing conveniences for cooking an assortment of foods for ordinary meals other than fast foods, sandwiches or salads. The kitchen must contain proper refrigeration for food and must comply with all applicable regulations of the Health and Human Services Department.)			

4. Are non-alcoholic beverages sold? <input type="checkbox"/> Yes <input type="checkbox"/> No							
5. How many tables for seating? _____							
6. Are other types of businesses conducted on the premises? <input type="checkbox"/> Yes <input type="checkbox"/> No							
If yes, list type(s): _____							
7. Are pool tables provided? <input type="checkbox"/> Yes <input type="checkbox"/> No							
If yes, indicate how many: _____							
If your business has more than two (2), provide copy of Pool Hall Permit with this application.							
8. Is VIP/Bottle service provided? <input type="checkbox"/> Yes <input type="checkbox"/> No							
9. What is the occupancy for establishment set by Fire Marshall? _____							
Hours of Operation							
Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Open (AM/PM)							
Close (AM/PM)							
Admission and/or Membership Fees							
10. Will minors be allowed on the premises? <input type="checkbox"/> Yes <input type="checkbox"/> No							
11. Will the premises be open to the general public? <input type="checkbox"/> Yes <input type="checkbox"/> No							
12. Will a "Cover Charge" be charged? <input type="checkbox"/> Yes <input type="checkbox"/> No							
If yes, describe the cover charge schedule: _____							
13. Is there a private area for exclusive use of members and their guests only? <input type="checkbox"/> Yes <input type="checkbox"/> No							
If yes, types of membership fees: _____							
14. Will guests of members pay an admission fee or other charges? <input type="checkbox"/> Yes <input type="checkbox"/> No							
If yes, describe the fee schedule and other charges: _____							
Proximity of Businesses and Residences							
15. Are there surrounding businesses? <input type="checkbox"/> Yes <input type="checkbox"/> No							
If yes, what type(s)? _____							

22. Days and hours security guards or other security will be provided (fill out completely):							
Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Open (AM/PM)							
Close (AM/PM)							

23. Will a private security firm be used? ☐ Yes ☐ No

If yes, provide the following information of the contracted security firm:

Firm Name:	City of Riverside Business License No:
Address:	
Phone:	Email:

24. Provide a list of all members with access to the surveillance camera system to be used. Refer to RMC Code 5.80

Employee Name(s) with access to surveillance camera system:

25. Provide a detailed description of the security plan for the proposed business during the scheduled hours of entertainment (Attach additional pages if necessary):

Section G - Proposed Entertainment Activities & Schedule

Entertainment - Restaurant	<input type="checkbox"/>	Entertainment - Tavern (Bar)	<input type="checkbox"/>	Entertainment - Other	<input type="checkbox"/>
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Proposed Entertainment Activity:	Yes	No
Outdoor Entertainment?	<input type="checkbox"/>	<input type="checkbox"/>
Dancing by patrons, guests, customers, participants, attendees?	<input type="checkbox"/>	<input type="checkbox"/>
Dancing by performers?	<input type="checkbox"/>	<input type="checkbox"/>
Live music by more than two (2) performers?	<input type="checkbox"/>	<input type="checkbox"/>
Amplified music (recorded)?	<input type="checkbox"/>	<input type="checkbox"/>
Disc Jockey?	<input type="checkbox"/>	<input type="checkbox"/>
Karaoke?	<input type="checkbox"/>	<input type="checkbox"/>
Adult Entertainment as defined by RMC Section 19.240?	<input type="checkbox"/>	<input type="checkbox"/>
Adult Entertainment as defined by RMC Section 9.40?	<input type="checkbox"/>	<input type="checkbox"/>
Will the establishment serve as a family pool/billiard hall as provided in RMC Section 5.28?	<input type="checkbox"/>	<input type="checkbox"/>
Any other type of entertainment not listed above?	<input type="checkbox"/>	<input type="checkbox"/>

If yes, briefly describe the entertainment activity:

Describe entertainment by performers:

Dance Floor? ☐ Yes ☐ No If yes, provide dimensions of dance floor: L _____ x W _____ = _____ sq ft

Stage? ☐ Yes ☐ No If yes, provide dimensions of stage: L _____ x W _____ = _____ sq ft

Describe floor material and surface type:

Proposed Entertainment Schedule:

Please provide the days and times of the week that you would like to have entertainment at your establishment. Please fill out completely. If you do not wish to have entertainment on a certain day, mark N/A.

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Open (AM/PM)							
Close (AM/PM)							

Section H - Declarations

1. I hereby declare that I am authorized to submit this application on behalf of the entity or individual listed on the application because I am an owner of the entity, I have authority from the owner or am the owner.	Initials: _____
2. I acknowledge that any false, misleading, or fraudulent statement of material fact in this application by an agent of an owner, or an owner, will be held against the owner and is grounds for denial of this application, or suspension or revocation of the permit associated with this application.	Initials: _____
3. I hereby declare that I have read and understand all the laws, rules and regulations, and policies and procedures associated with this application; and that I fully understand the nature, meaning, and content of such laws, rules, and policies. I warrant and represent that I will adhere to all laws, rules, and policies, to during the application process and after a permit is issued by the City.	Initials: _____
4. I hereby declare that I have conducted my own research and investigation regarding the compliance of the proposed location with state and local laws, including, but not limited to, location requirements, zoning regulations, and address requirements. I further declare that the proposed location of the Entertainment Permit fully complies with applicable state and local law.	Initials: _____
5. I acknowledge that any promise, representation, or any other statement made to me by any agent or employee of the City that is not contained within this application is null, void, and unenforceable and that I am not relying on any such promise, representation, or statement.	Initials: _____
6. I acknowledge the City will review this application for compliance with applicable laws, regulations, and ordinances, and that this application may be denied as allowed by laws, rule, or policies of the City.	Initials: _____
7. I acknowledge that this application does not confer an entitlement or a vested right to receive a permit, and I acknowledge that I must follow all rules and procedures to obtain a permit prior to operating or otherwise claiming that I have any such right to a permit or to operate.	Initials: _____
8. I hereby declare that I have read this acknowledgement and advisement, that I have had the opportunity to consult with, and be represented by, legal counsel of my own choice prior to the execution and submission of this application, and that I am knowingly and voluntarily submitting this application in compliance with this acknowledgement and advisement and all applicable laws.	Initials: _____
9. I acknowledge that I am jointly and severally liable for any and all taxes, fees, and charges associated with the permit.	Initials: _____
10. I consent for the City of Riverside, by and through its appropriate officers, agents, and employees to verify and confirm the information contained in this application, and to conduct such other investigations as may be reasonably required by the City of Riverside, its officers, agents, and employees for the purpose of determining the capability, fitness, and capacity of the applicant to obtain the Entertainment Permit.	Initials: _____
11. I understand, acknowledge, consent and agree that with the issuance of the Entertainment Permit any Conditional Use Permit for the premises is and will be deemed voided as for the entertainment only.	Initials: _____
12. All changes to operations requires Police Department notice within 10 business days.	Initials: _____
I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.	

Print Name:	Signature: _____	Date: _____	R i g h t T h u m b
Print Name:	Signature: _____	Date: _____	R i g h t T h u m b

Section I - Application Attachments

Staff Only	All Applications	
<input type="checkbox"/>	<input type="checkbox"/>	Copy of your Statement of Information
<input type="checkbox"/>	<input type="checkbox"/>	Copy of CA Seller's Permit
<input type="checkbox"/>	<input type="checkbox"/>	Copy of Alcoholic Beverage Control License with conditions
<input type="checkbox"/>	<input type="checkbox"/>	Copy of Fictitious Business Name Filing, if applicable
<input type="checkbox"/>	<input type="checkbox"/>	Property Owner Authorization of Entertainment Activities If the applicant is the owner of the property, include a copy of the Title or Deed to the property
<input type="checkbox"/>	<input type="checkbox"/>	Copy of Property Owner's City of Riverside Business Tax License
<input type="checkbox"/>	<input type="checkbox"/>	Interior Floor Plan to include: a. Dimensions of interior floor plan b. Location inside the establishment where entertainment activities will be taking place c. Indicate locations of all exit doors, include widths of doors, and panic hardware d. All fixed seating throughout e. Dance floor dimensions and type of flooring materials used f. If a stage is to be added, give exact measurements including height, location, and materials used
<input type="checkbox"/>	<input type="checkbox"/>	Parking Agreement/Parking Plan (if using a parking facility that is not part of the business premises)

If you have any questions as to your occupant load, or if your business will change because of a change in use from a B occupancy with an occupant load less than fifty (50) persons to an A occupancy, (usually an A-3) fifty (50) persons or more but less than 300, a floor plan with the above requirements must be submitted to the 3rd floor Planning and Building Department, Plan Check Engineer. For more information, please contact the Planning and Building Department at (951) 826-5371.

These additional requirements may be applicable:

1. Handicapped requirements may apply.
2. All Fire Department approvals to be obtained.
3. Electrical plan check and permit may be required for exit path illumination.

PROPERTY OWNER CONSENT AND AUTHORIZATION
OF ENTERTAINMENT ACTIVITIES

I, _____, declare under penalty of perjury that:
(Name of Property Owner/ Authorized Representative)

1. I am the Property Owner of record, or the duly authorized representative of the Property Owner, for the real Property located at _____ ("the Property")
2. The Property Owner acknowledges and consents to the business, _____, conducting the
Tenant Applicant (Corporation/LLC/Partnership/Sole Owner)

proposed entertainment activities as indicated on Page 7 of the City of Riverside Annual Entertainment Permit Application at the Property.
3. No person shall engage in any entertainment activities on the proposed Property without all licenses and permits required by the Riverside Municipal Code (RMC) while an entertainment application is pending.
4. The City of Riverside may enter the property to conduct inspections of the Property during the application process in order to thoroughly investigate whether an entertainment permit should be granted.
5. I have read, understand, and will ensure compliance with the terms in RMC Section 5.80 ("Entertainment and Similar Activities"), as applicable. I further understand that as the legal owner of the property, I am responsible for any violation and nuisance activity which may occur at the above-mentioned property.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

(Signature of legal owner/owner representative)

(Printed Name & Title)

(Date)

(Signature of legal owner/owner representative)

(Printed Name & Title)

(Date)

(Signature of legal owner/owner representative)

(Printed Name & Title)

(Date)

***This authorization form will not be valid without notarization. The authorization form automatically expires upon sale or transfer of the property to a new legal owner. If sale or transfer of the property occurs prior to the applicant obtaining an entertainment permit, the applicant must resubmit this notarized form with approval of the new legal owner of the property.**



Riverside Police Department
ENTERTAINMENT PERMIT APPLICATION
NOTARY ACKNOWLEDGMENT

CALIFORNIA ACKNOWLEDGMENT

CIVIL CODE § 1189

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)

County of _____)

On _____ before me, _____,
Date Here Insert Name and Title of the Officer

personally appeared _____
Name(s) of Signer(s)

_____ ,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are
subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/
her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s),
or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the
laws of the State of California that the foregoing
paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____
Signature of Notary Public

Place Notary Seal and/or Stamp Above



Riverside Police Department

ENTERTAINMENT PERMIT APPLICATION INFORMATION SHEET

Riverside Municipal Code, Section 5.80, states you must have a valid Entertainment permit to operate a business designated as police regulated. You are responsible for being familiar with and complying with the rules and regulations related to Entertainment. Copies of the application for the Entertainment Permit may be obtained from the City of Riverside Police Department located at 4102 Orange Street Riverside, CA 92501 (951) 353-7614 or online at www.riversideca.gov/RPD/Permits.

Note: Regulation and enforcement will continue to be performed by the Riverside Police Department.

The granting of an Entertainment Permit does not relieve the applicant from obtaining all appropriate approvals required by the City of Riverside, State, or Federal law. The granting of a permit does not relieve a permittee's obligation to comply with all applicable Local, State, and Federal laws, including those related to building, zoning, fire, and other public safety regulations. The granting of an Entertainment Permit does not vest any development rights in the property or business (RMC). In order to legally operate your business and to establish that your business location is suitable, the following are required: Zoning Approval, Fire Marshall Approval, and Building & Safety Approval.

**The following approvals can be obtained at Riverside City Hall - One Stop Shop located:
3rd Floor 3900 Main Street, Riverside, CA 92501**

Zoning Approval	Planning Department - Telephone: (951) 826-5371
Fire Marshall Approval	Riverside Fire Marshall - Telephone: (951) 826-5737
Building & Safety Approval	Building & Safety - Telephone: (951) 826-5697

FEES: (Credit/Debit Card or Cash/Check/Money Order Payable to City of Riverside)

\$1,224.50 Entertainment Permit Fee (New Business/Change of Ownership)
\$649.00 Entertainment Permit Renewal Fee every two (2) years

Entertainment Permits must be renewed every two years. There is no grace period for permit renewals. Permit renewal applications must be received prior to expiration of your existing permit or you will have to re-apply and the full permit fee of \$1,224.50.

****All original Application documents; including original notarized acknowledgement must be turned in with the completed application.***

**YOU MUST PROVIDE ALL OF THE REQUESTED INFORMATION WHEN APPLYING
INCOMPLETE APPLICATION PACKETS WILL NOT BE ACCEPTED**

Submit all completed paperwork to the:

Riverside Police Department - 4102 Orange Street, Riverside, CA 92501

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Questions or to schedule an appointment contact Special Investigations Bureau:

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