

GUIDELINES FOR HOLDING AN ALCOHOLIC BEVERAGE “WALK” IN A BUSINESS DISTRICT – e.g., WINE WALK

FAQ SHEET FOR EVENT ORGANIZERS

DISCLAIMER: This document is intended for informational purposes only. California Department of Alcoholic Beverage Control (ABC) policies and processes are subject to change. Please contact a state ABC representative for official guidelines and complete information.

PLEASE READ:

In the State of California, it is illegal for anyone under the age of 21 to consume or possess alcoholic beverages. As the Event Sponsor, you and your organization are legally liable for any consumption or possession of alcohol by a person under the age of 21 at your event. In order to obtain approval to serve alcohol at your event, you will be required to first work with the Permit Officer at the [Local Police District Station](#) (with jurisdiction over the event location) on developing a security plan. This security plan should include plans to prevent underage drinking, over-serving patrons, drunk driving, as well as addressing intoxicated behavior and protecting the health and safety of the public. A security plan may include separating persons under the age of 21 from persons of legal drinking age. If the Local Police District Station approves your security plan and ABC Liquor License application, you must submit the application to the California Department of Alcoholic Beverage Control (ABC) in order to receive final approval.

Additional security and medical staff may be required for events with alcohol based on increased risk factors. Consult with the Local Police District Station and the EMS Agency for more information on developing a security plan and a medical plan, where applicable.

TIP: For general information on how to include alcohol in your outdoor special event in SF, refer to the SF Entertainment Commission’s [SF Outdoor Event Planning and Permitting Guide](#) and read the “Alcohol Management and Licensing” section.

FREQUENTLY ASKED QUESTIONS:

WHAT IS AN ALCOHOLIC BEVERAGE “WALK”?

An Alcoholic Beverage “Walk” commonly refers to a special event that is legally authorized to provide the temporary sales of liquor for consumption on more than one premises in a business district. An example of this is a “Wine Walk.” It also typically includes, but is not limited to, the following:

- It is a temporary event organized for a group of persons on a limited basis.
- A single organization, business or an individual is the event organizer, sponsor, or promoter. This entity or person is legally responsible for the special event.
- Each premises is within walking distance of the others.
- Tickets or admissions are sold to persons for the privilege of participating in the event.
- Sales and consumption of alcohol do not occur on a public street.

WHAT ARE THE RULES FOR PROVIDING TEMPORARY SALES OF ALCOHOLIC BEVERAGES?

The event organizer and license holder are responsible for complying with ALL state and local rules and conditions related to the temporary sales of alcoholic beverages. To read the State of California rules and conditions for each ABC license, [click here](#). Consult with the [Local Police District Station](#) (with jurisdiction over the event location) for local rules and conditions.

Here is a *partial list* of the rules:

- Each premises is a specific, clearly defined area where the license holder confines their sales, services and consumption of alcoholic beverages. This area must be under their supervision and control at all times during the event.
- No in's and out's are allowed. In other words, do not allow anyone to bring their own alcoholic beverages into a licensed premises. AND do not allow anyone to bring alcoholic beverages outside the licensed premises.
- No one is allowed to give away alcohol freely. An orderly ticket-taking system must be in place during the event on each premises, subject to ABC approval. Create a system where 1) each person age 21 and older may receive the ticket in one area, and then 2) the person may redeem this same ticket in another separate area to consume the alcohol.

CITY HEALTH PERMIT REQUIRED: A [Temporary Event Health Permit](#) from the SF Dept. of Public Health is also required for serving food and/or beverage to the public.

I AM A NON-PROFIT ORGANIZATION AND THE EVENT ORGANIZER. WHICH SPECIAL EVENT LIQUOR LICENSE IS APPROPRIATE FOR MY EVENT?

- A **Daily General License (ABC Form 221)** or a **Special Daily License (ABC Form 221)** would be appropriate. Refer to the ["Alcohol Management & Licensing"](#) section to determine which specific type of license would be appropriate based on your organization type and plans.
- The non-profit organization submits an ABC Form 221 application *for each premises* participating in the event.
- If the license has been approved by ABC, then the non-profit organization (license holder):
 - maintains legal responsibility for the alcohol beverages and its regulation at the event.
 - is allowed to purchase the liquor from any ABC licensed retailer (e.g., grocery store, Costco).
 - may serve the alcohol on their own, or they may hire another person to provide labor. Age restrictions apply for bartending or serving alcohol; refer to the ["Alcohol Management & Licensing"](#) section for more info.

I AM A FOR-PROFIT BUSINESS/INDIVIDUAL AND THE EVENT ORGANIZER. WHICH SPECIAL EVENT LIQUOR LICENSE IS APPROPRIATE FOR MY EVENT?

- You are allowed to hire a company that *already holds* an ABC Caterer’s Liquor Permit (Type 58). Once selected, that hired company (caterer) is then responsible for obtaining the **ABC Catering Authorization (ABC Form 218)** for the special event.
- The hired caterer submits a Catering Authorization (ABC Form 218) *for each premises* participating in the event.
- If the Catering Authorization has been approved by the ABC, then the Type 58 permit holder (caterer):
 - maintains legal responsibility for the alcohol beverages and its regulation at the event.
 - is authorized to purchase the alcohol from an ABC licensed wholesaler.
 - is authorized to serve the alcohol at the event.

Things to remember:

1. Some holders of a Type 58 Caterer’s Liquor Permit are not authorized to sell all types of alcoholic beverages (i.e., beer, wine, or distilled spirits). For example, some are restricted to selling only beer or wine. Confirm with the Type 58 permit holder what type of alcohol they are authorized to sell.
2. A Type 58 caterer cannot hire – or cater— itself for its own event. The Type 58 caterer must always have a client in order to serve or sell alcohol. This may come up if your event takes place at a restaurant or bar that also holds a Type 58 Caterer’s Liquor Permit.

CAN I USE A BAR OR A RESTAURANT THAT ALREADY HAS A “PERMANENT” LIQUOR LICENSE AS A PART OF THE EVENT TO OFFER ALCOHOL?

Yes, however that premise would need to *temporarily surrender* their “permanent” liquor license for the duration of the event. Part of the premises can be surrendered (i.e., specific room or area) for the event – in this case, the specific area must have a separate physical threshold from the rest of the premises, and this separated area must be indicated on the event diagram. Each surrendering license holder must fill out [ABC Form 231](#).

Important: A participating premises must abide by its permanent liquor license identity. For example, if a premises already holds a Type 42 or Type 48 License —where no one under age 21 is allowed—then surrendering its license for the event means that the premises must still abide by the no-one-under-21 rule.

I PLAN TO SELL THE TICKETS TO THE “WALK” AND WILL ASK OTHER VENUES TO SERVE THE ALCOHOL. DO I STILL NEED TO APPLY FOR A LICENSE?

Yes. If you are selling people tickets for the privilege of participating in the event, then technically you are selling alcohol, and you will need an ABC Special Event Liquor License. See above to identify what type of license would be appropriate.

WHAT ARE THE STEPS TO APPLYING FOR AN ABC SPECIAL EVENT LIQUOR LICENSE?

Submit the [State ABC Special Event Liquor License](#) application(s), event security plan, event diagram:

FIRST: To the Permit Officer at the [SFPD Local District Station](#) for initial decision.

SECOND: If approved by the Local Police District Station, then submit the ABC application(s), detailed map, and event layout showing alcohol dispensing points to the CA Department of Alcoholic Beverage Control (ABC), San Francisco Office, 33 New Montgomery St., Suite 1230, TEL 415-356-6500. The original signed application is due to the ABC office between 30 and 10 days prior to the event. Issuance of the license may be subject to conditions relating to the sales, service, and consumption of alcoholic beverages. If conditions are imposed, a representative of the organization may be required to come into the ABC office to sign them.

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DO I NEED OTHER PERMITS?

In addition to obtaining the **ABC Special Event Liquor License**, the **Local Police District Station approval**, and the **SFDPH Temporary Event Health Permit**, you may also be required to obtain these City permits or approvals, where applicable:

INDOOR ENTERTAINMENT

Relevant Department: [SF Entertainment Commission](#), 415-554-5706

A [One Time Indoor Entertainment Permit](#) is required for an indoor event that provides Entertainment on a limited basis at an establishment that does not already hold a Place of Entertainment Permit or Limited Live Performance Permit; and is not a private residence.

PLACE OF ASSEMBLY

Relevant Department: [SF Fire Department](#), 415-558-3300

A **temporary or permanent Place of Assembly Permit** for each event space is required from the SF Fire Department's Bureau of Fire Prevention. NOTE: if your event space is 49 or under capacity, please first contact the SF Entertainment Commission for advisement.

EVENTS ON OR ADJACENT TO RECREATION & PARK PROPERTY: If you are planning an event on – or adjacent to – SF Recreation & Park Department property, you will need to apply for a special event permit from the [SF Recreation & Park Department – Permits & Reservations Division](#).

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EVENTS WITH 2500+ ATTENDEES OR ATHLETIC EVENTS

Relevant Department: [EMS Agency](#) (part of SFDPH), 415-487-5014, EMSMedicalPlans@sfdph.org

An **Emergency Medical Plan** must be submitted to the EMS Agency. Visit www.sfeventmedicalplans.com for details and instructions.