



**CITY OF ANTIOCH
LIVE ENTERTAINMENT EVENTS
ADMINISTRATIVE USE PERMIT APPLICATION**

PURPOSE:

An administrative use permit is required if you offer within your business premises, any form of entertainment such as, but not limited to:

- the use of a radio or other electronic play back device when utilized by an announcer or disc jockey who at any time provides any form of vocal entertainment including the announcing of song titles or artists' names
- every form of live entertainment: music, solo band or orchestra
- karaoke
- fashion shows
- any act or performance participated in by one or more persons for the purpose of holding the attention of, gaining the attention and interest of, or amusing guests or patrons.

Staff will review impacts associated with noise, security, and any other potential impact associated with the event.

PROCESS:

Processing of an administrative use permit application takes approximately three weeks. Please submit your application and all requirements (listed below) **THREE WEEKS** prior to your event. Applications submitted less than two weeks prior to the date requested will be reviewed as staff time allows and the City reserves the right to deny the application if staff is unavailable to review the permit.

SUBMITTAL should be made to:

City of Antioch
Community Development Department
P.O. Box 5007
Third & "H" Streets
Antioch, CA 94531-5007

***Note: You may also need to apply for a separate permit from other agencies depending on the type of event. Please contact them directly for their requirements.*

Contra Costa County Fire Department	(925) 930-5500
Contra Costa County Environmental Health	(925) 692-2500
City of Antioch Building Department	(925) 779-7065

REQUIREMENTS:

- \$151.00 processing fee.
- Completed application (attached).

***Submitting an Administrative Use Permit does not guarantee the approval of your event. Only after you have submitted all the requirements stated in the application and have obtained the final written verification is the permit approved by the City.

Permit Number: AUP ____ - _____



City of Antioch
Community Development Department
P.O. Box 5007
Third & "H" Streets
Antioch, CA 94531-5007

LIVE ENTERTAINMENT ADMINISTRATIVE USE PERMIT

Business Name: _____

Business Address: _____

Business Phone: _____ **FAX:** _____

Description of Location: _____
(ex: free-standing building, within a shopping center, within a multi-tenant building not part of a shopping center, etc.)

Property Owner: _____

Business Owner: _____

Primary Nature of the Business: _____
(ex: restaurant w/out bar, restaurant w/bar, bar or nightclub, coffee shop, private club, etc.)

Description of the nature of the Live entertainment to be provided (including if it is indoors, outdoors, etc.):

(ex: musical groups, solo instruments, disc jockeys, karaoke, etc.)

Event Date: _____

Number of people expected to attend: _____

Starting time: _____ a.m./p.m. **Finish Time:** _____ a.m./p.m.

Description of the sound amplification equipment that will be used: _____

What is the maximum capacity of the commercial establishment as determined by the Fire Marshall?

Describe in detail how parking will be accommodated during the Live Entertainment performance (including the amount of on-site parking, if adjacent parking lots will be utilized provide property owner approval, etc.):

Describe in detail how security will be provided before, during, and after the Live Entertainment performances. Provide company name and license number for professional security guards. (A condition of approval for the event may require uniformed security guards who are employed by a Private Patrol Operator (Security Company) who is currently licensed with the California Department of Consumer Affairs)

Applicant Information

Applicant Name: _____

Applicant Title: _____

(ex: property owner, business owner, business manager, etc.)

Phone Number: _____

Signature: _____

Date: _____

Property Owner Signature: _____

Date: _____