



Willits Police Department

125 E. Commercial St., Suite 150 • Willits, CA 95490-3146
(707) 459-6122 • Fax (707) 459-0405

"FOR THE PEOPLE"

Steps to Completing Your Alcohol Permit Process

If the event is not on City-owned property but is open to the public and alcoholic beverages will be sold or given away or included in a meal at the event:

1. Complete the ABC-221 form which can be obtained from the Alcoholic Beverage Commission or Willits Police Department. Make sure the property owner signs the form. Bring the form to Willits Police Department for signature by the Chief of Police.
2. Mail (or deliver) form to the Alcoholic Beverage Commission for approval.

If the event is on City-owned property:

1. If the event is open to the public and alcoholic beverages will be sold OR provided at no charge or as part of a dinner; or if the event is by invitation or membership AND alcoholic beverages will be sold at the event; then the ABC-221 form must be completed. A signature, under "property owner", must be obtained from the City Manager (located in the City Hall offices at 111 East Commercial Street). **Form must be turned in to Willits Police Department for further processing and signature.** If the event is private and alcohol will be provided, but not sold, skip to step #2.
2. The form "Guidelines for Obtaining a One-Day Use Permit to Serve Alcoholic Beverages" must be read, signed and **returned to Willits Police Department.**
3. The "Alcoholic Beverage Event Permit" application must be read, completed and signed by the applicant/person responsible for the event. A signature must be obtained from Cathy Sanders, located in the Planning Department at the City Hall offices at 111 East Commercial Street. Application must then be **returned to Willits Police Department.** Per your contract with the City of Willits for reservation of the facilities, security personnel will be obtained for you by the City for your event, at your expense.
4. The "Host With the Most Responsibility" video must be checked out, viewed by the responsible party, and **returned to Willits Police Department.**
5. The "Keep Friendship Alive" brochure must be read by responsible party.
6. When all applicable documents have been completed and returned to the Willits Police Department, the application will be approved and signed by the Chief of Police.