



### Alcohol Permit

The City of Los Altos requires an alcohol permit when serving alcohol on city owned property. The Los Altos History Museum is one such property.

The permit to serve alcohol on city property is different than the license your caterer has to serve alcohol to individuals. Your caterer will have their license in order but you must obtain the permit from the Los Altos Police Department.

Below is a fillable copy of the Los Altos Police Department Alcohol permit application. You should download this, save it to your desktop, fill it out and either drop it off at the Los Altos Police Department or mail it to the attention of Cricket Lamb who is the officer in charge of issuing the permits. The Los Altos Police Department address is 1 N. San Antonio Road Los Altos, CA 94022

Make sure you bring a check for \$70 if dropping off or include it if you are mailing in your application. Check should be made out to the City of Los Altos.

Officer Cricket Lamb will process this and send you the original. She will also email the museum a copy when completed.

Thank you,

Mark Perry – Venue Rentals Manager



CITY OF LOS ALTOS POLICE DEPARTMENT  
 1 N. San Antonio Road, Los Altos, CA 94022  
 Tel: (650) 947-2770 Fax: (650) 947-2704  
 Web: www.losaltospolice.org

# Alcohol Permit Application

In compliance with [Los Altos Municipal Code Section 7.04.010\(B\)](#) it is unlawful for any person to possess or exhibit an open container of any alcoholic or intoxicating beverage, or consume or drink its contents, in any public park within the City, including the immediately adjacent sidewalks, streets and parking areas which abound such public park, except:

- A. Where the sale of alcoholic beverages has been approved or licensed in such park areas by the Department of Alcoholic Beverage Control of the State;
- B. Where a written permit to possess alcoholic or intoxicating beverages in such park areas has been obtained from the Chief of Police at least twenty-four (24) hours before using the park area; and
- C. Where the use of alcoholic beverages in such park areas is sponsored or authorized by the City.

If the number of expected guests exceeds 150 you may qualify for a Special Event Permit unless you are renting a City owned facility such as the; Garden House, Youth Center or History Museum then a Special Event Permit will not be required. Check out Los Altos Municipal Code Section 9.25 - Special Events for more information.

**Note:** The \$70 Alcohol Permit Application fee is due upon submission and is non-refundable.

**Section 1: Alcohol Permit Venue**

Occasion:  Number of Expected Guests:

Facility or City Property:

Date of Event:  Begins:  Ends:

**Section 1: Applicant Information**

Name:

Group Name:

Mailing Address:  Street:  City:  Zip:

Daytime Phone:  Email:

**Preferred method of receiving the permit:**  Email me when ready for pick-up  Phone me when ready for pick-up  
 Mail to the above address  Phone me and I will decide at that time  \_\_\_\_\_ will pick-up on my behalf

*Office use only below this line*

\_\_\_\_\_  
Date Application Received

\_\_\_\_\_  
Received by: Name/Department