

West Hills Community College Foundation

PROCEDURE FOR PROCESSING Department of Alcoholic Beverage Control Licenses

1. START THE PROCESS EARLY. Blank license applications may be obtained from the West Hills Community College Foundation (WHCCF) Office. (x2127) or online at:
<http://www.abc.ca.gov/forms/PDFSp.html>
2. Department of Alcoholic Beverage Control requires WHCCD Board of Trustees approval for any event at which alcohol will be served. This means that you must request trustee approval through the Chancellor's Office. Please allow at least two weeks prior to any regularly scheduled board meeting to have the items placed on the agenda. Trustee meeting schedule is available at:
http://westhillscollge.com/district/about/board_trustees/schedule.asp.
3. Department of Alcoholic Beverage Control License application must be completed by supervising event representative. List the Authorized Representative's Name as the Campus President.
4. Submit application to Campus President for his/her authorization, including signature and date. The application must be received and date stamped by the WHCCF Office **60 days prior to the event.**
5. Event representative must hand carry the completed application to his/her local law enforcement office and have it signed in the designated area. (This is required on all events)
6. Once steps 1-5 have been completed, forward the application to the WHCCF Office for processing (Property Owner approval will be obtained by the Foundation Office).
7. Please contact the WHCCF Office immediately upon submitting the application as the event may require additional insurance coverage of which the funds must be covered in advance by the event/event account.
8. WHCCF reserves the right to accept and process all ABC license applications on a case by case basis.
9. Plan ahead... Completion of the processes described above will occur in a timely manner from the date all required forms and approvals and date stamped by WHCCF.

Types of events which will be considered for WHCCF sponsored ABC license:

1. Combination WHCCF/District and/or WHCCF/College sponsored event(s), which are to entertain external guests for the purpose of WHCCF fund-raising/friend-raising.

Types of events which will NOT be considered for WHCCF sponsored ABC license:

1. Any event which is for internal/primarily internal constituents, which is not primarily for fund-raising purposes whether sponsored in combination by WHCCF/District and/or WHCCF/College or solely by a College/Campus/Clubs, etc.

Updated: August 15, 2012