

## **SPECIAL EVENTS LIQUOR LICENSE INFORMATION**

**NOTE: A SPECIAL EVENT LIQUOR LICENSE IS ONLY AVAILABLE FOR NONPROFIT ENTITIES AND POLITICAL CANDIDATES.**

A Special Event Liquor License allows qualified entities to sell, serve or distribute alcohol beverages for on premise consumption only. Qualified entities include:

- An organization that had been incorporated under the law of the State of Colorado for purposes of social, fraternal, patriotic, political or athletic nature and not for monetary gain, OR
- Is a regularly chartered branch, lodge or chapter of a national organizations or society organized for such purposes and being nonprofit in nature, OR
- Is a regularly established religious or philanthropic institution, OR
- Any political candidate who has filed the necessary reports and statement with the Colorado Secretary of State pursuant to Article 45 of Title 1, C.R.S.

### **What to know prior to submitting the Special Event Liquor License Application:**

- Incomplete packets cannot be accepted.
- Applications submitted less than 30 days prior to the event will not be accepted.
- All documents must be properly executed and must correspond exactly with the name of the applicant.
- Permit holders are expected to know, understand and comply with the Colorado Liquor and Beer Rules and Code. These rules and codes are available on the State of Colorado Department of Revenue website <https://sbg.colorado.gov/liquor-enforcement-law-rules-regulations>
- There is a statewide maximum of 15 Special Event Liquor Licenses per year per eligible entity.
  - All applications are check with State of Colorado Liquor Enforcement to ensure eligibility prior to processing the application.
  - Each license if valid only for the day(s) and location specified on the application.
  - An event lasting between one and five days may be applied for on one application, but each day counts toward the maximum of 15 total days per year.
  - The Local Licensing Authority does not permit different location event sot be applied for on a single application form. Each event is unique and must be addressed individually.
- If an event is cancelled, the application fees and day(s) are forfeited.
- Sandwiches or snack foods must be made available during all hours of liquor service.
- The premises must be posted at least 10 days prior to the Local Licensing Authority hearing and will include the applicant name, date(s) and time(s) of the event, as well as the hearing date and time.
- There must be at least one person onsite at all times during the event who has attended server training. The State of Colorado Liquor Enforcement Division has a list of approved Seller/Server training programs <https://sbg.colorado.gov/approved-responsible-vendors-training>

**PLEASE COMPLETE BOTH THE APPLICATION FOR A SPECIAL EVENTS LIQUOR LICENSE AND THE SPECIAL EVENT LIQUOR LICENSE CHECKLIST AND QUESTIONNAIRE.**

## APPLICATION FOR A SPECIAL EVENTS LIQUOR LICENSE

**IN ORDER TO QUALIFY FOR A SPECIAL EVENTS LICENSE, YOU MUST BE A NONPROFIT AND ONE OF THE FOLLOWING:**

(Check which one applies to your organization)

- |                                    |                                                             |                                                        |
|------------------------------------|-------------------------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> Social    | <input type="checkbox"/> Athletic                           | <input type="checkbox"/> Philanthropic Institution     |
| <input type="checkbox"/> Fraternal | <input type="checkbox"/> Chartered Branch, Lodge or Chapter | <input type="checkbox"/> Political Candidate           |
| <input type="checkbox"/> Patriotic | <input type="checkbox"/> National Organization or Society   | <input type="checkbox"/> Municipal Owned Arts Facility |
| <input type="checkbox"/> Political | <input type="checkbox"/> Religious Institution              |                                                        |

**TYPE OF SPECIAL EVENT APPLICANT IS APPLYING FOR:**

- ☐ MALT, VINOUS AND SPIRITUOUS LIQUOR - \$100.00 APPLICATION FEE + \$25.00 PER DAY = TOTAL FEE \$\_\_\_\_\_
- ☐ FERMENTED MALT BEVERAGE (BEER/CIDER) - \$100.00 APPLICATION FEE + \$10.00 PER DAY = TOTAL FEE \$\_\_\_\_\_

|                                                                                                                                                                                                                                                                                                                                                                                           |       |                                                                                                                                                         |              |       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-------|
| Name of Applicant Organization or Political Candidate                                                                                                                                                                                                                                                                                                                                     |       | State Sales Tax Number (Required)                                                                                                                       |              |       |
| Mailing Address of Organization or Political Candidate<br>(include street, city/town and ZIP)                                                                                                                                                                                                                                                                                             |       | Address of Special Event Location (include street, city/town and ZIP)                                                                                   |              |       |
| Authorized Representative of Organization or Political Candidate                                                                                                                                                                                                                                                                                                                          |       | Date of Birth                                                                                                                                           | Phone Number |       |
| Authorized Representative Home Address (street, city/town and ZIP)                                                                                                                                                                                                                                                                                                                        |       | Authorized Representative Email Address                                                                                                                 |              |       |
| Event Manager                                                                                                                                                                                                                                                                                                                                                                             |       | Date of Birth                                                                                                                                           | Phone Number |       |
| Event Manager Home Address (street, city/town and ZIP)                                                                                                                                                                                                                                                                                                                                    |       | Event Manager Email Address                                                                                                                             |              |       |
| Has Applicant Organization or Political Candidate been issued a Special Event License this Calendar Year?<br><input type="checkbox"/> No <input type="checkbox"/> Yes   If yes, how many days? _____                                                                                                                                                                                      |       | Is the premises now licensed under Colorado Liquor or Beer codes?<br><input type="checkbox"/> No<br><input type="checkbox"/> Yes – License Number _____ |              |       |
| Does the Applicant Have Possession or Written Permission for the Use of the Premises to be Licensed? <input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                                                                                                                                             |       |                                                                                                                                                         |              |       |
| Applicant acknowledges that sandwiches or other food snacks shall be available during all hours of liquor service. <input type="checkbox"/> Yes                                                                                                                                                                                                                                           |       |                                                                                                                                                         |              |       |
| Applicant acknowledges that one staff member with server training will be onsite at all times during the event. <input type="checkbox"/> Yes                                                                                                                                                                                                                                              |       |                                                                                                                                                         |              |       |
| <b>LIST BELOW THE EXACT DATE(S) FOR WHICH APPLICATION IS BEING MADE FOR PERMIT</b>                                                                                                                                                                                                                                                                                                        |       |                                                                                                                                                         |              |       |
| DATE                                                                                                                                                                                                                                                                                                                                                                                      | DATE  | DATE                                                                                                                                                    | DATE         | DATE  |
| HOURS                                                                                                                                                                                                                                                                                                                                                                                     | HOURS | HOURS                                                                                                                                                   | HOURS        | HOURS |
| FROM                                                                                                                                                                                                                                                                                                                                                                                      | FROM  | FROM                                                                                                                                                    | FROM         | FROM  |
| TO                                                                                                                                                                                                                                                                                                                                                                                        | TO    | TO                                                                                                                                                      | TO           | TO    |
| <b>OATH OF APPLICANT</b><br>I declare under penalty of perjury in the second degree that I have read the foregoing application and all attachments thereto, and that all information therein is true correct and complete to the best of my knowledge.                                                                                                                                    |       |                                                                                                                                                         |              |       |
| Signature                                                                                                                                                                                                                                                                                                                                                                                 |       | Title                                                                                                                                                   |              | Date  |
| <b>REPORT AND APPROVAL OF LOUISVILLE LOCAL LICENSING AUTHORITY</b><br>The forgoing application has been examined and the premises, business conducted and the character of the applicant is satisfactory, and we do report such permit, if granted, will comply with the provisions of Title 44, Articles 3, 4 and 5, C.R.S. ,as amended<br><b>THEREFORE THIS APPLICATION IS APPROVED</b> |       |                                                                                                                                                         |              |       |
| Signature                                                                                                                                                                                                                                                                                                                                                                                 |       | Title                                                                                                                                                   |              | Date  |

## **SPECIAL EVENT LIQUOR LICENSE CHECKLIST AND QUESTIONNAIRE**

### **THE FOLLOWING SUPPORTING DOCUMENTS MUST BE ATTACHED TO THE APPLICATION FOR A LICENSE TO BE ISSUED**

- ☐ Appropriate Fees
- ☐ If the event is to be held outside, please submit evidence on the site diagram of intended control, i.e. fencing, ropes, barriers, etc. Please be specific as to ingress and egress from the site and alcohol control. Incomplete site plans will be returned.
- ☐ Copy of deed, lease or other writer permission of owner for use of the premises.
- ☐ Proof of seller/server training for appropriate event worker(s).
- ☐ Certificate of good corporate standing issued by the Colorado Secretary of State within the last two year or a NONPROFIT charter
- ☐ If a political candidate, attach copies of reports and statements that were filed with the Colorado Secretary of State.

### **Please answer the following questions regarding the event:**

- 1. What type of event is planned? (Please include location, estimated number of attendees and type of entertainment.)**
- 2. Explain in detail the nature of your organization, its function and who/what benefits from its operation.**
- 3. Who or what organization will be the recipient of funds derived from this event?**
- 4. What method will be used in checking identification for proper age of attendees (i.e. at the door, bar, etc.) and how will underage patrons be identified so as not to be served alcohol beverages (i.e. stamp/mark on hand, wrist bracelet, etc.)?**
- 5. What type and how many security personnel will be on hand and how will they be identified?**
- 6. How will conduct and level of intoxication of attendees be monitored and by whom?**
- 7. What types of alternate beverages and food/snacks will be available?**
- 8. Explain how this event will be marketed. Describe what advertising material will be distributed and the targeted recipients of such material.**
- 9. How is the organization obtaining the alcohol to be served at the event?**
- 10. Who is responsible for the removal of the alcohol from the premises at the end of the event and how will that be accomplished?**

I acknowledge I have read and understand the Special Event Liquor License Information and all information provided above is true and accurate to the best of my knowledge.

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Applicant Signature

Date