



City Clerk's Office  
11701 Community Center Dr.  
PO Box 330061  
Northglenn, CO 80233  
303.450.8755

## **Special Private Occasion Liquor Permit** **Guidelines and Regulations**

A Special Private Occasion Liquor Permit authorizes the possession and consumption (\*not sale) of alcohol beverages at events held on public property such as city-owned facilities or parks. Examples of such events are weddings, family parties, corporate picnics, or similar events of a social, fraternal, patriotic, political or athletic nature. Only 3.2% beer, 6.0% beer or wine may be possessed and consumed at the event. No spirituous or hard liquor is allowed.

**The completed application must be submitted to the City Clerk's Office  
AT LEAST 30 DAYS prior to the event.**

### **Application Requirements:**

- ✓ Special Private Occasion Permit Application
- ✓ Fees: \$10.00 for 3.2% beer; or  
\$25.00 for 6% beer and wine
- ✓ A diagram of the event area
  - 8.5' X 11' sheet of paper
  - Show where alcohol beverages will be stored, served, and consumed
  - Show event area boundaries
  - Show all entrances and exits
- ✓ A Certificate of Liability Insurance
  - Valid for the date and time of the event
  - Include liquor liability coverage
  - Coverage not less than \$990,000 per occurrence
  - City of Northglenn named as an additional named insured on the policy

### **Security Requirements:**

For events with 100 or more attendees, private security must be provided by an off-duty Northglenn Police Officer. It is the responsibility of the applicant to make arrangements for this service. The Northglenn Police Department can be reached at 303-450-8892.

For events with less than 100 attendees, the applicant may designate individuals from within their party to monitor the possession and consumption of alcohol during the event. The applicant must submit a signed Designated Security Representative Affidavit for each person designated.

**Liquor Authority Meeting:** The City Clerk's Office will schedule the application for consideration by the Northglenn Liquor Licensing Authority. Meetings are held on the first and third Mondays of the month at 9 a.m. in Council Chambers at Northglenn City Hall. The applicant or one of the event supervisors is required to attend the meeting on the designated date to answer questions about the application.

**Permit Posting:** Once issued, it is the responsibility of the applicant to post the permit at the event.

**Event Clean-Up:** The applicant is entirely responsible for clean-up of the rented facility. A deposit may be required for large events.

**Event Changes and Cancellation:** The event must be held at the location and on the date/time specified in the application. No changes are allowed once a permit has been approved. Please notify the City Clerk's office at least five days prior to the event date if an event is cancelled.

**Alcohol Beverage Serving Guidelines:** The service of alcohol beverages is a highly-regulated activity and merits awareness of all related laws, rules, regulations, and best practices. The applicant should demonstrate heightened awareness of three key regulations:

❖ **Alcohol beverages cannot be provided to or served to members of the general public who are not invitees of the event.**

❖ **It is illegal to serve a person who is under the age of 21 years.**

Anyone appearing to be under the age of 21 should be asked for a valid picture identification. The following types of identification may be used to verify age:

- A driver's license, containing a picture and date of birth, issued by any state, Canada, Mexico or a United States Territory.
- Identification card, containing a picture and date of birth, issued by any state for the purpose of proof of age in accordance with C.R.S. § 42-2-402.
- Military identification card.
- Passport.
- Alien registration card.
- A valid employment authorization card containing a picture and date of birth issued by the U.S. Department of Justice, Immigration and Naturalization Service.

❖ **It is illegal to serve a visibly intoxicated person.**

Permit holders should not knowingly allow guests to enter the event if obviously intoxicated or allow guests to become intoxicated at the event. Those responsible for serving alcohol beverages should monitor the amount of alcohol consumed by guests and should be aware of any behavior changes that may occur as a result of drinking alcohol. Some reactions to watch for include:

- slurred speech
- inappropriate volume of speech
- bloodshot or glassy eyes
- poor coordination
- swaying or drowsiness
- spilling drinks or food
- inability to sit up straight
- walking into people
- aggressiveness

It is imperative that members of the general public, minors, and visibly intoxicated individuals are not served alcohol at your event. It is the sole responsibility of the permit holder to obey all State and local laws regarding the service of alcohol. The above information is provided as a courtesy by the City of Northglenn and is intended only as a guideline. It does not relieve the permit holder from any criminal or civil liability related to the possession and consumption of alcohol beverages at the event.

\*Important note: A Special Private Occasion Liquor Permit does not allow the sale of alcohol. If sales will occur at the event, please contact the City Clerk's office at 303-450-8755 to determine eligibility and obtain an application for a Special Events Permit.



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## Special Private Occasion Liquor Permit **Application**

Fees: \$10.00 for 3.2% beer or  
 \$25.00 for 6% beer and wine

**APPLICATION IS DUE AT LEAST 30 DAYS PRIOR TO EVENT**

Name of Applicant		Date of Birth		Date Submitted	
Address		Driver's License Number		Expiration Date	
City		State		Zip	
				Facility Being Used	
Organization Name			Type of Event		
Applicant's Role in Organization			Phone Number		
Date of Event		Number Attending		Age Range of Guests	
Duration of Alcohol Service From: _____ A.M./P.M. To: _____ A.M./P.M.		Types of Alcohol to be Served: _____ 3.2% BEER _____ 6.0% BEER _____ WINE		Type of Entertainment Provided	

The applicant must have an insurance policy currently in effect with liquor liability coverage of not less than the maximum limit, which is currently \$990,000 per occurrence, established by the Colorado Governmental Immunity Act, Title 24, Article 10, C.R.S., as amended, and the City of Northglenn must be named as an additional insured. Please attach a copy of the insurance policy to this application.

Please attach a diagram showing the area where alcohol beverages will be served and consumed. The drawing does not have to be to scale, but should show control such as boundaries, ropes, walls, etc.

Please complete the following questions as thoroughly as possible; attach additional sheets as needed.

1. Alcohol must remain in the general area of the event as defined in the permit. How do you plan to accomplish this?

2. How do you plan to secure the area and inform guests that alcohol beverages must be kept in the designated area?

3. How will you supervise the participants during the event?

4. Do you or any of the event supervisors have alcohol server experience or training?

5. Are you familiar with the appearance of minor and adult IDs issued by the State of Colorado?

6. If minors will be attending, how will you make sure they do not possess or consume any alcohol beverages?

7. How will you control service of alcohol beverages to members of the public or other persons who are not invitees?

8. Will you be issuing "drink tickets" or wristbands to attendees to help control alcohol service?

9. How will you ensure that visibly intoxicated persons are not served alcohol?

10. Depending on the number of attendees at the event, a designated security representative or private security will be required. How do you plan to provide security for the event?

11. The applicant or one of the event supervisors is required to attend a meeting of the Liquor Licensing Authority to answer questions the Authority may have about the application and event. Will you or one of the event supervisors be able to attend a meeting?

List names and ages of all individuals who will help supervise the event (attach a separate sheet if necessary):

Name	Age	Name	Age
Name	Age	Name	Age
Name	Age	Name	Age

**Please read the following carefully, and sign and date the application:**

I hereby affirm that I am 21 years of age or older and the information I have provided herein is true and complete to the best of my knowledge. I am applying for a permit to possess and consume alcohol on public property as indicated on this application. I will be present for the duration of the function and understand and agree to the following:

1. I will be responsible for controlling the consumption of alcohol in compliance with City and State regulations.
2. I will check IDs of anyone whose age is not known and will not allow minors to possess or consume alcohol beverages.
3. I agree to be personally responsible for cleaning, trash disposal or repairs necessary as a result of the event for which the permit was granted.
4. I hereby agree to indemnify and hold harmless the City, its employees and agents for all liability claims arising out of the event.
5. I understand that no Special Occasion Permit will be issued to any person who is not of good moral character as that term is used in C.R.S. § 12-47-307, and my moral character may be investigated by the City of Northglenn for the purpose of processing this permit application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## **Special Private Occasion Liquor Permit** **Designated Security Representative Affidavit**

I hereby affirm that I am 21 years of age or older and the information I have provided herein is true and complete to the best of my knowledge.

I have been designated as a security representative at an event for which a Special Private Occasion Permit has been issued to allow for the possession and consumption of beer and wine on public property;

I will be present for the duration of the of the function;

I will be responsible for controlling the consumption of alcohol in compliance with City and State regulations;

I will check IDs of anyone whose age is not known and will not allow minors to possess or consume alcohol beverages;

I will not allow service or consumption of alcohol beverages to members of the public or other persons who are not invitees;

I will ensure that visibly intoxicated persons are not served alcohol;

I will notify the Northglenn Police Department (911) of any alcohol related disturbances;

I have read and understand the Alcohol Beverage Serving Guidelines on the back of this affidavit. I understand and accept this responsibility.

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Printed Name

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Signature

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Date

## Alcohol Beverage Serving Guidelines

The service of alcohol beverages is a highly-regulated activity and merits awareness of all related laws, rules, regulations, and best practices. The applicant should demonstrate heightened awareness of three key regulations:

- ❖ **Alcohol beverages cannot be provided to or served to members of the general public who are not invitees of the event.**
  
- ❖ **It is illegal to serve a person who is under the age of 21 years.**  
Anyone appearing to be under the age of 21 should be asked for a valid picture identification. The following types of identification may be used to verify age:
  - A driver's license, containing a picture and date of birth, issued by any state, Canada, Mexico or a United States Territory.
  - Identification card, containing a picture and date of birth, issued by any state for the purpose of proof of age in accordance with C.R.S. § 42-2-402.
  - Military identification card.
  - Passport.
  - Alien registration card.
  - A valid employment authorization card containing a picture and date of birth issued by the U.S. Department of Justice, Immigration and Naturalization Service.
  
- ❖ **It is illegal to serve a visibly intoxicated person.**  
Permit holders should not knowingly allow guests to enter the event if obviously intoxicated or allow guests to become intoxicated at the event. Those responsible for serving alcohol beverages should monitor the amount of alcohol consumed by guests and should be aware of any behavior changes that may occur as a result of drinking alcohol. Some reactions to watch for include:
  - slurred speech
  - inappropriate volume of speech
  - bloodshot or glassy eyes
  - poor coordination
  - swaying or drowsiness
  - spilling drinks or food
  - inability to sit up straight
  - walking into people
  - aggressiveness

It is imperative that members of the general public, minors, and visibly intoxicated individuals are not served alcohol at your event. It is the sole responsibility of the permit holder to obey all State and local laws regarding the service of alcohol. The above information is provided as a courtesy by the City of Northglenn and is intended only as a guideline. It does not relieve the permit holder from any criminal or civil liability related to the possession and consumption of alcohol beverages at the event.

## **Insurance Guidelines**

Proof of insurance meeting the following criteria must be provided with the application for a Special Private Occasion Liquor Permit:

- ✓ Certificate of Liability Insurance
  - Valid for the date and time of the event
  - Includes liquor liability coverage
  - Provides liability coverage in an amount not less than \$990,000.00 per occurrence
  - Specifies the City of Northglenn as an additional insured on the policy

Applicants may use an insurance company of their choice. Alternatively, a policy may be purchased by visiting:

[www.onebeaconentertainment.com](http://www.onebeaconentertainment.com)

- Under TULIP – Event Insurance click on **purchase or quote**
- Enter facility ID code: **4167 - 000**
- Complete the first three steps of the form to obtain a quote
- If you agree with the quote and are ready to purchase, simply complete the form and pay with a credit or debit card
- Print the certificate to file with your application





# NORTHGLENN POLICE DEPARTMENT

## REQUEST FOR OFF-DUTY OFFICERS

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address of Employer: \_\_\_\_\_

Nature of Employment: \_\_\_\_\_ # of Officers: \_\_\_\_\_

Location of Employment: \_\_\_\_\_

Length of Contract: \_\_\_\_\_ -- \_\_\_\_\_

This agreement is entered into between the Employer and the Northglenn Police Department on the date specified.

In consideration of the mutual covenants in this Agreement, the parties agree as follows:

- I. The Northglenn Police Department shall attempt to schedule officers pursuant to this request from the roster of officers who have requested off-duty assignments. The assignment will be offered to the roster of officers and in the event that the request goes unfulfilled or unscheduled, the Northglenn Police Department will notify the employer.
- II. The Northglenn Police Department shall bill the Employer for services rendered by the officer at the hourly rate of **\$50.00** per hour, per officer, which includes one police car. If more than one police car is required at the job there will be a charge of **\$5.00** dollars per hour per car. There is a two-hour minimum charge per officer for the employment of off-duty officers.
- III. The Employer shall notify the Northglenn Police Department of cancellation of off-duty services as soon as possible. If cancellation occurs less than two hours prior to the start of an off-duty shift, the employer shall be billed for the minimum charge of two hours per officer.
- IV. Officers employed pursuant to this Agreement shall confine their activities to the enforcement of state and local law. Policies and regulations of employers, which are not a violation of law, shall not be enforced. Any offenders arrested will be prosecuted and the Employer and its employees shall provide all necessary assistance in the subsequent investigation and prosecution of such matters.

- V. A Police Department Watch Supervisor shall oversee all activities of officers engaged in off-duty employment pursuant to this Agreement during his respective tour of duty.
- VI. Officers employed in an off-duty capacity pursuant to this Agreement shall be bound by the rules, regulations and policies of the City of Northglenn and the Northglenn Police Department, at all times.
- VII. Officers employed pursuant to this Agreement shall wear the complete uniform of the Department and shall complete the appropriate reports and forms necessary to conclude an incident unless directed to the contrary by a Police Department sworn supervisor.
- VIII. Within thirty (30) days after receipt of the bill for services, the Employer shall remit to the City of Northglenn the amount billed. The City shall charge interest at the rate of 18% per annum on delinquent balances and interest shall be paid at the same time overdue payments are made. The Employer shall be liable to the City of Northglenn for costs incurred by the city in collecting overdue amounts, including attorney's fees.
- IX. A fee of fifteen dollars (\$15.00) shall be charged to the Employer for any of the Employer's checks returned to the City of Northglenn for any reason.
- X. The officers employed pursuant to this agreement shall be covered under insurance carried by the City of Northglenn.
- XI. This contract may be terminated by either the Department or Contractor on 14 days notice.

\_\_\_\_\_  
**Contract Prepared By:**

\_\_\_\_/\_\_\_\_/\_\_\_\_  
**DATE:**

\_\_\_\_\_  
**Signature of Preparer:**

\_\_\_\_/\_\_\_\_/\_\_\_\_  
**DATE:**

\_\_\_\_\_  
**Employer's Authorized Agent:**

\_\_\_\_\_  
**Signature of Agent:**

\_\_\_\_/\_\_\_\_/\_\_\_\_  
**DATE:**

Request Granted: \_\_\_\_ Request Denied: \_\_\_\_

\_\_\_\_\_  
**Chief of Police**

\_\_\_\_/\_\_\_\_/\_\_\_\_  
**DATE**

Section 18-2-8.5(a). Special Private Occasion Permit. Upon approval by the Liquor Licensing Authority, the City Clerk may issue a special private occasion permit for the possession and consumption of alcoholic beverages in all public places within the City of Northglenn, except for City Parks, and shall provide a copy of such permit to the Northglenn Police Department upon issuance, provided the applicant can demonstrate to the satisfaction of the Liquor Licensing Authority that:

(1) The application is filed at least 30 days prior to the date of the event, and is accompanied by an application fee in an amount determined by the licensing authority.

(2) The applicant is 21 years of age, or older;

(3) Alcoholic beverages will remain in the general area of the event as specifically defined in the permit;

(4) Alcoholic beverages will not be provided to or served to members of the general public or any persons who are not invitees of the event;

(5) The time, location and duration of the function are not likely to significantly interfere with public services;

(6) The number and concentration of participants at the function are not likely to result in crowds exceeding limitations in the City fire code, or other significant inconvenience to the residents of the surrounding neighborhoods;

(7) Under-age persons and persons under the influence of alcohol will not obtain alcoholic beverages served at the function, and the precautions proposed are likely to secure and supervise the area and the participants during the function;

(8) The applicant agrees to be personally responsible for cleaning, trash disposal or repairs necessary as a result of the event for which the permission was granted, and the applicant shall deposit an amount determined by the Liquor Licensing Authority to secure such clean-up;

(9) The applicant agrees to indemnify and hold harmless the city, its employees and agents for all liability claims arising out of the event;

(10) The applicant has an insurance policy currently in effect with liquor liability coverage of not less than the maximum limit established by the Colorado Governmental Immunity Act, Title 24, Article 10, Colorado Revised Statutes, as amended, and the City is named as an additional named insured. Nothing herein shall be construed as a waiver by the City of any defenses or provisions of the Governmental Immunity Act; and

(11) The special occasion is a wedding, corporate or club picnic, or similar event of a social, fraternal, patriotic, political or athletic nature.

(12) Service of alcoholic beverages shall be limited to beer and wine.

(13) No Special Private Occasion Permit shall be issued to any person who is not of good moral character as that term is used in C.R.S. § 12-47-307.

(14) The City Clerk may consult with the Police Department regarding the need for security and, where appropriate, may require the provision of private security or the provision of a designated security representative, as those terms are defined below, at the applicant's expense as a condition to the issuance of a Special Private Occasion Permit.

(A) For purposes of this subsection (14), it shall be presumed that a designated security representative be sufficient, where appropriate, for events with less than one hundred (100) people in attendance. For events of one hundred (100) people or more, the applicant shall provide private security at a ratio of at least one private security officer per one hundred (100) attendees.

(B) If private security is required, the private security shall be provided by an off-duty City of Northglenn Police Officer, and it shall be the responsibility of the applicant to make arrangements with the Northglenn Police Department for such private security.

(C) If a designated security representative is required, the representative shall, prior to the event, submit a signed statement to the City Clerk indicating that he or she understands and accepts the responsibility to monitor the perimeter of the permitted area, to safely undertake crowd control efforts, and to call the police for assistance when appropriate.

A permit may be denied, or conditions imposed, on the grounds that approval would be detrimental to the public safety, health, morals, order or welfare by reason of the nature of the event, the likelihood that the event would create a public nuisance or result in the consumption of alcoholic beverages by minors, its location within the community, or the failure of the applicant to conduct a past event in compliance with applicable laws and regulations.

The request may also be denied if another event has previously been scheduled for that location on the same day and time, or if the event would unreasonably interfere with normal activities and customary and general use and enjoyment of the facility.

[Source: Ord. 1409, 2005; 1424, 2006; 1448, 2006; 1534, 2009]

Section 18-2-8.5(b). City Park Exceptions. The possession and consumption of alcoholic beverages in City Parks and at City swimming facilities is prohibited, except that a Special Private Occasion Permit may be issued by the Liquor Licensing Authority pursuant to Section 18-2-8.5(a) for enclosed structures located in City Parks, and the general vicinity of such enclosed structures,

but never including a swimming facility, and never further than a 50-foot radius from the exterior of such enclosed structures, including but not limited to the Thede Farmhouse (also known as the Stonehocker House), which is located at 10950 Fox Run Parkway in the City of Northglenn, 80233. For purposes of this Section 18-2-8.5(b), a City swimming facility shall be defined as the area within a City park or facility within which the swimming pool is located, the perimeter of which is defined by any fences or walls surrounding such swimming pools.

[Source: Ord. 1409, 2005; 1630, 2012]