



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

Special Events Liquor Permit **Application Instructions and Guidelines for Service**

A Special Events Liquor Permit authorizes the sale of alcohol beverages by the drink to the public for a one-time event on unlicensed premises or on licensed premises of a Club or Arts liquor licensed establishment. A Special Events Permit may be obtained for the sale of malt, vinous, and spirituous liquor.

To qualify for a Special Events Permit, applicants must be one of the following:

- A non-profit organization that has been incorporated pursuant to Colorado law for purposes of a social, fraternal, patriotic, political, or athletic nature, and not for pecuniary gain;
- A non-profit regularly chartered branch, lodge, or chapter of a national organization or society organized for such purposes;
- An organization which is a regularly established religious or philanthropic institution;
- A state institution of higher education;
- A political candidate who has filed the necessary reports and statements with the Colorado Secretary of State; or,
- Any municipality, county or special district.

Application must be submitted AT LEAST 30 DAYS PRIOR to the event

Application Instructions

The following items must be submitted to the Northglenn City Clerk's Office at least 30 days prior to the event:

- State Form DR 8439 – Application for a Special Events Permit
- Special Events Permit Questionnaire and Affidavit
- Fee - \$100.00 per event day payable to City of Northglenn
- Required attachments:
 - Diagram of the area to be licensed shown on 8 ½ X 11 paper – this should show where the alcohol beverages will be served and consumed, and all entrances and exits
 - Copy of deed, lease or written permission from the owner for use of premises
 - Certificate of good corporate standing issued by Secretary of State
 - If not incorporated, a Non-Profit charter; or
 - If a political candidate, attach copies of reports and statements filed with the Secretary of State

Upon submittal of a complete application, the City Clerk's Office will post a notice of the application on the premises for a period of 10 days prior to consideration of the application by the Northglenn Liquor Licensing Authority.

The applicant is required to attend the meeting of the Northglenn Liquor Licensing Authority when the application will be considered for approval. The Authority meets on the first and third Thursdays of each month at 9:00 a.m. The Authority may ask the applicant questions regarding the event before making a determination on the application.

Once a permit is approved, the Special Events Permit and a Minor Warning Sign will be provided by the City Clerk's Office. These must be conspicuously displayed on premises for the duration of the event.

The event must be held at the location and during the dates and times specified within the permit. No changes may be made without prior consent of the Northglenn Liquor Licensing Authority.

Up to 15 event days are allowed per applicant, per calendar year. If an event is canceled, the application fees and the day(s) are forfeited.

Alcohol beverage sales may occur between the hours of 7:00 a.m. on the day specified and 2:00 a.m. of the following day for malt, vinous and spirituous permits.

Sandwiches or other food snacks must be available during all hours of service of malt, spirituous and vinous liquors. Event organizers should market the event in such a manner as to promote responsible alcohol consumption and help ensure that excessive consumption does not occur.

Guidelines for Service

The dispensing of alcohol beverages is a highly-regulated venture and merits awareness of the laws and practices governing these beverages. Two key areas are serving to underage individuals and serving to intoxicated individuals.

- ❖ **It is illegal to serve a person who is under 21 years of age.** 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 a patron's age:
 - An operator's, chauffeur's or similar type 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, 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; or
 - A valid employment authorization card containing a picture and date of birth issued by the U.S. Department of Justice, Immigration and Notarization service.

- ❖ **It is illegal to serve to a visibly intoxicated person.** Within the Colorado Liquor, Beer and Special Event Codes, there are specific prohibitions against providing alcohol beverages to intoxicated parties. Specifically the law states that it is unlawful for any person to sell, serve, give away, dispose of, exchange, or deliver or permit the sale, serving, giving, or procuring of any alcohol beverage to a visibly intoxicated person, C.R.S. 44-3-901(1)(a). Event organizers should not knowingly allow guests to enter an event if obviously intoxicated nor should they allow guests to become intoxicated at the event. Serving an intoxicated person can subject the permit holder to both civil and criminal liability. Those responsible for selling/serving 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. Your determination of whether another person is intoxicated is to be based on a combination of factors related to his or her physical actions and appearance. Some reactions to watch for may 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

Responsible vendor training is strongly encouraged for all volunteers involved in the distribution of alcohol beverages at your event. It is imperative that minors and visibly intoxicated individuals are not served alcohol.

The City Clerk's Office has provided these guidelines as a courtesy. As such, nothing contained in this document is intended to relieve a permit holder from any criminal or civil liability related to the service of alcohol at an event for which a Special Events Permit is obtained.

Application for a Special Events Permit

Departmental Use Only

State Only Permit/State Property

In order to qualify for a Special Events Permit, You **Must Be a Qualifying Organization Per 44-5-102 C.R.S. and One of the Following** (See back for details.)

- | | | |
|------------------------------------|---|---|
| <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"/> Municipality Owned Arts Facilities |
| <input type="checkbox"/> Political | <input type="checkbox"/> Religious Institution | |

LIAB Type of Special Event Applicant is Applying for:	DO NOT WRITE IN THIS SPACE
2110 <input type="checkbox"/> Malt, Vinous And Spirituous Liquor \$25.00 Per Day	Liquor Permit Number
2170 <input type="checkbox"/> Fermented Malt Beverage \$10.00 Per Day	

1. Name of Applicant Organization or Political Candidate	State Sales Tax Number (Required)
--	-----------------------------------

2. Mailing Address of Organization or Political Candidate (include street, city/town and ZIP)	3. Address of Place to Have Special Event (include street, city/town and ZIP)
---	---

4. Authorized Representative of Qualifying Organization or Political Candidate	Date of Birth	Phone Number
--	---------------	--------------

Authorized Representative's Mailing Address (if different than address provided in Question 2.)

5. Event Manager	Date of Birth	Phone Number
------------------	---------------	--------------

Event Manager Home Address (Street, City, State, ZIP)	Email Address of Event Manager
---	--------------------------------

6. Has Applicant Organization or Political Candidate been Issued a Special Event Permit this Calendar Year? <input type="checkbox"/> No <input type="checkbox"/> Yes How many days? _____	7. Is the premises for which your event is to be held currently licensed under the Colorado Liquor or Beer codes? <input type="checkbox"/> No <input type="checkbox"/> Yes License Number _____
--	--

8. Does the Applicant Have Possession or Written Permission for the Use of The Premises to be Licensed? Yes No

List Below the Exact Date(s) for Which Application is Being Made for Permit

Date	Date	Date	Date	Date
Hours From .m.	Hours From .m.	Hours From .m.	Hours From .m.	Hours From .m.
To .m.	To .m.	To .m.	To .m.	To .m.
Hours From .m.	Hours From .m.	Hours From .m.	Hours From .m.	Hours From .m.
To .m.	To .m.	To .m.	To .m.	To .m.
Hours From .m.	Hours From .m.	Hours From .m.	Hours From .m.	Hours From .m.
To .m.	To .m.	To .m.	To .m.	To .m.

Oath of Applicant

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
-----------	-------	------

Report and Approval of Local Licensing Authority (City or County)

The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the provisions of Title 44, Article 5, C.R.S., as amended.
THEREFORE, THIS APPLICATION IS APPROVED.

Local Licensing Authority (City or County)	<input type="checkbox"/> City <input type="checkbox"/> County	Telephone Number of City/County Clerk
--	--	---------------------------------------

Signature	Title	Date
-----------	-------	------

DO NOT WRITE IN THIS SPACE - FOR DEPARTMENT OF REVENUE USE ONLY

Liability Information			
License Account Number	Liability Date	State	Total
		-750 (999)	\$ ●

Application Information and Checklist

The following supporting documents must be attached to this application for a permit to be issued:

- Appropriate fee.
- Diagram of the area to be licensed (not larger than 8 1/2" X 11" reflecting bars, walls, partitions, ingress, egress and dimensions. **Note:** If the event is to be held outside, please submit evidence of intended control, i.e., fencing, ropes, barriers, etc.
- Copy of deed, lease, or written permission of owner for use of the premises.
- Certificate of good corporate standing (NONPROFIT) issued by Secretary of State within last two years; **or**
- If not incorporated, a NONPROFIT charter; **or**
- If a political Candidate, attach copies of reports and statements that were filed with the Secretary of State.

- Application must first be submitted to the Local Licensing Authority (city or county) at least thirty (30) days prior to the event.
- Public notice of the proposed event and procedure for protesting issuance of the permit shall be conspicuously posted at the proposed location for at least (10) days before approval of the permit by Local Licensing Authority. (44-5-106 C.R.S.)
- State Licensing Authority must be notified of approved applications by Local Licensing Authorities within ten (10) days of approval.
- Check payable to the Colorado Department Of Revenue

Qualifications for Special Events Permit

(44-5-102 C.R.S.)

A Special Event Permit issued under this article may be issued to an organization, whether or not presently licensed under Articles 4 and 3 of this title, which has been incorporated under the laws of this state for the purpose of a social, fraternal, patriotic, political or athletic nature, and not for pecuniary gain or which is a regularly chartered branch, lodge or chapter of a national organization or society organized for such purposes and being non profit in nature, or which is a regularly established religious or philanthropic institution, and to any political candidate who has filed the necessary reports and statements with the Secretary of State pursuant to Article 45 of Title 1, C.R.S. A Special Event permit may be issued to any municipality owning arts facilities at which productions or performances of an artistic or cultural nature are presented for use at such facilities.



Special Events Liquor Permit **Questionnaire and Affidavit**

1. What type of an event is planned?

2. Explain in detail the nature of your organization, and who or what benefits from its operations.

3. Who or what organization will be the recipient of funds derived from this event?

4. How many attendees are expected at this event? _____

5. Describe the premises at which this event will take place.

6. What type of security will be provided at the event? Please provide information on the number of security personnel and how they will be identified.

7. If this event is being held outdoors, how will the exterior boundaries of the premises be marked (i.e. fenced, roped, etc.)?

8. What type of entertainment will be provided, if any, for this event?

9. How will underage patrons be identified to prevent the service of alcohol to minors?

10. How will the conduct and level of intoxication of attendees be monitored and by whom?

11. Have volunteers or members of your organization been trained in the sale/service of alcohol beverages? If yes, what training have they received and by whom?

12. What types of alternate beverages and food/snacks will be available?

13. Please explain how this event will be marketed describing what kinds of advertising will be distributed and the targeted recipients of such material.

I hereby certify, under penalty of perjury, that the information provided to the Northglenn Liquor Licensing Authority contained in this affidavit is true and accurate to the best of my knowledge; and I hereby authorize the City of Northglenn to conduct a background investigation on myself, as the applicant, for the purpose of processing the Special Events Permit application.

Applicant's Signature

Date

STATE OF COLORADO)
)
COUNTY OF ADAMS)

Subscribed and sworn to before me this ___ day of _____, 20__ by _____.
Witness my hand and official seal.

Notary Public

My Commission Expires:_____