

SPECIAL EVENT LIQUOR PERMIT APPLICATION

Application should be submitted to Douglas County at least forty-five (45) days prior to the event. Failure to submit an application 45 days prior to the event could significantly reduce the likelihood of completing the process. A separate application is required for each event, unless the dates are consecutive.

AFFILIATION

To qualify for a Special Event Liquor Permit, the applicant must be a **non-profit** and one of the following types of entities or organizations: (check one)

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

PERMIT TYPE

Type of Special Event Liquor Permit applicant is applying for:

- | | |
|---|---|
| <input type="checkbox"/> Malt, Vinous, and Spirituous Liquor \$25.00 per day | <input type="checkbox"/> Fermented Malt Beverage \$10.00 per day |
|---|---|

If an event is cancelled, the application fees and day(s) are forfeited.

EVENT INFORMATION

Name of Event: _____

Event Address: _____

List the Event Date(s) and Hours below:

Event Date: _____ Hours from _____ to _____

Event Date: _____ Hours from _____ to _____

Event Date: _____ Hours from _____ to _____

How many people are expected to attend per day? _____ Is this event open to the public? _____

Will entertainment be provided? _____ What type? _____

ALTERNATE EVENT DATES

The same fees referenced above apply to alternative event dates. Would you like to purchase and post weather date(s)? _____ If so, what date(s): _____

APPLICANT INFORMATION

Name (*Applicant Organization or Political Candidate*): _____

Mailing Address: _____

Authorized Representative (*of Non-profit*): _____

Date of Birth: _____ Phone #: _____

Address: _____

Event Manager: _____ Phone #: _____

Contact Email: _____

Has Applicant Organization or Political Candidate been issued a Special Events Permit this calendar year? _____

How many days? _____

Is premises now licensed under state liquor or beer code? _____ To Whom? _____

APPLICATION REQUIREMENTS

Application should be submitted to Douglas County at least forty-five (45) days prior to the event. Notice of the pending Permit Application must be posted on the premises at least ten (10) days before a hearing can be held (44-5-106 C.R.S.). All of the following items are required in order for a permit to be issued.

- Fee payable to Douglas County.
- Diagram of the area to be licensed reflecting bars, walls, partitions, ingress, egress, and dimensions. If the event is outside, please depict method of intended control, e.g., fencing, ropes, barriers, signage, etc.
- Copy of deed, lease, or written permission of owner for use of the premises.
- Certificate of good corporate standing (NONPROFIT) issued by the Secretary of State within the 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.
- Submit the application and all items referenced above to:

Douglas County Liquor Licensing; 100 Third St.; Castle Rock, CO 80104

Liquorlicense@douglas.co.us

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.

OATH OF APPLICANT

We agree to the following:

1. The special events liquor permit holder will not install, maintain, or operate, or permit the installation, maintenance or operation of, within or upon the premises, any gambling device prohibited under Reg. 47-922 of the Colorado Liquor and Beer Code Regulations.
2. During the period specified in the liquor permit, the holder thereof will not allow any person to possess or consume on the premises any beverage other than that allowed by the type of liquor permit issued.
3. Permittee will permit only persons over the age of 18 years to sell, serve, dispense, or distribute fermented malt beverages, malt liquors, or vinous liquors; and persons over the age of 21 to sell, serve, or dispense spirituous liquors.
4. Permittee will sell licensed beverages by the drink only to persons for consumption on the licensed premises only.
5. Other existing facilities are not available or are inadequate for the needs of the applicant and its existing licensed facilities, if any, are inadequate for the purposes of serving members or guests of the organization and that additional facilities are necessary by reason of the nature of the special event; or the applicant is temporarily occupying premises other than its regular premises during such special events as civic celebrations or county fairs and that members of the general public will be served during such special event.
6. Sandwiches or other food snacks will be available during all hours of service of the beverage authorized under the permit.

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:

Date:

Title:

Report and Approval of Local Licensing Authority (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 5, Article 44, C.R.S., as amended.

THEREFORE, THIS APPLICATION IS APPROVED.

Douglas County Liquor Licensing Authority

303-660-7460

Signature:

Date:

Title: