

Application for a Special Events Permit

Liquor Permit Number (Do Not Fill Out)

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.)**

- ☐ Social ☐ Athletic ☐ Philanthropic Institution
☐ Fraternal ☐ Chartered Branch, Lodge or Chapter ☐ Political Candidate
☐ Patriotic ☐ National Organization or Society ☐ Municipality Owned Arts Facilities
☐ Political ☐ Religious Institution

LIAB — Type of Special Event Applicant is Applying for:

~~2110 — ☐ Malt, Vinous And Spirituous Liquor — \$25.00 Per Day~~

~~2170 — ☐ Fermented Malt Beverage — \$10.00 Per Day~~

Name of Applicant Organization or Political Candidate

State Sales Tax Number (Required)

Mailing Address of Organization or Political Candidate

City

State

ZIP Code

Address of Place to Have Special Event

City

State

ZIP Code

Authorized Representative of Qualifying Organization or Political Candidate

Date of Birth (MM/DD/YY)

Phone Number

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

City

State

ZIP Code

Event Manager

Date of Birth (MM/DD/YY)

Phone Number

Event Manager Home Address

City

State

ZIP Code

Email Address of Event Manager

1. Is the place to have the Special Event located on State-owned property?

☐ Yes ☐ No

2. Has Applicant Organization or Political Candidate been issued a Special Event Permit this Calendar Year?

☐ No ☐ Yes, How many days?

3. Is the premises for which your event is to be held currently licensed under the Colorado Liquor or Beer codes?

☐ No ☐ Yes, License Number

4. 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

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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.

Title	
<input type="text"/>	
Signature	Date (MM/DD/YY)
<input type="text"/>	<input type="text"/>

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="text"/>	<input type="radio"/> City <input type="radio"/> County
Telephone Number of City/County Clerk	
<input type="text"/>	
Title	
<input type="text"/>	
Signature	Date (MM/DD/YY)
<input type="text"/>	<input type="text"/>

Do Not Write in this Space - For Department of Revenue Use Only

Liability Information

License Account Number	Liability Date
<input type="text"/>	<input type="text"/>
State	Total
<input type="text"/>	<input type="text"/>
-750 (999)	\$ <input type="text"/> .00



Application Information and Checklist

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

- ☐ Appropriate fee. (\$100 payable to the City of Craig)
 - ☐ 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.
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- ☐ 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.
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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 nonprofit 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 PERMIT RULES AND REGULATIONS

- ◆ Applications must be submitted to the Local Liquor Licensing Authority at least 30 days prior to the date of the event. The Local Licensing Authority requires time to process the application and post a public notice at the proposed location at least TEN (10) days prior to the event.
- ◆ To qualify for a Special Event Liquor permit an applicant must be non-profit and registered with the Secretary of State for purposes of 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 or philanthropic institution. A special event liquor permit may also be issued to any political candidate who has filed the necessary reports and statements with the Secretary of State.
- ◆ All liquor must be stored, sold, served, and consumed on/within the permitted premise.
- ◆ Colorado law does not prohibit permittees from selling other lawful items of commerce but may not sell alcoholic beverages in sealed containers. (All containers must be opened before handing it to the customer.)
- ◆ Permittees must sell or serve sandwiches and/or other food snacks during all hours of service of alcoholic beverages; full meals are not required.
- ◆ Malt, Vinous, and Spirituous Liquor Permits allow for service from 7:00am on the date of the event, to 2:00 am of the day immediately following the date of the event.
- ◆ Only persons 21 years of age may sell, serve, dispense or distribute **spirituous liquors**.
- ◆ Persons must be at least 21 years of age to purchase, possess and consume alcohol beverages in Colorado.
- ◆ All alcoholic beverages sold in connection with a Special Events Permit may be purchased from a licensed wholesaler, brewpub, limited winery, licensed retail liquor store, or from a liquor licensed drugstore.
- ◆ Alcoholic beverages may be donated by liquor licensed Colorado wholesale licensees, retail liquor stores, or drugstore licensees.
- ◆ Special Events Permits may not be issued to an event located within 500 feet of any public or parochial school or the principal campus of any college, university or seminary, except when held during hours in which no school classes are scheduled.
- ◆ Special Events Permits cannot be issued in connection with a casino night or any event involving the payment or risk of something of value, for a chance to win something.



- ◆ For events held outdoors, some mutually acceptable and clearly marked boundary will be required (alcoholic beverages area not allowed outside this boundary). This boundary must be clearly visible and provide control of the event.
- ◆ Certified seller/server training is strongly encouraged for all volunteers involved in the distribution of alcoholic beverages.
- ◆ If beverages are served in glass, aluminum or recyclable plastic cups, recycling bins must be provided on premise.
- ◆ Submit application, attachments and \$100 fee (payable to the City of Craig) to the City Clerk's Office.
- ◆ The following items must be posted in a prominent place on the permitted area for the general public to observe:

- **City Special Events Permit
(Received after approval)**
- **Minor Warning Sign**