



**REQUIRED DOCUMENTS AND SIGN-OFFS FOR
A SPECIAL EVENT LIQUOR PERMIT**

**** Due to public notice requirements, all special event liquor permit applications must be received no less than 30 days prior to the event****

Applicant: _____

Event Location: _____ Event Dates: _____

E-Mail: _____

1. Complete and sign Application for a Special Event Liquor Permit.
2. Attach a diagram of the premises to be licensed. This diagram does not need to be to scale but must include locations where alcohol will be served, entrances/exits, fencing and other barriers, and an explanation of how the licensed premises will be controlled.
3. Attach copy of deed, lease or written permission of owner for use of premises.
4. Attach a certificate of good corporate standing (non-profit) issued by the Secretary of State within the last two years (www.sos.state.co.us)
5. Attach contract between Event Organizer and Non-Profit applicant (if applicable)
6. Attach a check payable to "Summit County Clerk & Recorder" for \$100 *per application*.
7. Submit complete application no less than thirty (30) days prior to the event to:
Clerk & Recorder's Office
Old County Courthouse
208 Lincoln Ave., P.O. Box 1538
Breckenridge, CO 80424
(970) 453-3470

Application for a Special Events Permit

Event Name: _____

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.)**

PLEASE NOTE: APPLICATION FEES ARE NON-REFUNDABLE. ANY DATES ON THE PERMIT THAT ARE UNUSED, CANNOT BE TRANSFERRED AND WILL COUNT AGAINST YOUR 15 DAYS ALLOWED PER YEAR.

- | | | |
|------------------------------------|---|--|
| <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 |
| <input type="checkbox"/> Political | <input type="checkbox"/> Religious Institution | |

LIAB	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

DO NOT WRITE IN THIS SPACE
Liquor Permit Number _____

1. Name of Applicant Organization or Political Candidate _____	Sales Tax Exempt Number - FEIN _____
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2. Mailing Address of Organization or Political Candidate (include street, city/town and ZIP) _____	3. Address of Place to Have Special Event (include street address and ZIP) _____
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4. Authorized Representative of Qualifying Organization or Political Candidate _____	Date of Birth _____	Phone Number _____
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Authorized Representative's Mailing Address (if different than address provided in Question 2.) _____

5. Event Manager _____	Date of Birth _____	Phone Number _____
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Event Manager Home Address (Street, City, State, ZIP) _____	Email Address of Event Manager _____
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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 _____
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8. Does the Applicant Have Possession or Written Permission for the Use of The Premises to be Licensed? Yes No

PERMIT IS NON-TRANSFERABLE: List Below the Exact Date(s) and Times that the Application is Being Made for.

Date	Date	Date	Date	Date
Hours From .m. To .m.	Hours From .m. To .m.	Hours From .m. To .m.	Hours From .m. To .m.	Hours From .m. To .m.
Hours From .m. To .m.	Hours From .m. To .m.	Hours From .m. To .m.	Hours From .m. To .m.	Hours From .m. To .m.
Hours From .m. To .m.	Hours From .m. To .m.	Hours From .m. To .m.	Hours From .m. To .m.	Hours From .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 _____
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Report and Approval of Local Licensing Authority

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, Articles 3, 4 and 5, C.R.S., as amended.

THEREFORE, THIS APPLICATION IS APPROVED.

Local Licensing Authority _____	<input type="checkbox"/>	Telephone Number _____
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Signature _____	Title _____	Date _____
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Liability Information			Total
		\$	●

Application Information and Checklist

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

- Appropriate fee.
- Outlined** Diagram of the area to be licensed (no 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 from the owner for use of the premises, to the applying entity.
- 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 be submitted to the Clerk & Recorder's office 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.)
- Short term Off-site storage areas need to be included in the application packet. No long-term storage allowed
- Please make check payable to the Summit County Clerk & Recorder

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 or Special District.

If an event is canceled, the application fees and the day(s) are forfeited. If additional bad weather days are applied for but not used, those days would still count against the total days allowed per year of 15.



Resource Guide for Alcohol Beverage Service – *SPECIAL EVENT LIQUOR PERMITS*

The Colorado Liquor Code establishes the mechanism to allow legal sale or service of alcoholic beverages to the public. The laws are written such that any situation that is not specified as permitted is deemed to be not permitted. Citizens can easily see situations where liquor is permitted, such as businesses that hold regular liquor licenses. Other situations are not as clear. This document is intended to be a guide in assisting those who do not regularly hold a liquor license, but may be able to serve alcohol under certain circumstances.

What: A Special Event Permit allows qualified non-profit entities to sell, serve or distribute alcohol beverages in connection with fundraising events. There are two types of Special Event Permits -- one allows sale of malt, vinous, and spirituous liquor, the other allows only the sale of Fermented Malt Beverages (FMB)(Beer), both by the drink in open containers. The Statutory reference is found in C.R.S. 44-5-101.

Who: Those who qualify for Special Event Permits may or may not currently have a liquor license (i.e. Club or Art Licensees) and must be one of the following:

- Organizations that are nonprofit or charitable and have been incorporated pursuant to Colorado law for purposes of a social, fraternal, patriotic, educational, political, or athletic nature,
- A regularly chartered branch, lodge or chapter of a national organization or society organized for such purposes, which is non-profit,
- An organization which is a regularly established religious or philanthropic institution,
- A political candidate who has filed the necessary reports with the Colorado Secretary of State or local election official,
- Local Government entities, including special districts.

Where: A special event may be conducted on the licensed premises of a Club, Arts, Campus Complex or Limited Winery liquor licensed establishment, or other non-licensed locations.

How: The applicant must submit the following documents to the County Clerk's office at least 30 days prior to the event.

- The appropriate document proving eligibility to conduct an event, usually a Certificate of Good Standing from the CO Secretary of States website will suffice.
- A property rental agreement, lease or letter of possession, which provides that the location may be used for event purposes being held by the applying entity.
- An outlined diagram of the proposed area, specifying entrances/exits, dimensions and the method which will be used to control access.

- A completed Special Event application, including both state and local forms (if applicable).
- Appropriate fees.

What's Next?

The County Clerk's office will prepare a Public Notice, which must be conspicuously posted for at least 10 days upon the premises for which the permit is sought, before a hearing may be held. (See 44-5-106(2))

After approval, the County Clerk's office will deliver a permit via email or mail, or the Permittee can pick it up at the Clerk's office in the Old County Courthouse.

When: The event must be held on the date, time, and location specified in the application and may not be changed. Fifteen event days are allowed per calendar year and may be held separately or in any combination. If an event is canceled, the application fees and the day(s) are forfeited. Sales may occur between the hours of 5 a.m. and midnight of the day specified for a FMB beer permit; and between the hours of 7 a.m., of the day specified, and 2 a.m. of the following day for malt, vinous and spirituous permits.

Food Requirements: Special Event Permittees must sell or serve sandwiches or other food snacks during all hours of service of alcohol beverages. (See 44-5-105(5))

Post during event: The Special Event Permit and an appropriate Minor Warning Sign must be conspicuously displayed during the event.

Events Exempt from Special Events Permit Requirements

There are situations where alcoholic beverages may be served without holding a Special Events Permit. Statutory reference for this exemption is found in C.R.S. 44-5-108. In order to qualify, *all* of the following criteria must be met:

1. The host entity must qualify to hold a Special Events Permit. Criteria are listed in the Special Events Permit section of this document. The host should be prepared to provide documentation to prove eligibility upon request by any law enforcement official.
2. Attendance to the event must be limited to members of the host entity and its guests only. Any host should know, in advance of the event, individual persons who are invited to attend. Most host entities will have regular membership lists. Some hosts, such as a political candidate, may not have such a list. Regardless of the source, invitations to the event must be pre-determined and available in writing if requested by law enforcement officials. The number of guests must be reasonable and may not be unlimited. Please see the Private Party section below for more discussion on qualifications for invited guests.
3. The event must be on private property not accessible by the public. There must not be a liquor license on this property. Areas normally open to the public, such as parks or city facilities, may qualify as private through an appropriate legal document (such as a Special Use Permit) giving the sponsor exclusive use of the area for the duration of the event. Adequate control must be demonstrated to ensure access only to those eligible to attend. Please consider that civil liability may exist even when alcohol is served in a legal manner.
4. Alcohol must be served free of charge. If there is an admission charge to the event, it must be the same for all entrants, whether alcohol is consumed or not.

Private Parties

Private parties are just that.... private. The Liquor Code only specifies how alcoholic beverages may be sold or served to the public. Therefore, there is no statutory reference for a private party.

So just what is a private party? Think of a dinner party in your home. You decide who to invite for a specified event and you provide food and alcohol at no charge. A large event may be a private party, but it still will have the same components as a party in your home.

Consider the following when deciding if your event will be a private party:

- Is the event open to the public? The answer must be no. An event is clearly public if it is advertised in any public venue, such as newspaper, Facebook, radio, television, or flyers/posters in public places. It also qualifies as public if a person not on the original guest list can acquire an invitation through purchase of a membership, ticket, or any other item that gains them admission to the event.
- Your guest list must contain names of specific individuals and be limited in number. While this number may be large, you as a host are still required to know the names on the list, and to ensure that only those invited attend the event.
- If a person who is not on the invited guest list contacts you and asks to be invited and you agree, then the event has just become open to the public.
- Your invitations may be directed to a particular individual only, an individual plus a guest, or an individual plus specified guests. An example would be a company holiday party, where employees and their families are invited. You as a host have an expectation of how many guests an employee may bring.
- You may not charge for alcohol in any way. This includes accepting donations or charging for admission.
- The host cannot provide glassware, mixers, or a location for a recurring event.

Catered Events

Liquor licenses are only operational at the location of the permanent business. A caterer holding a liquor license, cannot sell or serve alcohol in any way, outside their regularly licensed location. As host, you may have other options by way of a Special Events Permit being a non-profit organization or private party.

For more Information...

As always, your attorney is a good source of guidance to ensure that your event is in compliance with the law. For information regarding the liquor license process, please contact the County Clerk's office:

970-453-3470

LiquorLicensing@summitcountyco.gov

I declare that I have read the forgoing document and agree to follow all State and local regulations.

Officer or Event Manager

Date

Email address _____

Best contact phone number _____