Special Event Permit Information

Let us help you with a liquor license for your special event!

These policies and guidelines were established to assist your organization in planning a successful event and to assure that it is run in an efficient manner, enabling you to obtain permits for future events.

Step 1: Determine if your organization meets the criteria.
In order to qualify for a special event permit, an applicant must be a non-profit organization registered with the Colorado Secretary of State as one of the following:

- ✓ An organization that is social, fraternal, patriotic, political, or athletic nature, and not for pecuniary gain;
- ✓ A regularly chartered branch, lodge, or chapter of a national organization;
- ✓ A regularly established religious or philanthropic institution;
- ✓ A political candidate who has filed the necessary reports and statements with the Secretary of State.

A qualified non-profit organization can obtain Special Event Permits for a maximum of ten (10) calendar days per year.

Step 2: Complete an application.
A fully completed application must be received by the City Clerk's Office at least 30 days (preferably 60 days) before your event in order to be considered. Applications must be typewritten or printed legibly, and signed and must include:

- ✓ The completed application form.
- ✓ A completed Special Event Permit Questionnaire.
- ✓ A diagram (8 ½ x 11 inches maximum) showing where alcohol will be served and consumed and indicating entrances and exits. This diagram must show how the area will be secured for sale and consumption of alcohol. For events held outdoors, a clearly marked boundary is required. Please note that the premises may be inspected for appropriate control before and during the event by either the local or state authorities. Additional security/perimeter requirements may be required if adequate control is not demonstrated.
- ✓ A Certificate of Good Corporate Standing issued by the Secretary of State (available online at www.sos.state.co.us).
- ✓ A deed or lease of the premises in the applicant's name or written permission to use the premises.
- ✓ Political candidates must attach reports and statements filed with the Secretary of State.

Step 3: Attach license fees to the application.
Fees must be submitted in two separate checks, one to the Colorado Department of Revenue, and one to the City of Montrose.

- ✓ **Fermented Malt Beverage (3.2%) License**
  State - $10.00 per day
  City - $100.00 for a single day permit or $100 for consecutive multiple days

  OR

- ✓ **Malt, Vinous, and Spirituous Liquor License**
  State – $25.00 per day
  City - $100.00 for a single day permit or $100 for consecutive multiple days

For all events with a Special Event Liquor License, the City will hire a minimum of two police officers during the time alcohol is being served at a cost to the event organizer of $50.00 per hour per officer. The number of officers required will be determined by the city in its sole discretion based on the nature of the event. This fee is based on the actual median wage of officers and sergeants, will be updated annually, and is subject to change.

Step 4: Post the premises.
The City Clerk's Office will provide a notice of application, which the applicant is required to post on the premises of the event for not less than ten (10) days. When the posting period is over, the City Clerk's Office will consider any comments from the public and then submit the application packet to the Liquor Licensing Division of the Colorado Department of Revenue for processing.

Step 5: Learn the rules and understand the liabilities.
The dispensing of alcohol beverages is a highly regulated venture and merits awareness of the laws and practices governing these beverages. Recognizing the responsibility and liability associated with serving an alcohol beverage, those responsible for selling/serving alcohol beverages should:

- ✓ ***Not serve a person who is under 21 years of age.***
  Anyone appearing to be under the age of 21 years should be asked for picture identification, preferably a valid driver's license, before being served.

- ✓ ***Not serve a person who appears to be intoxicated.***
  Responsible consumption is encouraged. Event organizers should not knowingly allow guests to enter the event if obviously intoxicated or allow a guest to become intoxicated at the event.

  Serving an intoxicated person is illegal and can subject the seller to both civil and criminal liability.

Those responsible for selling/serving 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, poor coordination, dazed/glassy look in the eyes, aggressiveness, inability to complete sentences, swaying or drowsiness, spilling drinks or food, walking into people, inability to sit up straight, stumbling into objects, bloodshot eyes, inappropriate laughter, and inappropriate volume of speech.

It is the responsibility of the license holder for a special event to obey all state and local laws regarding the service of alcohol. The above-mentioned information is meant only as a guideline provided as a courtesy provided by the City of Montrose. It does not relieve the license holder from any responsibility of obeying all applicable liquor codes, statutes or regulations.

Alcohol Server Training is Available – Free!
State certified alcohol server training is offered quarterly, free of charge, through the Montrose Police Department and the City Clerk's Office. This four-hour class is strongly encouraged for anyone involved in the distribution of alcohol beverages. Call 240-1430 for more information.

Other Conditions:

- ✓ Alcohol beverages must be purchased from wholesalers or retailers only. Donated alcohol cannot be sold, but donations to cover the cost of the alcohol may be accepted. Be sure to keep a paper trail.

- ✓ Alternate beverages and light snacks must be available, as required by state law.

- ✓ Alcohol servers must be 18 years of age to serve 3.2% fermented malt beverages, beer or wine. Servers must be 21 to serve spirits.

- ✓ Hours of service for a fermented malt beverage license (3.2 beer) are 5:00 a.m. until midnight. A malt, vinous and spirituous liquor license allows service from 7:00 a.m. until 2:00 a.m.

Step 6: Pay Sales Taxes
A City of Montrose Sales Tax License is required in accordance with the Official Municipal Code for the City of Montrose and the laws of the State of Colorado. Please contact the City sales tax accountant at 970-240-1464 to obtain a City sales tax number.

City sales tax license holders must maintain proper books and records of sales that may be subject to inspection and audits as applicable (Municipal Code Section 5-15).

GOOD LUCK WITH YOUR EVENT!
If you have any questions or need additional information, please contact the City Clerk's Office at 970-240-1430 or visit www.colorado.gov/revenue.
Specific Special Event Permit information can be found at http://www.colorado.gov/cs/Satellite/Rev-Liquor/LIQ/1211966076213

Special Event Permit Questionnaire

1. Name of Event: _____

2. Type of Event (i.e., annual, quarterly, benefit, etc.): _____

3. Explain in detail the nature of your organization, its function, and who or what benefits from its operations (attach a separate sheet if necessary): _____

_____

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

_____

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

6. Describe the premises of this event: _____

_____

7. If this is an outdoor event, describe how the exterior boundaries of the premises be marked (i.e., roped, fenced, etc.):

_____

_____

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

_____

9. What method will be used to check identification for proper age of attendees (i.e., at the door, at the bar, etc.), and how will underage patrons be identified so as not to be served alcohol beverages (i.e., stamp or mark on the hand, etc.)?

_____

_____

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. Have State and City Sales Tax Numbers been initiated by you or a member of your organization? If yes, please provide the numbers in the space provided. _____

14. Explain how this event will be marketed by describing what kinds of advertising material will be distributed and the targeted recipients of such material. _____

_____

_____

DR 8439 (06/28/06)
COLORADO DEPARTMENT OF REVENUE
LIQUOR ENFORCEMENT DIVISION
1375 SHERMAN STREET
DENVER CO 80261
(303) 205-2300

APPLICATION FOR A SPECIAL EVENTS PERMIT

Department Use Only

IN ORDER TO QUALIFY FOR A SPECIAL EVENTS PERMIT, YOU **MUST BE NONPROFIT AND ONE OF THE FOLLOWING** ***(See back for details.)***

- ☐ SOCIAL
- ☐ FRATERNAL
- ☐ PATRIOTIC
- ☐ POLITICAL
- ☐ ATHLETIC
- ☐ CHARTERED BRANCH, LODGE OR CHAPTER
- ☐ OF A NATIONAL ORGANIZATION OR SOCIETY
- ☐ RELIGIOUS INSTITUTION
- ☐ PHILANTHROPIC INSTITUTION
- ☐ POLITICAL CANDIDATE
- ☐ MUNICIPALITY OWNING ARTS FACILITIES

LIAB	TYPE OF SPECIAL EVENT APPLICANT IS APPLYING FOR:	
2110 ☐	MALT, VINOUS AND SPIRITUOUS LIQUOR	$25.00 PER DAY
2170 ☐	FERMENTED MALT BEVERAGE (3.2 Beer)	$10.00 PER DAY

DO NOT WRITE IN THIS SPACE

LIQUOR PERMIT NUMBER

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)

	NAME	DATE OF BIRTH	HOME ADDRESS (Street, City, State, ZIP)	PHONE NUMBER
4.	PRES./SEC'Y OF ORG. or POLITICAL CANDIDATE			
5.	EVENT MANAGER			

6. HAS APPLICANT ORGANIZATION OR POLITICAL CANDIDATE BEEN ISSUED A SPECIAL EVENT PERMIT THIS CALENDAR YEAR?
☐ NO ☐ YES HOW MANY DAYS? _____

7. IS PREMISES NOW LICENSED UNDER STATE LIQUOR OR BEER CODE?
☐ NO ☐ YES TO WHOM? _____

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.

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 12, Article 48, C.R.S., as amended.

THEREFORE, THIS APPLICATION IS APPROVED.

LOCAL LICENSING AUTHORITY (CITY OR COUNTY) ☐ **CITY** ☐ **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)	$.

(Instructions on Reverse Size)

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 that 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.**
- ☐ **THE PREMISES TO BE LICENSED MUST BE POSTED AT LEAST TEN (10) DAYS BEFORE A HEARING CAN BE HELD. (12-48-106 C.R.S.)**
- ☐ **AN APPROVED APPLICATION MUST BE RECEIVED BY THE LIQUOR ENFORCEMENT DIVISION *AT LEAST TEN (10) DAYS PRIOR* TO THE EVENT.**
- ☐ **CHECK PAYABLE TO THE COLORADO DEPARTMENT OF REVENUE**

(12-48-102 C.R.S.)

A Special Event Permit issued under this article may be issued to an organization, whether or not presently licensed under Articles 46 and 47 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.

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