



Local Licensing Authority

SPECIAL EVENT APPLICATION

Information & Checklist

Description:

Special Event Permits allow qualified non-profit entities or political candidates to sell, serve, or distribute alcohol beverages for on-premise consumption only in connection with fund raising events. Sandwiches or snack foods must be made available during all hours of liquor service.

A special event permit may be issued to an organization which:

- has been incorporated under the laws of this state for purposes of social, fraternal, patriotic, political, or athletic nature, and not for pecuniary gain, OR
- is a regularly chartered branch, lodge, or chapter of a national organization or society organized for such purposes and being nonprofit in nature, OR
- 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 or the City of Longmont pursuant to article 45 of title 1, C.R.S.

The special event permit holder may obtain a maximum of fifteen (15) Special Events Permits per calendar year. Each permit is valid for one day only. An event lasting between one and five days may be applied for on one application but each day counts toward the maximum of fifteen total days per year.

The Colorado NonProfit Association's webpage is a good resource for information on nonprofits and events with alcohol: <https://www.coloradononprofits.org/knowledge/faq/can-my-organization-serve-or-auction-alcohol-our-fundraising-event>

What to know before submitting an application:

- ✓ For questions about this application or the process, please contact the City Clerk's Office at 350 Kimbark St. or (303) 651-8649. Please note that we cannot provide you legal advice.
- ✓ Complete **Applications (one copy)** must be submitted to the City Clerk's Office, 350 Kimbark Street, Longmont, CO 80501. Incomplete application packets will not be accepted.
- ✓ Please **do not staple** pages.
- ✓ Please **use the checklist below** to compile your application.
- ✓ Applications should be submitted **at least 60 days prior to your event**. If you are closer than that, please call our office.
- ✓ **ALL documents must be 8 ½" x 11"** and be typed or legibly printed.
- ✓ The applicant is required to post a Notice sign provided by the City and to submit pictures of the sign posted and file a notarized affidavit. You will be advised of the deadline to post and submit the pictures and affidavit after your application has been accepted.



Use the following checklist to prepare your Special Event application:

APPLICATION (STATE FORM DR 8439)

- ___ Complete in all appropriate sections
- ___ #1 must match the organization's name exactly as stated on the Certificate of Good Standing
- ___ #2 mailing address must be current mailing address on file for organization listed in #1
- ___ Signed and dated by officer or representative of applicant organization

FEES (checks only)

- ___ \$100 per application payable to City of Longmont

POSSESSION/PERMISSION

- ___ Deed or lease or rental agreement or written permission from the property owner for use of the premises (must be signed)
- ___ **Lease or permission or rental agreement must match the organization's name exactly as stated on the Certificate of Good Standing and on #1 of the application**

DIAGRAM

- ___ An 8 ½" by 11" diagram or drawing of the premises to be licensed **OUTLINED IN BOLD BLACK (a really bold line please!)** and *MUST* include:
 - Dimensions of the premises (approximate)
 - Entrances and exits
 - Nearest cross streets or North direction or point of geographic reference
 - Bar or areas of alcohol service
 - Alcohol storage location(s)
 - Type of barrier surrounding the premises if outdoors, or walls and partitions if indoors

PROOF OF ELIGIBILITY

- ___ If Corporation: Certificate of Good Standing (nonprofit) from Secretary of State, issued within two years
- ___ If not incorporated, copy of non-profit Charter
- ___ If political candidate: reports and statements that were filed with the Secretary of State's Office

DESCRIPTION OF ALCOHOL SERVICE/SALE AND CONTROL

- ___ Affidavit or letter explaining alcohol service and control that *MUST* include:
 - how applicant will ensure no sale to minor
 - how applicant will handle inebriated individuals
 - description of sales, storage, service and control of event

Application for a Special Events Permit

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. 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 (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 **SIXTY (60)** 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 **CITY OF LONGMONT**

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.