SPECIAL EVENT PERMIT POLICIES AND GUIDELINES

These policies and guidelines have been established by the Lafayette Liquor Licensing Authority to assist your organization in having a successful event and to assure that it is run in an efficient manner.

Qualifications
In order to qualify for a special event 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. A Special Event permit may be issued to any group that is a regularly chartered branch, lodge, or chapter of a national organization or society organized for such purposes; 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.
Organizations are limited to fifteen (15) special event permits in one calendar year.

The Event must be held on the date, time and location specified in the application and may not be changed. If the event is cancelled, the application fees are forfeited and the day(s) are counted as part of the 15 days allowed per calendar year. Sale of alcohol may occur between the hours of 5 a.m. and midnight of the day specified for a 3.2% 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.

Application
- Submit a <u>completed</u> application.
- Complete Special Event Permit Questionnaire and sign.
- Attach 8 ½" x 11" diagram showing where liquor and/or beer will be served and consumed and indicating entrances and exits. Specify dimensions of the area to be licensed and methods used to control access.
- Attach Certificate of Good Corporate Standing (non-profit) dated within the last two (2) years.
- If a political candidate, attach reports and statements filed with the Secretary of State.
- Attach deed, lease or written permission to use premises <u>in applicant's name</u>.

In an effort to process applications more efficiently for the applicant, incomplete applications cannot be accepted.

Multiple Dates for 1 Event
The Event may be held multiple consecutive days at the *same location*. Fees are per day and are listed below.

Fees
Fees must be submitted to the City of Lafayette.
- Fermented Malt Beverage (3.2%)
  City: $100.00/day
- Malt, Vinous, & Spirituous Liquor
  City: $100.00/day

Posting
The City Clerk's Office will provide a notice of application, which the applicant will be required to post at the premises where the event is to be held no less than ten (10) days prior to consideration of an application by the City Clerk's office. The applicant will also be required to sign an Affidavit of Posting.

Premises
- Applicant shall provide security personnel. It is suggested that one for every 100 expected attendees be provided.
- For events held outdoors, a fence or some other mutually acceptable and clearly marked boundary will be required.
- A Noise Permit must be obtained from the City Clerk if you are planning amplified sound or music at your event.
- Appropriate permit must be obtained from Public Works if any streets are to be blocked or closed for your event.
- The Local License must be prominently displayed along with the Minor Warning Sign at the Event.

Other Conditions
- Alternate beverages, sandwiches or other light food snacks must be provided by the applicant.
- Event organizers shall market event in such a manner as to promote responsible alcohol consumption and help ensure that excessive consumption does not occur.
- Certified seller/server training is strongly encouraged for all volunteers involved in the distribution of alcohol beverages.

Club Licenses
Organizations such as the VFW, holding a Club License, must obtain a Special Events Permit if the event is open to the general public. If the event is for members and guests only, no permit is required.

Good luck with your Event! Should you have any questions or need additional information, please feel free to contact the City Clerk's Office, 1290 South Public Road, Lafayette, CO 80026, (303) 665-5588.

Sales Tax Remittance
The City of Lafayette is supportive of charitable organizations in the community and attempts to provide sales tax collecting and reporting relief for those organizations which hold an Internal Revenue Service 501(c)(3) qualification letter. The organization must have a Colorado exemption certificate to be exempt from collecting and remitting city taxes on sales made if total sales made during the calendar year are less than $25,000 and sales are conducted by the charitable organization a total of twelve (12) days or less each calendar year.

If you are an organization that does not meet the criteria to qualify for the above exemption, filing a sales tax application will be required.

Should you have any questions or need additional information regarding sales tax, please feel free to contact Wade Nickerson at the Sales Tax Division of the Finance Department at 303-665-5588 ext. 3314.

Alcohol Beverage Selling and Serving Guidelines
The dispensing of alcohol beverages is a highly regulated venture and merits awareness of the laws and practices governing these beverages. The two key areas are *serving to underage individuals* and *serving to intoxicated individuals.*

Recognizing the responsibility and liability associated with serving an alcohol beverage, those responsible for selling/serving alcohol beverages should:

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

- **Not serve to a person who appears to be intoxicated:**
  Responsible consumption is encouraged and 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.

Certified seller/server training is available for volunteers of organized events. Information can be obtained by contacting the Lafayette Police Department at 303-665-5588 ext 4122.

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 by the City of Lafayette. It does not relieve the license holder from any responsibility of obeying all applicable codes, statutes, or regulations.

SPECIAL EVENT PERMIT QUESTIONNAIRE

1. What type of an event is planned (e.g, annual, quarterly, benefit, etc.)?

   _____

   _____

2. Explain in detail the nature of your organization, its' function, and who or what benefits from it's operations (attach separate sheet if necessary)

   _____

   _____

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

   _____

   _____

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

5. Describe the premises at which this event will take place.

   _____

   _____

6. What type of security will be provided at this event?

   _____

   _____

7. How many security personnel will be on hand? _____

8. How will security personnel be identified?

   _____

9. If this event is being held outdoors, how will the exterior boundaries of the premises be marked (e.g., roped, fenced, etc.)?

   _____

   _____

10. What type of entertainment will be provided, if any, for this event?

    _____

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

    _____

    _____

12. How will the conduct and level of intoxication of attendees be monitored and by whom?

_____

_____

13. 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?

_____

_____

14. What types of alternate beverages and food/snacks will be available?

_____

15. Has a State and City Sales Tax Number been initiated by you or a member of your organization? If so, provide those numbers in the space provided.

_____

_____

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

_____

_____

_____ _____

Applicant's Signature Date

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.