

SPECIAL EVENT LIQUOR 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.

Special Event Liquor Permits are required when the nonprofit:

- Has an event and wants to sell alcohol beverages
- Has an event that is open to the public and alcohol beverages are available
- Has an event where there is a cash bar
- Has a public event where donations are requested
- Has a public event where admission fees are required
- Plans to auction off sealed bottles of alcohol

Date, Time, Location, Cancellation and Hours of Service

- 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. Do you need or want a "Rain Date"?
- Sale of alcohol may occur between the hours of 5 a.m. and midnight of the day specified for a malt beverage 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 completed application at least 45 days in advance of your event. #1 must match the organizations' name exactly as stated on the Certificate of Good Standing
- The mailing address must be the current address on file for the organization listed in #1
- Must be signed and dated by an officer or representative of applicant organization
- Complete Special Event Permit Questionnaire and sign.
- Attach 8 ½" x 11" diagram or drawing of the premises to be licensed **OUTLINED IN BOLD BLACK** and must include the following:
 - Dimensions of the premises (approximate)
 - Entrances and exits
 - Bar or areas of alcohol service
 - Alcohol storage location(s)
 - Type of barrier surrounding the premises if outdoors, or walls and partitions if indoors.
- 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 in applicant's name.

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
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

- Alternative beverages, sandwiches or other light food snacks must be made available during all hours of liquor service.
- Event organizers shall market event in such a manner as to promote responsible alcohol consumption and help ensure that excessive consumption does not occur.
- Persons who are 18 but not yet 21 years of age, may sell, serve, dispense or distribute alcohol beverages as long as they are under the supervision of a person at least 21 years of age.
- Alcohol beverages may be purchased from a Colorado-licensed wholesaler, brew pub, distillery pub, vintner's restaurant, limited winery, retail liquor store, or liquor-licensed drugstore
- Food Trucks **must** have a Boulder County Health Department Certificate and a City of Lafayette Sales Tax license.

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.

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 contact Mandy Staley at the Sales Tax Division of the Finance Department at 303-665-5588 ext.1246.

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 *servng to underage individuals* and *servng 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 *strongly encouraged* for all volunteers involved in the distribution of alcohol beverages. 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 1382.

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.

The following attachments are provided as Resources:

Special Events Permits – Article 5, Title 44, C.R.S.

Colorado Liquor Rules –Excerpt of Special Event Liquor Event Permit Regulations

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

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) 661-1222.

SPECIAL EVENT PERMIT QUESTIONNAIRE

1. What type of an event is planned (i.e., 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. If this event is being held outdoors, how will the exterior boundaries of the premises be marked (i.e., roped, fenced, etc.)?

7. Will you have a "Rain" Date? _____ (This will count as another event even if not used.)
8. What type of security will be provided at this event?

9. How many security personnel will be on hand? _____
10. How will security personnel be identified?

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 (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.)

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? Sandwiches or light snacks are required.

15. Will you utilize Food Trucks for your event? _____

They must be licensed by the Boulder County Health Department and a have a City of Lafayette Sales Tax License.

List the name of each food truck and provide contact information.

1. _____
2. _____
3. _____

Use a separate sheet if necessary.

16. Will you have tents, if so what size? _____

Will you require electricity in the tent? _____

17. Will your alcohol be stored away from the Special Event area? _____

List the address, provide a diagram of the premises and provide proof of property possession for this location.

18. 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.

19. 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

Application for a Special Events Permit

Departmental Use Only

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	DO NOT WRITE IN THIS SPACE
Type of Special Event Applicant is Applying for:	Liquor Permit Number
2110 <input type="checkbox"/> Malt, Vinous And Spirituous Liquor \$25.00 Per Day	
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.	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 (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 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.
- Check payable to the Colorado Department Of Revenue

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.

**COLORADO LIQUOR CODE – SPECIAL EVENT PERMITS
ARTICLE 5, TITLE 44, C.R.S.**

Last Revised October 1, 2018

This copy of the Colorado Liquor Code – Special Event Permits is provided as a convenience to the public by the Liquor Enforcement Division and does not constitute an official publication. The official version of the Colorado Liquor Code – Special Event Permits can be found on the Colorado General Assembly website, <https://leg.colorado.gov/colorado-revised-statutes>.

44-5-101. Special licenses authorized	1
44-5-102. Qualifications of organizations for permit	1
44-5-103. Grounds for issuance of special permits	1
44-5-104. Fees for special permits	2
44-5-105. Restrictions related to permits.....	2
44-5-106. Grounds for denial of special permit.....	2
44-5-107. Applications for special permit.....	2
44-5-108. Exemptions	3

44-5-101. Special licenses authorized.

(1) The state or local licensing authority, as defined in articles 3 and 4 of this title 44, may issue a special event permit for the sale, by the drink only, of fermented malt beverages, as defined in section 44-4-103, or the sale, by the drink only, of malt, spirituous, or vinous liquors, as defined in section 44-3-103, to organizations and political candidates qualifying under this article 5, subject to the applicable provisions of articles 3 and 4 of this title 44 and to the limitations imposed by this article 5.

(2) For purposes of this article 5, a state institution of higher education includes each principal campus of a state system of higher education.

44-5-102. Qualifications for permit

(1) A special event permit issued under this article 5 may be issued to:

(a) An organization, whether or not presently licensed under articles 3 and 4 of this title 44, that:

(I) Has been incorporated under the laws of this state for purposes of a social, fraternal, patriotic, political, educational, or athletic nature, and not for pecuniary gain;

(II) Is a regularly chartered branch, lodge, or chapter of a national organization or society organized for the purposes specified in subsection (1)(a)(I) of this section and is nonprofit in nature;

(III) Is a regularly established religious or philanthropic institution; or

(IV) Is a state institution of higher education;

(b) A political candidate who has filed the necessary reports and statements with the secretary of state pursuant to article 45 of title 1; or

(c) Any municipality, county, or special district.

(2) Repealed.

(3) Notwithstanding any law to the contrary, and subject to this article 5, the state or local licensing authority may issue a special event permit to a state agency, the Colorado wine industry development board, created in section 35-29.5-103, or an instrumentality of a municipality or county that promotes:

(a) Alcohol beverages manufactured in the state; or

(b) Tourism in an area of the state where alcohol beverages are manufactured.

44-5-103. Grounds for issuance of special permits.

(1) (a) A special event permit may be issued under this section notwithstanding the fact that the special event is to be held on premises licensed under the provisions of section 44-3-403, 44-3-404, 44-3-413 (3), 44-3-418, 44-3-419, or 44-3-424. The holder of a special event permit issued pursuant to this subsection (1) is responsible for any violation of article 3 of this title 44.

(b) If a violation of this article 5 or article 3 of this title 44 occurs during a special event wine festival and the responsible licensee can be identified, such licensee may be charged and the appropriate penalties may apply. If the responsible licensee cannot be identified, the state licensing authority may send written notice to every licensee identified on the permit applications and may fine each the same dollar amount. The fine shall not exceed twenty-five dollars per licensee or two hundred dollars in the aggregate. No joint fine levied pursuant to this subsection (1)(b) shall apply to the revocation of a limited wineries license under section 44-3-601.

(2) Nothing in this article 5 shall be construed to prohibit the sale or dispensing of malt, vinous, or spirituous liquors on any closed street, highway, or public byway for which a special event permit has been issued.

44-5-104. Fees for special permits.

(1) Special event permit fees are:

(a) Ten dollars per day for a malt beverage permit;

(b) Twenty-five dollars per day for a malt, vinous, and spirituous liquor permit.

(2) All fees are payable in advance to the department for applications for special event permits submitted to the state licensing authority for approval.

44-5-105. Restrictions related to permits.

(1) Each special event permit shall be issued for a specific location and is not valid for any other location.

(2) A special event permit authorizes sale of the beverage or the liquors specified only during the following hours:

(a) Between the hours of five a.m. of the day specified in a malt beverage permit and until twelve midnight on the same day;

(b) Between the hours of seven a.m. of the day specified in a malt, vinous, and spirituous liquor permit and until two a.m. of the day immediately following.

(3) The state or a local licensing authority shall not issue a special event permit to any organization for more than fifteen days in one calendar year.

(4) No issuance of a special event permit shall have the effect of requiring the state or local licensing authority to issue such a permit upon any subsequent application by an organization.

(5) Sandwiches or other food snacks shall be available during all hours of service of malt, spirituous, or vinous liquors, but prepared meals need not be served.

44-5-106. Grounds for denial of special permit.

(1) The state or local licensing authority may deny the issuance of a special event permit upon the grounds that the issuance would be injurious to the public welfare because of the nature of the special event, its location within the community, or the failure of the applicant in a past special event to conduct the event in compliance with applicable laws.

(2) Public notice of the proposed permit and of the procedure for protesting issuance of the permit shall be conspicuously posted at the proposed location for at least ten days before approval of the permit by the local licensing authority.

44-5-107. Applications for special permit.

(1) Applications for a special event permit shall be made with the appropriate local licensing authority on forms provided by the state licensing authority and shall be verified by oath or affirmation of an officer of the organization or of the political candidate making application.

SPECIAL EVENT PERMITS

(2) In addition to the fees provided in section 44-5-104, an applicant shall include payment of a fee established by the local licensing authority, not to exceed one hundred dollars, for both investigation and issuance of a permit. Upon approval of any application, the local licensing authority shall notify the state licensing authority of the approval, except as provided by subsection (5) of this section. The state licensing authority shall promptly act and either approve or disapprove the application. In reviewing an application, the local licensing authority shall apply the same standards for approval and denial applicable to the state licensing authority under this article 5.

(3) The local licensing authority shall cause a hearing to be held if, after investigation and upon review of the contents of any protest filed by affected persons, sufficient grounds appear to exist for denial of a permit. Any protest shall be filed by affected persons within ten days after the date of notice pursuant to section 44-5-106 (2). Any hearing required by this subsection (3) or any hearing held at the discretion of the local licensing authority shall be held at least ten days after the initial posting of the notice, and notice thereof shall be provided to the applicant and any person who has filed a protest.

(4) The local licensing authority may assign all or any portion of its functions under this article 5 to an administrative officer.

(5) (a) A local licensing authority may elect not to notify the state licensing authority to obtain the state licensing authority's approval or disapproval of an application for a special event permit. The local licensing authority is required only to report to the liquor enforcement division, within ten days after it issues a permit, the name of the organization to which a permit was issued, the address of the permitted location, and the permitted dates of alcohol beverage service.

(b) A local licensing authority electing not to notify the state licensing authority shall promptly act upon each application and either approve or disapprove each application for a special event permit.

(c) The state licensing authority shall establish and maintain a website containing the statewide permitting activity of organizations that receive permits under this article 5. In order to ensure compliance with section 44-5-105 (3), which restricts the number of permits issued to an organization in a calendar year, the local licensing authority shall access information made available on the website of the state licensing authority to determine the statewide permitting activity of the organization applying for the permit. The local licensing authority shall consider compliance with section 44-5-105 (3) before approving any application.

44-5-108. Exemptions.

An organization otherwise qualifying under section 44-5-102 shall be exempt from the provisions of this article 5 and shall be deemed to be dispensing gratuitously and not to be selling fermented malt beverages or malt, spirituous, or vinous liquors when it serves, by the drink, fermented malt beverages or malt, spirituous, or vinous liquors to its members and their guests at a private function held by the organization on unlicensed premises, so long as any admission or other charge, if any, required to be paid or given by any such member as a condition to entry or participation in the event is uniform as to all without regard to whether or not a member or such member's guest consumes or does not consume such beverages or liquors. For purposes of this section, all invited attendees at a private function held by a state institution of higher education shall be considered members or guests of the institution.

Regulation 47-1002. Application for Special Event Permit.

Basis and Purpose. The statutory authority for this regulation is located at subsections 44-3-202(1)(b) and 44-3-202(2)(a)(I)(D), C.R.S. The purpose of this regulation is to establish procedures and forms required to issue a special event permit.

- A. Applications for special event permit shall be made on forms provided by the local or state licensing authority and verified by oath or affirmation of an officer, or a duly appointed designee, of the applicant organization.
- B. A local authority may elect not to notify the state licensing authority for the purpose of obtaining the state licensing authority's approval or disapproval of an application for special event permit. Any local authority electing not to notify the state licensing authority shall promptly act upon each application for special event permit.
 - 1. The local licensing authority acting as the sole reviewer of the application shall report to the Liquor Enforcement Division, within ten (10) days from issuance of a permit, the name of the permitted organization, the address of the permitted location, and the permitted dates of alcohol beverage service.
 - 2. The Liquor Enforcement Division shall maintain on its public website the statewide permitting activity, which the local authority shall review prior to its approval and issuance of permits in order to ensure compliance with section 44-5-105(3), C.R.S. regarding the maximum number of permits that may be issued to an organization each calendar year.
- C. Applications shall be filed with the local licensing authority not less than thirty (30) days prior to the date of the special event. The respective local licensing authority shall investigate each special event permit application, and shall either approve or deny such application upon proper grounds in accordance with the provisions of article 5 of title 44, C.R.S.
- D. If a local licensing authority elects to notify the state licensing authority for the purpose of obtaining the state licensing authority's approval or disapproval of an application for special event permit, the permit application shall be accompanied by the applicable state permit fees and shall be submitted to the state licensing authority not less than ten (10) days prior to the date of the event.
- G. The state or local licensing authority, for good cause, may waive the time requirements set forth in this regulation, but may not waive any time requirements specified in article 5 of title 44, C.R.S.
- H. The holder of any type of special event permit issued by either licensing authority, shall post such permit upon the premises covered by such permit and any authorized non-contiguous storage areas, and it shall produce evidence of the permit to any law enforcement officer.

Regulation 47-1004. Special Event Permit – Non-transferable.

Basis and Purpose. The statutory authority for this regulation is located at subsections 44-3-202(1)(b) and 44-3-202(2)(a)(I)(A), C.R.S. The purpose of this regulation is to make clear that a special event permit is non-transferable, and is only valid for dates and locations specified in the application.

- A. The special event permit issued by the local or state licensing authority for a specific date and location, as properly described in the application for such permit, is non-transferable. Such permit is not valid for any other date or location unless the local licensing authority published notice of, and considered, other alternate dates or locations in the event of inclement weather, etc.

- B. The special event permit cannot be transferred to any other organization, nor may any other person or organization exercise the privileges of said permit, directly or indirectly.

Regulation 47-1006. Special Event Permit - Application on School Property.

Basis and Purpose. The statutory authority for this regulation is located at subsections 44-3-202(1)(b), 44-3-202(2)(a)(I)(A), and 44-3-202(2)(a)(I)(R), C.R.S. The purpose of this regulation is to make clear that the issuance of a special event permit within a distance restricted (500 ft) area pertaining to school property during hours in which no school classes are scheduled is permitted and otherwise prohibiting the same.

- A. No application for the issuance of a special event permit for the sale of malt, vinous or spirituous liquors shall be received or acted upon where the premises upon which the alcohol beverage is to be sold is located within five hundred feet of any public or parochial school or the principal campus of any college, university or seminary, which distance is to be measured as set forth in the liquor code or related regulations.
- B. This restriction shall not be imposed during those hours in which no school classes are scheduled, or shall not apply to those applicable exceptions set forth in subsection 44-3-313(1)(d)(I), C.R.S. or related regulations.

Regulation 47-1008. Special Event Permit – Private Residence: Multiple Use.

Basis and Purpose. The statutory authority for this regulation is located at subsections 44-3-202(1)(b) and 44-3-202(2)(a)(I)(D), C.R.S. The purpose of this regulation is to allow one special event permit with duplicate copies if the event will be conducted on a series of separate private residences.

Upon filing of satisfactory evidence with the local licensing authority, an organization qualifying under article 5 of title 44, C.R.S. may obtain a single permit with duplicate copies for a particular event if such event is to be conducted in a series of separate private residences, provided such residences are in the same neighborhood and local licensing jurisdiction and the application contains the specific description or address of each of the proposed residential premises. Said permit shall not be valid for any other locations and shall be subject to the time restriction set forth in articles 3, 4, and 5 of title 44, C.R.S. Nothing herein shall permit the operation of a cash bar at any of the specified locations.

Regulation 47-1010. Special Event Permit - Possession of Beverages.

Basis and Purpose. The statutory authority for this regulation is located at subsections 44-3-202(1)(b) and 44-3-202(2)(a)(I)(A), C.R.S. The purpose of this regulation is to declare that a permittee shall only allow the sale, possession, or consumption of alcohol beverages as defined within the permit's terms.

- A. No permittee shall allow the sale, possession, or consumption of any beverages on the licensed premises when the sale, possession or consumption of such beverages is prohibited by the permit.
- B. No person shall possess or consume on the licensed premises any beverage other than that allowed by the type of special events permit as issued.
- C. Permittees may sell licensed beverages by the drink only to persons for consumption on the licensed premises only.

Regulation 47-1012. Special Event Permit – Permitted Age of Servers.

Basis and Purpose. The statutory authority for this regulation is located at subsections 44-3-202(1)(b) and 44-3-202(2)(a)(I)(A), C.R.S. The purpose of this regulation is to establish age requirements for alcohol beverage servers under a special event permit.

- A. No person under eighteen (18) years of age may sell, serve, dispense or distribute alcohol beverages.

- B. Except as provided by Regulation 47-913(B), 1 C.C.R. 203-2, a person who is between eighteen (18) and twenty (20) years of age may sell and dispense alcohol beverages when said person is under the direct supervision of a person who is at least twenty-one (21) years of age.

Regulation 47-1014. Special Event Permit - Complaint against Permittee-Cancellation-Revocation of Permit.

Basis and Purpose. The statutory authority for this regulation is located at subsections 44-3-202(1)(b) and 44-3-202(2)(a)(I)(E), C.R.S. The purpose of this regulation is to establish general processes and procedures required for the licensing authority to suspend, revoke, or deny future applications of, a special event permit for violations of certain laws, rules, or regulations.

Whenever a written complaint is filed with the state or local licensing authority or shall otherwise come to the attention of the licensing authority, that a violation of the provisions of article 5 occurred, and the special event permittee, its agents, employees, or its members, violated the provisions of articles 3, 4, or 5, of title 44, C.R.S., upon proper investigation of such charges the licensing authority may upon notice and hearing, suspend or revoke such special event permit and may further order the denial of future applications for another special event permit to be submitted by the same organization.

Regulation 47-1016. Special Event Permittee - Purchase and Storage of Alcohol Beverages.

Basis and Purpose. The statutory authority for this regulation is located at subsections 44-3-202(1)(b) and 44-3-202(2)(a)(I)(K), C.R.S. The purpose of this regulation is to establish purchasing and storage requirements for a special event permit.

Special event permittees may purchase the kinds of alcohol beverages they are authorized by such permits to sell from a licensed wholesaler, brewpub, distillery pub, limited winery, vintner's restaurant, retail liquor store, or liquor-licensed drugstore.

Permit holders may store alcohol beverage stock in areas outside the designated event area approved by the respective licensing authorities under the following conditions:

- A. The application included the address of proposed storage locations and a diagram of said premises.
- B. The application included evidence of the permit holder's lawful possession of the storage premises by way of deed, lease, rental, or other arrangement and specifying the terms of storage.
- C. The proposed location is not a location licensed pursuant to articles 3 or 4 of title 44, C.R.S.
- D. The applicant acknowledges that state and local law enforcement authorities have the right of inspection of each storage area that is used for permitted events.
- E. The applicant acknowledges that storage areas may only be maintained in anticipation of scheduled events. Nothing herein shall authorize long-term storage of alcohol beverages that have no nexus to events.
- F. A licensed wholesaler may deliver alcohol beverages purchased by a special event permittee to the storage location in accordance to paragraphs A, B, C and D, but such storage cannot be more than two (2) business days prior to the date for the special event. If a licensed wholesaler donates alcohol to the special event permittee, the wholesaler may pick up such unused donated alcohol beverage products from the storage area in accordance to paragraphs A, B, C and D. Such removal of unused donated alcohol beverage products must occur within two (2) business days after the end of the special event permit.

Regulation 47-1018. Special Event Permittee - Supplier Financial Assistance.

Basis and Purpose. The statutory authority for this regulation is located at subsections 44-3-202(1)(b) and 44-3-202(2)(a)(I)(G), C.R.S. The purpose of this regulation is to clarify permitted and prohibited support and/or services offered by suppliers to organizations holding a special event permit.

Licensed suppliers may furnish financial support and/or services to organizations, as defined by article 5 of title 44, C.R.S. that qualify for a special events permit. Support shall be in connection with public service or non-profit fund raising activities including, but not limited to, events such as: fairs, sporting events, agricultural exhibitions, educational clinics, concerts, and other similar events. A supplier may furnish or share the cost of advertisements, signs, promotional materials and items of a similar nature used in connection with a non-profit special events permit. Support shall not be conditioned, directly or indirectly, upon the present or future purchase of an alcohol beverage or fermented malt beverage or the exclusive sale of a supplier's product at such events.

Regulation 47-1020. Alcohol Beverage Donations.

Basis and Purpose. The statutory authority for this regulation is located at subsections 44-3-202(1)(b) and 44-3-202(2)(a)(I)(G), C.R.S. The purpose of this regulation is to clarify permitted alcohol beverage donations and associated conditions.

- A. For purposes of this regulation, "wholesaler" means an entity licensed to sell alcohol beverages at wholesale to special event permit holders, including wholesalers of malt liquor and fermented malt beverages, wholesalers of vinous and spirituous liquors, limited wineries, brewpubs, distillery pubs and vintner's restaurants.
- B. A wholesaler may donate alcohol beverages to a special event permittee at no cost if such beverages are used for hospitality or fund raising purposes, including resale by the drink. The wholesaler shall provide an invoice documenting the donation of such products to the permittee and shall ensure that all applicable state excise taxes are paid pursuant to section 44-3-503, C.R.S.
- C. Nothing herein shall prohibit a retailer licensed for off-premises consumption to make a donation of alcohol beverage to a special event permit holder, as long as such donation is taken from the retailer's existing inventory.
- D. Wholesalers and retailers licensed for off-premises consumption may make a donation of alcohol beverages to organizations that would otherwise qualify for a special events permit but are exempted under section 44-5-108, C.R.S. The wholesaler shall provide an invoice documenting the donation of such products to the organization and shall ensure that all applicable state excise taxes are paid pursuant to section 44-3-503, C.R.S. However, nothing herein shall authorize a wholesale licensee to deliver such alcohol beverages to premises that are not licensed pursuant to articles 3 or 4 of title 44, C.R.S.
- E. When an event, for which the alcohol donations are solicited, is held at a retail location licensed for on-premises consumption pursuant to article 3 or 4 of title 44, the wholesaler shall invoice the retailer at no cost for alcohol beverage products intended for the event, if the retail licensee consents to such an arrangement. Any such donated product which is unused must be returned by the retailer to the wholesaler as soon as practicable after the event. If the unused product is not returned, then the wholesaler must charge the retailer at least the minimum of cost for those products. The retail value of any donation from a retailer licensed for off-premises consumption to a non-profit event held at a retail location licensed for on-premises consumption will count against the on-premises licensee's statutory dollar limit of alcohol purchased from an off-premises retailer.