Finance Department; Tax and License Division

SPECIAL EVENT LIQUOR PERMIT FOR NON-PROFITS APPLICATION
CHECKLIST OF REQUIRED DOCUMENTS

FOR NON-PROFITS ONLY AND ONLY IF COMPLETE APPLICATION IS SUBMITTED IN A PRE-SCHEDULED IN-PERSON MEETING AT LEAST 30 DAYS PRIOR TO EVENT DATE. IF AN APPLICATION IS DROPPED OFF ON THE DEADLINE DATE WITHOUT AN IN-PERSON APPOINTMENT, APPLICATION WILL NOT BE DEEMED ACCEPTED UNTIL FULL REVIEW BY LICENSING MANAGER, AS NEEDED, CAN BE COMPLETED:

[ ] Application for a Special Event Permit (State form- DR8439) - In most cases, a special event liquor permit cannot be issued on an already liquor licensed premise (no double licensing). Special event liquor permits are only available to non-profits that are:

- **properly formulated with the Colorado Secretary of State's Office** as non-profit corporation,
- **meets one of the 11 permissible types listed on the state form** of non-profit designations,
- **has required state sales tax or tax exemption number from CO Department of Revenue** for non-profits, (this is different than FEIN number for a 501(C) 3), and
- **AT LEAST 30 DAYS PRIOR TO EVENT DATE** files the state and city applications and fees with the City's Licensing Office ahead of the event (more time is better and there are no exceptions) so that the legal notice poster can be prepared for the event space.

Non-profits must have sandwiches and light snacks available for duration of their alcohol permitted event.

[ ] Certificate of Good Standing from the Colorado Secretary of State's website listing in text "**non-profit corporation"** in the text of the applicable non-profit's certificate.

[ ] Dimensioned event diagram indicating square footage of entire event space with food and bar locations, exits/entrances of event space, and perimeter of alcohol service area & tables marked.

[ ] Lease, Deed, or Letter of Permission from event space property owner which provide possession of the space to the non-profit as indicated by reference to non-profit's legal name for calendar date and time duration of the proposed event.

[ ] City Special Event Liquor Permit Application - three page form with answers to questions 1 to 13 attached describing number of people expected and general characteristics of event. Again note that some food, at least sandwiches and light snacks per state code, must be available at event so that people can moderate alcohol consumption.

[ ] City Sales and Use Tax License applied for or already issued business license for the non-profit with Boulder Sales Tax area.

[ ] If event involves temporary outdoor entertainment space, then permit application should be undertaken by calling Project Specialists at 303-441-1880, or www.bouldercolorado.gov , then pick "City A-Z", "Planning and Development Services", "Planning & Zoning", "Development Review" and "Administrative Review" for "Temporary Outdoor Entertainment Site Access".

[ ] Other city requirements, such as off-duty police officer or service area fencing, may apply depending on the scope of the event, whether event is on city property, or based on the previous enforcement activities required at prior non-profit events.

[ ] Fees:
{ } $50 city check for each event day payable to "City of Boulder" for 250 people or less.
{ } $100 city check for each event day payable to "City of Boulder" for 251 people or more.

[ ] Application Process: Licensing will:

i) special event liquor permit applications, including both state form, city form, required attachments, and necessary fees can only be submitted in-person via a prescheduled 30 minute meeting with Licensing staff.

ii) At submittal meeting, proper public notice poster will be prepared by city to include non-profit's legal name, event location address, event day of week, event date, and event time duration, non-profit mailing address and non-profit event coordinator contact person's name, and 10 day posting end day of week and date. Non-profit representative must know the date that the poster will be put up, that is will be a conspicuous posting within public view, and that the poster will remain up for a 10 day period at the event location.

iii) Licensing staff will add to yearly permit tally list, add event details to yearly special event list, e-route event application to city special event committee members, and add calendar tickler for end of 10 day posting period.

iv) When 10 day posting period has ended, licensing staff must receive a completed affidavit of posting from non-profit indicating completion of legal posting.

v) If no negative public comment is received during the 10 day public period which would trigger a Beverage Licensing Authority (BLA) hearing, then Licensing staff will add a status to yearly special event list indicating application mailing to state, check the state events list on the state website, and locally approve the state and city permit application. If neighborhood or enforcement comment is received that indicates a BLA hearing, then non-profit must be notified in writing, application hearing must be added to BLA hearing agenda, and event location must be posted for a 10 day period for the public hearing.

vi) Licensing staff will issue city permit confirmation form in the temporary license database, including event duration as the issued date and the expiration date, the day of week, date and time duration of the event, and the event coordinator's name and contact cell phone number at the event.

vii) Licensing staff will update yearly special event list indicating that the date that the permit is final issued.

viii) Licensing staff will make a copy of the following and prepare window envelope including the originals of: city confirmation, MJC requirements letter, and minor warning sign on regular office paper. These 3 items should be posted behind the main bar at the event location by the non-profit.

ix) If there is sufficient time for mailing, then licensing staff will mail the window envelop and call or email non-profit event coordinator to let them know that packet will arrive in the mail. If there is insufficient time for mailing before event date then Licensing staff will put the event coordinator's name on the envelope and put envelope at front desk for pick up.

x) Licensing staff will then submit for deposit the city permit fee and attach the permit application packet, including city permit confirm, state application copy, city application original, all city special event committee emails on application from e-routing, and affidavit of posting.

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.

CITY OF BOULDER
SPECIAL EVENT
LIQUOR LICENSE APPLICATION

This application must be filed in duplicate with the Office of the City Clerk, City of Boulder, 1777 Broadway, P. O. Box 791, Boulder, Colorado 80306. ALL INFORMATION MUST BE PRINTED LEGIBLY IN INK OR TYPEWRITTEN.

Name of Applicant(s):_____
(This must be a non-profit organization on file with Colorado Secretary of State; Non-profit's phone number: _____)

Mailing address: _____

Name of Special Event: _____

Date of Special Event: _____

Location of Special Event: _____

Property Owner: _____ Phone Number (local): _____

Event Organizer Contact Person: _____ Phone No: _____

Event Organizer Contact Person's Email: _____

Alcohol Service Manager: _____ Cell Phone No: _____
(This person must be on-site at alcohol area and cell phone number must be operating for the duration of the event)

The applicant(s) hereby applies to the City of Boulder Beverages Licensing Authority for the following local license and tenders the following fees:

Type of Application (fee) (Make Checks payable to the City of Boulder):

[ ] Fermented Malt Beverage (3.2%) { } $50 a day application fee (250 people or less)

{ } $100 a day application fee (251 people or more)

[ ] Beer, Wine & Liquor { } $50 a day application fee (250 people or less)

{ }$100 a day application fee (251 people or more)

City Questions

On a separate sheet of paper please answer all of the following questions:

1) Describe the event and the target market.
2) What are the proposed dates and hours for this event?
3) How many people are you expecting per day?
4) Will you be selling alcoholic beverages?
5) What type of alcoholic beverages are you planning on selling/serving?
6) Will you be selling/serving food items?
7) What type of food items will be sold/served?
8) Will you have tents/awnings, or will you be cooking food and if cooking food, will you use propane?
9) Will you have inside or outside amplified sound or live music?
10) What are your security plans for this event?
11) What type of training will the security personnel have prior to the event?
12) How will you insure compliance with beer/liquor laws, such as: No service to minors, no service to visibly intoxicated persons, no service outside of designated premises, no service before or after hours designated for the event, etc.
13) Do you have an emergency plan for the event? If yes, please describe in detail.

OATH OF APPLICANT

Please initial each of the following statements:

_____ I understand that as the promoter of the event, that both the non-profit and the server can be charged criminally for alcohol violations under permit. I also understand that the non-profit can be held responsible for any tax liabilities generated by the alcohol permitted event.

_____ I understand that I must allow open access to all city personnel (i.e., Police, Fire, Bldg., etc.) at this event, even if it is deemed a private function. Further, due to health and safety concerns, I understand that other city departments, as a result of circulation of this city application, may have additional requirements resulting in other costs for my special event.

_____ I understand that if this permit is denied, the City of Boulder assumes no liability for expenses incurred by the applicant.

_____ I understand that if during the course of the event, the city determines there is a public safety hazard or if there is a violation of any permit condition, the event will be terminated immediately. The City of Boulder is not responsible for any expenses incurred by the permit holder. Failure to meet the requirements of this permit may provide basis for denial of future permits for a given event, event manager, or sponsor.

_____ I understand that only Non-profit entities that are properly formulated with the State of Colorado may apply for special event liquor permits, and they may only apply if both city and state permit applications and all attachments are filed at least 30 days before the event per state law. In addition, non-profits are required to have: i) state sales tax number from Colorado Department of Revenue, ii) Certificate of Good Standing for their non-profit from Colorado Secretary of State's office, and iii) City of Boulder business license and city sales tax number from Sales Tax area of City's Finance Department.

I declare under penalty of perjury in the second degree that this application and all attachments are true, correct, and complete to the best of my knowledge. I also acknowledge that it is my responsibility and the responsibility of my agents and employees to comply with the provisions of the Colorado Liquor and Beer Code and Regulations and all City of Boulder rules, regulations, ordinances and codes which affect my license.

_____

Authorized Signature Date

_____

Print Name & Title

Date on which City will review Application for approval/denial and proper posting:_____