



Application for a Special Events Permit

In order to qualify for a Special Events Permit, You **Must Be Nonprofit** 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"/> Of A National Organization Or Society | <input type="checkbox"/> Municipality |
| <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 \$50.00 Per Day - City Fee	Liquor Permit Number
2170 <input type="checkbox"/> Fermented Malt Beverage (3.2 Beer) \$10.00 Per Day - City Fee	

1. Name of Applicant Organization or Political Candidate	State Sales Tax Number
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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)
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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? <input type="checkbox"/> NO <input type="checkbox"/> YES HOW MANY DAYS? _____	7. Is premises now licensed under state liquor or beer code? <input type="checkbox"/> NO <input type="checkbox"/> YES TO WHOM? _____
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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
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Report and Approval of Local Licensing Authority

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	Telephone Number of City of Wheat Ridge Clerk
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Signature	Title	Date
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PLEASE SEE THE HANDBOOK AND ANSWER THE SPECIAL EVENT QUESTIONNAIRE

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Application Information and Checklist

The following supporting documents must be attached to this application for a permit to be issued:

- Appropriate fee.
- Diagram of 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 CO 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 be submitted to the City of Wheat Ridge Clerk's Office 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. (44-5-106 C.R.S)**
- Check payable to the City of Wheat Ridge.**
- City of Wheat Ridge Business Sales Tax account.**

Contact with questions: Deputy Clerk Robin Eaton, phone: 303-235-2816 email: reaton@ci.wheatridge.co.us

(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 3 and 4 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.



Department of
Revenue
Liquor and Tobacco
Enforcement Division



LIQUOR LICENSE FEES – NEW LICENSE

License Type	State	City
Application Fees	\$550.00 – Concurrent \$650.00	\$750.00
Hotel & Restaurant	\$500.00	\$75.00
Tavern	\$500.00	\$75.00
Retail Liquor Store	\$227.50	\$22.50
Beer & Wine	\$351.25	\$48.75
Brew Pub	\$750.00	\$75.00
Club	\$308.75	\$41.25
Fermented Malt Bev (Beer)(On or Off)	\$96.25	\$3.75
Art Gallery Permit	\$71.25	\$103.75
Special Events - Liquor		\$50.00/Day
Special Events – Fermented Malt		\$10.00/Day

Background Checks are now done at either;
Colorado Fingerprinting

**<http://www.coloradofingerprinting.com> (coming soon) or
Idemia**

<https://uenroll.identogo.com/>



QUESTIONNAIRE FOR SPECIAL EVENTS PERMITS

Have you been informed that you MUST HAVE sandwiches or other food snacks available during all hours of service of alcohol beverages, except full meals are not required?

Yes

No

Have you been informed that persons at least 18 years of age, but not 21 years of age, may sell, serve, dispense or distribute beer and wine as long as they are under the supervision of a person at least 21 years of age?

Yes

No

Have you been informed that persons must be at least 21 years of age to purchase, possess and consume alcohol beverages in Colorado?

Yes

No

Have you been informed that for except auctioned alcohol, nobody is allowed to carry alcohol off of the premises licensed for the Special Events Permit?

Yes

No

What measures are you planning to take to ensure that nobody leaves the premises with alcohol? Please give a brief explanation.

Have you read the 5-page Special Events Permits handout provided to you by the City Clerk's Office in the application packet?

Yes

No

As Per 47-1020 and 47-1022: Will you be having Alcohol Products donated to your event and if so, please list the CO State Liquor Licensed Wholesaler(s) or persons below?

Yes

No

As per 47-1016: Will your Alcohol products be stored away from the Special Event area and if so, please list the address, provide a diagram of the premises and provide proof of property possession for this location?

Yes

No

Please give a brief scenario of what your Special Event benefit or fundraising will include.

Will there be any Liquor Wholesaler, Manufacturers or Retailers at this function? If so please provide the company names.

I declare that I have read the forgoing document and that all of the information is true, correct and complete to the best of my knowledge.

Officer or Event Manager

Date

Email address _____

Best contact phone number: _____

Special Events Permits

What is a Special Events Permit?

Special Events permits issued by the Colorado Department of Revenue, Liquor Enforcement Division and a Local Licensing Authority, allow qualified non-profit entities to sell, serve, or distribute alcohol beverages in connection with fund raising events. Because of their temporary nature, needs and desires (reasonable requirements of the neighborhood) are not considered by the licensing authorities as a condition of issuance. Application for Special Event Permits is made directly with the local licensing authority (City/County Officials) having jurisdiction over the place of the event.

Who can qualify for a permit? (44-5-102)

- (1) An organization, whether or not presently licensed under articles 3 and 4 of title 12, which has been incorporated under the laws of this state for purposes of social, fraternal, patriotic, educational, 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 nonprofit in nature, or which is a regularly established religious or philanthropic institution, and any political candidate who has filed the necessary reports with the CO SOS state pursuant to article 45, title 1, C.R.S. State agencies, CO Wine Industry Deve. Board or instrumentality of a municipality or county that promotes AB made in the State or Tourism,
- (2) A special event permit may also 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, Local Government entities, including special districts.

How many Special Event Permits can a qualified non-profit receive

Fifteen (15) days per calendar year.

Grounds for Issuance of the Permit 44-5-103

1. The organization or political candidate is temporarily occupying premises other than the regular premises of such organization or candidate during such special events as civic celebrations or county fairs and that members of the general public will be served during such special events.
2. 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 47-403, 44-3-403.5, 44-3-411(2.5), 44-3-416, 44-3-417 or 44-3-422. The holder of a special event permit issued pursuant to this subsection (2) shall also be responsible for any violation of Article 3 of Title 44, of the Colorado Revised Statutes (Commonly known as the Colorado Liquor Code).

The Application Process:

Applications for a Special Events Permit must be made on forms provided by the State Licensing Authority, Liquor Enforcement Division or the Local Licensing Authority. All Permit Applications must be verified by oath or affirmation of an officer of the applicant organization and submitted to the respective local licensing authority at least **30 days prior** to the date of the event and include the following:

* **Proof of its qualified non-profit status**, i.e., Copy of its Charter or Certificate of authorization from the Colorado Secretary of State as evidence that it is authorized to do business in Colorado. Political Candidate filing with the CO SOS.

* **A Diagram of the area** for which the permit will be issued. (Note: this diagram must be outlined and reflect the physical structure (i.e., bars, walls, partitions, entrances, exits, etc.) and a narrative of how this area will be controlled, (i.e., fences, ropes, barbed wire, walls, etc.). Permittees must be able to demonstrate that all alcohol beverages will remain within the area for which the permit is issued and that all other "private" alcohol beverages will NOT be brought onto the area for which the permit was issued

* **Evidence that the Permittee has possession** of, or authorization to use, the premises for which the permit is sought, i.e., deed, lease, letter, etc. The Permittee must have possession/authorization to use the premises for the entire duration in which the permit is issued.

* **A check** for the appropriate Permit fee made payable to the City of Wheat Ridge in the amount of \$50 per day.

Filing of the Application

All applications and required attachments as noted above, must be filed with the local licensing authority not less than 30 days prior to the date of the special event. The local licensing authority **may** waive this time frame for good cause shown, but **not** the required 10 day posting period. (Reg 47-1002)

After the Application is filed, what happens next?

The local licensing Authority will prepare a Public Notice, which must be conspicuously posted upon the premises for which the permit is sought. This notice must contain the name and address of the applicant, the procedure for protesting the permit, and the date the permit will be considered by the local licensing authority. This Notice must be conspicuously posted at the proposed location for at least **10 days before** a hearing may be held. (See 44-5-106(2))

Can the functions of a local licensing authority concerning special events be assigned to an Administrative Officer of the City, Town or County?

Yes, the local licensing authority may assign all or any portion of its functions to an administrative officer. (See 44-5-107(4))

After approval by the local licensing authority, what happens next?

The City Clerk's Office will deliver a permit via mail, scan or hand delivered prior to the date of the event or the Permittee can pick it up at the Clerk's office.

Frequently Asked Questions:

Is a Sales tax license required even though these permits are for a non-profit ?

Permit holders should have a Colorado Sales Tax License to sale at retail (1 CCR 203-2) if holding more than 3 events a year.

What can a Special Event Permittee sell?

A Special Events Permittee is authorized to sell Fermented Malt Beverages or Malt, Vinous and Spirituous Liquors, by the drink for consumption ON the premises ONLY. (See 44-5-101)

The Colorado Liquor Code does not prohibit Special Event Permittees from selling other lawful items of commerce in connection with a Special Event permit. Permittees may **NOT** sell alcohol beverages in sealed containers and/or allow removal of the beverages from its designated, permitted area except under the provisions of SB18-067

Food Requirements for a Special Events Permit

Special Event Permittees must sell or serve sandwiches or other food snacks during all hours of service of alcohol beverages, except full meals are not required. (44-5-105(5))

When can a SEP holder sell, serve or distribute alcohol beverages?

Fermented Malt Beverage Permits - 5:00 a.m. until 12 midnight on the same day of the event. Malt, Vinous and Spirituous Liquor Permits - 7:00 a.m. until 2:00 a.m. of the day immediately following the date of the event.
(44-5-105)

What is the age required to buy and sell alcohol beverages with a Special Event Permit?

Persons at least 18 years of age, but not 21 years of age, may sell, serve, dispense or distribute Fermented Malt Beverages, Malt (beer), Vinous (wine) and Spirituous Liquors as long as they are under the supervision of a person at least 21 years of age.

Persons must be at least 21 years of age to purchase, possess and consume alcohol beverages in Colorado. (See 44-3-901(1){a})

Where can a Special Event Permit holder purchase alcohol beverages that they will sell?

All alcohol beverages sold in connection with a Special Event Permit may be purchased from a licensed wholesaler, brew pub, limited winery, licensed retail liquor store or from a liquor-licensed drugstore and Distillerypubs. (Reg. 47-1016)

Donated alcohol can be obtained from Licensed Wholesalers, Limited Wineries, Brewpubs, Distillery pubs and Vintners Restaurants. (Reg. 47-1020)

Are multiple locations on the same day permitted under a single permit?

No, the permit is issued for a specific location and is not valid at any other location. Date or time and are not transferable. (See Reg 47-1004)

Events at multiple locations on the same day require separate permits, except when the event is being held in a series of private homes within the same neighborhood, in which case copies may be made for each home). The applicant must identify the additional private residences upon initial application. (See Reg. 47-1008)

Nothing shall be construed to prohibit the sale or dispensing of malt, vinous, or spirituous liquor on any closed street, highway, or public byway for which a special event permit has been issued.

Is a Formal Hearing Required?

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. (Protests must be filed within 5 days from the date of the posting). Any hearing held shall be held at least 10 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. The requirements for a Hearing (record creation, etc.) are the same as for other hearings.

In summary, you do NOT have to hold a hearing if no one has protested the permit or your investigation did NOT disclose other sufficient grounds to deny it.

However, it is suggested that upon a determination of no opposition, the applicant be advised of its responsibility to comply with the Colorado Liquor Code. This advisement should include, but may not be limited to issues such as:

- Licenses/permits required and the posting requirements
- Hours and location of the event
- Establishment of control over the areas of storage, service, consumption and possession of alcohol beverages
- Types of alcohol that may be sold or served for ON premises consumption only
- Age requirements
- * Visible intoxication prohibitions
- * Other local requirements (zoning, local permits required, etc.) (See 44-5-107(3))

Denial or a Suspension/Revocation of a Special Events Permit

All hearings require adequate Notice to allow parties in interest an opportunity to be heard. All hearings may be subject to appeal and therefore, you must create a record of the proceedings. At a minimum, an electronic recording must be made. A denial and/or suspension/revocation of a license may create a record, which could be used in a hearing to consider future applications submitted by the applicant.

When do I not have to get a special events permit if alcohol beverages are going to be sold or served?

Section 44-5-108 C.R.S., contains an exemption for a qualified organization when it serves alcohol beverages to members of the organization and their guests, ONLY, 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 as a condition of entry or participation in the event is uniform as to all regardless of whether the member or their guests decide to consume alcohol beverages.

A fundraising activity held at permanently licensed retail premises, which allows public access, does not require a special events permit because an on-premises license has already been issued to that specific location. All alcohol beverages must be provided by the retail licensee through its own Colorado liquor or beer license, not a special events permit. (Reg 47-1020 E.) Note: A Club Licensee which only allows access to its members and guests, and an Arts Licensee, which only sells or serves alcohol beverages during artistic or cultural performances, may acquire a special events permit at the Club or Arts licensed premises so as to allow public access. (44-5-103(2) If such permit is issued, the alcohol from the licensee **cannot** be mingled with the SEP alcohol and visa versus.

Can I accept donated alcohol beverages to sell or serve with my special event permit?

Alcohol beverages may be donated by liquor licensed Colorado Wholesale licensees, Retail Liquor Stores or Drugstore Licensees. (Alcohol beverages received from other non-licensed or private sources may not be served or consumed at a special events permit). Alcohol beverages received through a lawful donation may now be sold by the glass to the general public, used as part of an auction, and can be used for hospitality purposes.

Note: Colorado Suppliers may provide financial support and/or services for public-service or non-profit fund raising activities to those organizations that qualify for a special events permit. However, no support may be conditioned upon the present or future purchase of alcohol beverages or the exclusive sale of a supplier's products at future events. Suppliers may also share in the costs of advertisements, signs, promotional materials and items of a similar nature used in connection with a non-profit special event permit. Suppliers may also rent dispensing equipment to a special event permittee at fair market value and may sell glassware, cups and similar items at a minimum of cost. {See Reg.47-1018)

Can a special events permit be issued in connection with a casino night?

NO. Casino nights (an event involving the payment or risking of something of value, for a chance to win something) were deemed to be unlawful many years ago. (See the Central City Opera House v Dept of Revenue, et al.). Raffles may be conducted. However, before conducting a raffle, the non-profit must acquire a Raffle license from the Department of Regulatory Agencies. (See 44-3-901 6.(n).(l))

Can Alcohol products for a Special Event be stored at an off-site location?

Yes, temporary storage of alcohol is permitted for a non-contiguous area **if notified** when the application is submitted. This area is required to post a copy of the permit, give possession to the applicant and must be made available for inspection. (Reg 47-700, 47-1002)

Posting of Permits and Licenses Required

All licenses and permits required must be posted in a conspicuous place on the licensed/permitted area for the general public to observe. The licenses and permits required include, but are not limited to the following:

Special Event Permit -

Minor Warning Sign

State Sales Tax License

Other local licenses as required. (check with the local authority)

Special Event Permit Filing Checklist

Completed Special Events Application

City of Wheat Ridge Business /Sales tax account

Local Permit Fee: if such is required - State fees: if being sent to the CO LED

Deed, Lease, or written authorization to the applicant to use premises

Outlined in bold marker: Diagram of premises with a written narrative describing how the applicant will control the area.

Certificate of Good Standing, from the Colorado Secretary of State, dated within the last 2 years preceding the date of the application, which indicates that the applicant is a qualified non-profit organization and is in good standing within the state of Colorado.

Other documents as required or requested by the State or local licensing authorities.