



JEFFERSON

COUNTY COLORADO

CLERK & RECORDER

LIQUOR LICENSING OFFICE

Phone: (303) 271-8191 Email: clerktotheboard@jeffco.us

CHECKLIST FOR SPECIAL EVENTS PERMIT

THIS PROCESS CAN TAKE APPROXIMATELY 30-60 DAYS

Planning & Zoning Sign-off giving permission for special event (This will determine if an ADDITIONAL event permit may be needed).

Application (DR8439)

School Affidavit

Letter from **owner** where event is being held. This letter must:

- Give permission for your organization to hold the event.
- Give permission for your organization to serve alcohol.

Letter from **applicant**. This letter must include ALL the following:

- A statement that food and/or snacks will be available the entire time alcohol is being served
- The expected number of people in attendance
- An explanation of who will be monitoring entrances and exits to ensure no one leaves with alcohol.
- An explanation of who will be checking IDs and if those over or under 21 will be identified by hand stamps, wrist bands, etc.
- An explanation of how guests will be prevented from being overserved.

Geographic map that includes event location with surroundings (2-5 mile radius is suggested)

Diagram (8.5X11) of floor plan outlining where the area where alcoholic beverages will be stored, served, possessed and consumed

The entire area where alcohol will be served and consumed should be outlined in RED

Bars or any areas where alcohol will be stored and served highlighted in YELLOW (and labeled as either bar or storage)

Entrances and exits clearly marked.

Dimensions of entire area to be permitted (if this is a large area such as a golf course or fairground, acreage or approximate square footage is acceptable).

If event is held outside, evidence of control such as fencing, ropes, or natural barriers should be labelled

Certificate of Good Standing-From the State of Colorado (Dated within the last two years)

IF CHARTER-Charter & Articles of incorporation of National Organization

IF POLITICAL CANDIDATE-Attach copies of reports and statements that were filed with the secretary of State. (Candidate Affidavit)

Fees Paid: Check(S) for \$100 per event for **FERMENTED MALT BEVERAGE** or **MALT, VINOUS AND SPIRITUOUS LIQUORS** made payable to **JEFFERSON COUNTY**.

FMB can be served from 5:00 A.M. – Midnight

Malt, Vinous and Spirituous Liquors can be served from 7:00 AM until 2:00 AM and Midnight on Sundays

If a hearing is required, you will be notified

Special Events Permit Qualification

This form is to determine if your event needs any additional Jefferson County permits or licenses.



100 Jefferson County Parkway
Suite 2530
Golden CO, 80419
303-271-8191
www.jeffco.us/ctb
clerktotheboard@jeffco.us

Section A - Exempted Event

1. Is the event permitted and contained entirely on property owned or leased by a Governmental Agency? Yes No

Events occurring on properly owned or leased by a Governmental Agency that issues permits for such events do not require any additional permits from the Jefferson County Planning and Zoning Division. If you answered YES to Section A then skip Section B.

Section B - Qualifications

Please check all that apply.

1. The event will not operate between the hours of 10:00pm and 8:00am.
2. The event will be located entirely on private property with permission from the landowner.
3. All parking will be located on-site.
4. No on-site grading will be required.
5. No food service will be offered for public consumption or sale. *(please describe below)*
6. Adequate water, sanitation, and refuse collection will be provided.
7. No undue traffic congestion will be generated.
8. No noise, dust, smoke, glare, light trespass or other form of environmental or visual pollution will be generated.

*If **all** the above Qualifications apply a Special Event Permit from the Jefferson County Planning and Zoning Division is NOT required.*

Contact And Event Information

Name	Home / Cell Phone Number	Work Phone Number
Address	City	State Zip
Name of Event	Date of Event	
Event Address	City	State Zip

Planning and Zoning requires applications for special event permits to be submitted at least 90 calendar days before the event date. For more information on Special Event permitting please contact Planning and Zoning at 303-271-8700 or visit them at the following website: <https://www.jeffco.us/3979/Other-Permits#events>.

Public Health may require additional event licensing for the event coordinator and/or food vendor. Liquor licensing special events require that sandwiches or other food snacks be available during all hours of service C.R.S. 44-5-105(5). Management of food service shall conform to the requirements of Public Health. For more information on food service temporary licensing lease contact Public Health at 303-271-5700 or visit them at the following website: <https://www.jeffco.us/2408/Food-Safety>.

Additional Comments or Event Descriptions: *(for example: Food service descriptions, participating vendors, etc.)*

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 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 Owning Arts Facilities |
| <input type="checkbox"/> Political | <input type="checkbox"/> Religious Institution | |

LIAB Type of Special Event Applicant is Applying for:	DO NOT WRITE IN THIS SPACE
2110 <input type="checkbox"/> Malt, Vinous And Spirituous Liquor \$25.00 Per Day	Liquor Permit Number
2170 <input type="checkbox"/> Fermented Malt Beverage (3.2 Beer) \$10.00 Per Day	

1. Name of Applicant Organization or Political Candidate	State Sales Tax Number (Required)
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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 (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.**
- 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.)**
- 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**

(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.

If an event is cancelled, the application fees and the day(s) are forfeited.



SCHOOL AFFIDAVIT

(I) (WE) the undersigned do solemnly swear that to the best of (MY) (OUR) knowledge and belief there are no public or parochial schools, or principal campus of any college, university or seminary within 500 feet of the proposed liquor application at:

(address of place to be licensed)

said distance being computed by direct measurement from nearest property line of the land used for school purposes to the nearest portion of the building in which liquor is to be sold, using a route of direct pedestrian access, measured as a person would walk safely and properly, without trespassing, with right angles at crossings and with the observance of traffic regulations and lights.

STATE OF COLORADO)
)SS
COUNTY OF JEFFERSON)

_____ being by me first duly sworn, deposes and says: that they are the above-named person; that they know the contents thereof, and that all matters and things therein set forth are true of their own knowledge and they agree to conform to all rules and regulations promulgated by the State Licensing Authority in connection therewith.

SIGNATURE OF APPLICANT

Subscribed and sworn to before me this _____ day of _____, 20____.

My Commission Expires:

Notary Public
