



SPECIAL EVENT LIQUOR PERMIT APPLICATION AND FERMENTED MALT BEVERAGE PERMIT APPLICATION

FORM # 14

ONLY nonprofit organizations are eligible to apply for this permit.

If you would like to serve or sell alcoholic beverages to attendees of your event, you must apply for a Special Event Liquor Permit. Applicants may apply for either a Fermented Malt Beverage Permit or a Malt, Spirituous & Vinous Liquor Permit. By State Law, CRS 44-5-102(1), applicants for a Special Event Liquor Permit must meet the following criteria:

“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 nonprofit in nature, or which is a regularly established religious or philanthropic institution, or which is a state institution of higher education 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. For purposes of this article, a state institution of higher education includes each principal campus of a state system of higher education.”

As part of the Special Event Application, at least **60 days** in advance of the event, the applicant must submit to the City Clerk’s office **one (1) copy of each of the following supporting documents:**

- A completed DR8439 Special Event Application Form (*see State FORM # DR8439 attached*)
- Copy of Certificate of Corporation in Good Standing (*nonprofit*) issued by the 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 the State of Colorado
- Event site plan sketch (8 ½ x 11) reflecting bars, walls, partitions, ingress, egress and dimension (*if the event is to be held outside, you must submit evidence of intended control, i.e., fencing, ropes, barriers, arm bands, etc.*)
- Copy of deed, lease or written permission from owner for use of the premises in the applicant’s name
- Submit \$25 per day for either a Fermented Malt Beverage Permit or Malt Spirituous & Vinous liquor permit payable to the **City of Golden**.

Incomplete applications will be rejected and returned to the applicant for completion. There are no refunds under any circumstances. The event must be held on the **date, time and location** specified in the application and may not be changed. Applicant is limited to 15 days of special events per calendar year. These may be grouped in any manner the applicant wishes. The Golden City Clerk’s office must post a public notice on the premises for a period of 10 days prior to the approval of the special event. If protests are received, as a result of posting, a hearing may be held before the Local Authority for approval. During the event *age warning signs*, supplied by the City Clerk’s office, must be conspicuously displayed.

As a condition of being granted this permit, I hereby agree to comply with City, County and State regulations related to alcohol consumption. I certify that I am 21 years of age or older and the information I have provided here is true and accurate to the best of my knowledge. I understand that glass containers to consume alcohol are not allowed. I hereby agree to defend, indemnify and hold harmless the City of Golden, its officers, officials, employees and agents for all liability claims arising from the event, and have attached a certificate of insurance for the event to guarantee indemnification.

Application for a Special Events Permit

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.