



# SPECIAL EVENTS ALCOHOL PERMIT Checklist and Instructions

City Clerk's office 303-438-6332  
One DesCombes Drive  
Broomfield, Colorado 80020

- **COMPLETE PACKETS MUST BE SUBMITTED** (Incomplete packets will be returned)
- One (1) original packet of required forms in order of the checklist below – **Single-Sided – No Staples Please**
- All documents need to be submitted on **8-1/2 x 11 size paper**.
- ALL documents must be properly executed and correspond with name of applicant exactly.
- Clear copies of all other information may be submitted. Please type or print legibly in **BLACK** ink.

CHECKLIST	
	<b>\$100.00</b> Investigation/processing fee to City of Broomfield
	Special Events Permit Application (complete appropriate sections and sign).
	Floor Plan of Premises ( <b>Maximum Size 8-1/2" x 11"</b> ) showing where liquor will be served and consumed (outline "licensed premises" in <b>BOLD, BLACK</b> ink). Plan needs to reflect bars, walls, partitions, ingress, egress, and dimensions. Be sure to include where alcohol will be stored. If consumption is outside, need to identify boundary, types of control, i.e. reinforcement / boundary tape, stanchions, to define premises.
	A Control Plan explaining the nature of the event and how alcohol will be served to only those 21 years of age or older, how alcohol will remain on the premises and any Alcohol Servers Training attended.
	Define the food that will be served at the event. i.e., food snacks, sandwiches.
	Tent information from North Metro Fire Rescue District, if using tents. Please visit <a href="http://www.northmetrofire.org">www.northmetrofire.org</a> for information on requirements if a tent is to be used.
	If a Corporation, Certificate of Good Standing (non-profit) issued by the Secretary of State within the past two years. (Not applicable if a church)
	If political candidate, reports and statements that were filed with the Secretary of State, or City and County Clerk.
	Deed, Lease (also assignment of lease if applicable) properly executed and signed by all parties involved or written permission of property owner for use of the premises, or other proof of possession of premises.
	City Sales Tax Application - submitted to Sales Tax Division 303-464-5812.
	Picture of posted hearing sign or signed Affidavit of Posting**
	Temporary Use Permit if applicable from Community Development 303-438-6389.

## INSTRUCTIONS

Complete application packets must be submitted to the City Clerk's office at least 45 days prior to the proposed event.

\*\*The applicant will need to post the public notice prepared by the City Clerk's office for ten (10) days on the proposed premises. Once posted, send by email a picture of the posted notice indicating day and time posted to the City Clerk's office. If the criteria listed on the application have been met, and approvals from the Building Department and Police Department have been received, the City Clerk's office will inform you if the application has been administratively approved.

Drinks must be sold for consumption on the premises only and sandwiches or snack foods must be available during all hours of service of alcohol.

Premises upon which alcohol is to be sold may not be located within 500 feet of any school--not applicable during those hours in which no school classes are scheduled.

**For more information on State Rules and Regulations please visit : State of Colorado – Rules and Regulations - Regulation 47-1000. Qualifications for Special Event Permit.**

**Contact the City Clerk's Office at 303-438-6332 if you have any questions.**

## CITY AND COUNTY OF BROOMFIELD APPLICATION FOR A SPECIAL EVENTS ALCOHOL PERMIT

IN ORDER TO QUALIFY FOR A SPECIAL EVENTS PERMIT, YOU MUST BE NONPROFIT AND ONE OF THE FOLLOWING:

- |                                    |  |  |
|------------------------------------|--|--|
| <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                 |  |

TYPE OF SPECIAL EVENT APPLICANT IS APPLYING FOR:  
 \_\_\_ MALT, VINOUS AND SPIRITUOUS LIQUOR \$100.00 per day  
 \_\_\_ FERMENTED MALT BEVERAGE (3.2 Beer) \$100.00 per day

City 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 and Zip)

3. Address of Place for Special Event (Include Street, City 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?  
 \_\_\_ Yes \_\_\_ No How Many Days? \_\_\_

7. Is Premises Now Licensed Under State Liquor or Beer Code?  
 \_\_\_ Yes \_\_\_ No 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:  
Hours From:  
To:

Date:  
Hours From:  
To:

### 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 there is true, correct, and complete to the best of my knowledge.

Signature

Title

Date

### 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 provision of Title 12, Article 48, C.R.S., as amended.  
 THEREFORE, THIS APPLICATION IS APPROVED.

LOCAL LICENSING AUTHORITY OF THE CITY AND COUNTY OF BROOMFIELD

SIGNATURE

TITLE

DATE

ATTEST:

TITLE

DATE