



## SPECIAL EVENT ALCOHOL PERMIT APPLICATION CHECKLIST

A Special Event Alcohol Permit allows qualified applicants to sell, serve, or distribute alcoholic beverages during public events.

Applicants seeking a Special Event Alcohol Permit in the City and County of Broomfield should review the [Colorado Liquor Code -Special Event Permits](#) and [Broomfield Municipal Code](#) and submit an application to the Clerk’s Office no later than **45 days** prior to the event date. To ensure prompt and efficient processing of your application, first time applicants are encouraged to schedule an application intake appointment with the Clerk’s Office once the application packet has been completed.

The following documents must be submitted for a permit to be issued:

	Special Event Alcohol Permit Application (please print single sided without staples)
	Special Event Alcohol Supplemental Questionnaire
	Diagram of premise (8 1/2” x 11” only) with the included information as applicable: <ul style="list-style-type: none"> <li>• Label diagram as “Premise Diagram” and include event name, date, and time</li> <li>• Length &amp; width of perimeter</li> <li>• Main bar/alcohol service areas, alcohol storage, entry/exits, restrooms, tents, vendors, food service, security staffing, &amp; signage</li> <li>• North orientation</li> <li>• Separate diagram for each floor (if multiple levels)</li> <li>• Outdoor areas must show type of fencing, walls, barriers, etc.</li> </ul>
	Copy of deed, lease, or written permission from the owner for use of premise. <ul style="list-style-type: none"> <li>• <b>Note:</b> If the event is to be held at a City and County of Broomfield park, an <a href="#">Alcoholic Beverage Permit</a> application must be submitted to the <a href="#">Broomfield Recreation Services</a> for consumption of alcoholic beverages <b>PRIOR</b> to applying for a Special Event Alcohol Permit with the Clerk’s Office. The Clerk’s Office will need a written letter of approval from the Broomfield Recreation Services Department. Only beer, wine and champagne are allowed and glass bottles are prohibited in the parks.</li> </ul>
	If a temporary stage is being used, a copy of the permit issued by the <a href="#">Broomfield Building Department</a> .
	If a tent is being used, a copy of the permit or documentation that a permit is not required from the North Metro Fire Rescue District. Please visit <a href="http://www.northmetrofire.org">www.northmetrofire.org</a> for more information on the requirements.
	A Certificate of Good Standing (non-profits only) issued by the <a href="#">Secretary of State</a> dated within the past two years.
	If applying as a political candidate, reports and statements that were filed with the Secretary of State or City and County Clerk.
	<a href="#">Special Event Sales Tax Return form</a> - Contact the Sales Tax Division at 303-464-5812 with questions.
	\$100.00 permit fee (per day) - check payable to the City and County of Broomfield

If you have any questions regarding Special Event Alcohol Permits, please call the Clerk’s Office at 303-438-6332 or email [cityclerk@broomfield.org](mailto:cityclerk@broomfield.org).



# CITY AND COUNTY CLERK AND RECORDER

One DesCombes Drive • Broomfield, CO 80020 • 303.438.6332 • Broomfield.org

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<b>CITY AND COUNTY OF BROOMFIELD APPLICATION FOR A SPECIAL EVENTS ALCOHOL PERMIT</b>			
In order to qualify for a Special Events Permit, you must be a qualifying organization per 44-5-102 C.R.S. <input type="checkbox"/> Social <input type="checkbox"/> Athletic <input type="checkbox"/> Philanthropic Institution <input type="checkbox"/> Fraternal <input type="checkbox"/> Political Candidate <input type="checkbox"/> Chartered Branch, Lodge or Chapter <input type="checkbox"/> Patriotic <input type="checkbox"/> Municipality Owned <input type="checkbox"/> National Organization or Society <input type="checkbox"/> Political <input type="checkbox"/> Religious Institution		Type of Special Event Applicant is Applying For: <input type="checkbox"/> Malt, Vinous and Spirituous Liquor \$100 per day <input type="checkbox"/> Fermented Malt Beverage \$100 per day	
1. Name of applicant, organization, or political candidate		2. Name of event	
3. Mailing address of applicant, organization, or political candidate (include street, city/town and zip)		4. Address where special event will take place (include location name and street, city/town and zip)	
5. Authorized representative of qualifying organization or political candidate	Are you over 21 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No	Phone Number	Email Address
6. Event Manager	<input type="checkbox"/> Yes <input type="checkbox"/> No		
7. Has the applicant, organization, or political candidate been issued a special event permit this calendar year? <input type="checkbox"/> Yes <input type="checkbox"/> No    How many days? _____		8. Is the premise for which your event is to be held currently listed under the Colorado Liquor or Beer codes? <input type="checkbox"/> Yes <input type="checkbox"/> No    To Whom? _____	
9. Does the applicant, organization, or political candidate have possession or written permission for the use of the premise to be licensed?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
List below the exact date(s) for which application is being made for permit <b>(Please note a \$100 fee is required for each day)</b>			
Date: Hours    From:    To:	Date: Hours    From:    To:	Date: Hours    From:    To:	Date: Hours    From:    To:
<b>OATH OF APPLICANT</b>			
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	
<b>REPORT AND APPROVAL OF LOCAL AUTHORITY</b>			
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.			
<b>THEREFORE, THIS APPLICATION IS APPROVED.</b>			
<b>CITY AND COUNTY OF BROOMFIELD</b>			
Signature	Title	Date	



## SPECIAL EVENT ALCOHOL PERMIT SUPPLEMENTAL QUESTIONS

1. Name of applicant, organization, or political candidate :
2. Name of event:
3. Description of event:
4. *Event Dates/Hours: Date(s): _____ Set-up will start at: _____ Event/alcohol sales from _____ to _____ Clean-up over by: _____  *Please note that if the event is multi-day the applicant can submit one application, but will need to pay \$100 per day. If the time of event varies per day, please include below:
5. How many people are expected to attend this event? What is the occupancy of the facility if indoors?
6. What type of restroom facilities will be available during the event?

7. **CONTROL PLAN** Questions.

1. Describe how the perimeter of the event will be established (roping, fence, walls, etc.).
  
2. What processes will be implemented to ensure alcohol will be served to patrons 21 years of age or older? What method will be used for checking the identification of patrons?
  
3. How will you prevent alcohol from being removed from the proposed premise? Will the event include security, organization marshals, police officers, etc?
  
4. How and where will alcohol be stored when not being served?
  
5. Are any of the servers certified through a [Responsible Vendors Training](#) program?
  
6. Who is responsible for monitoring the conduct, age, and level of intoxication of the patrons?

8. **FOOD PLAN** Questions.

Sandwiches or other food snacks must be available during all hours of alcohol service during the special event.

1. What type of food items will be available at the event? Provide a copy of the menu if possible.
  
  
  
  
  
  
  
  
  
  
2. Who will provide the food? If a catering company, food establishment or mobile food vendor will be used, a copy of their retail food license needs to be provided with the application. If food will be purchased from a grocery store, please provide the location address.

***I hereby certify that the facts contained within this questionnaire are accurate and true, and any variation could result in revocation of the permit.***

Applicant's Signature:

Date: