



# Town of Firestone, Colorado

## Special Event Permit Guide / Packet

## **Who qualifies for a Special Event Permit?**

A Special Event Permit may be issued to:

- An organization which has been incorporated under Colorado law for purposes of social, fraternal, patriotic, political, or athletic nature, and not for pecuniary gain (i.e., nonprofit);
- An organization which is a regularly chartered branch, lodge, or chapter of a national organization or society organized for such purposes and being nonprofit in nature (i.e., American Legion, VFW, etc.);
- A regularly established religious or philanthropic institution;
- Any political candidate who has filed the necessary reports and statements with the Secretary of State pursuant to the Fair Campaign Practices Act; or
- A municipality owning arts facilities at which productions or performances of an artistic or cultural nature are presented. C.R.S. § 12-48-102

## **What kinds of restrictions are enforced by the Town of Firestone?**

As the Town of Firestone is statutory, it enforces regulations and restrictions set forth by the State of Colorado. Restrictions related to licenses are as follows:

- An organization cannot receive a special event permit for more than 15 days in one calendar year. C.R.S. §12-48-105 (103).
- Sandwiches or other food snacks must be served during all hours of the event, but prepared meals need not be served. Id. at . 105(5).
- Servers at the special event must be 18 to serve alcohol beverages and 21 to serve spirituous liquors. Liquor Regulations 47-1004.

## **How do I submit for a Special Event Permit?**

Applications for a Special Event Permit must be submitted to the Town Clerk at least 30 days before the event and include the following:

- Completed application with the date(s) of the event;
- A diagram of the area to be licensed showing bars, walls, ingress/egress, and dimensions;
- If the event is to be held outside, a narrative regarding how the area will be controlled (i.e. fences, ropes, barriers, etc.) demonstrating that alcohol beverages will remain within the licensed area and that private alcohol beverages will not be brought into the premises;
- Evidence that the applicant has permission to use the premises for which the license is sought (e.g. lease, deed, letter); and
- \$25.00 special event permit fee. F.M.C. 5.08.090(I).

## **Do I need a permit if alcohol will be given away?**

Alcohol may be given away or sold without a permit if:

- The event is open only to members of the organization or club. When an event is open to the public, a special event permit is required regardless of whether or not the alcohol is sold or given away.

## **What is the process once the application has been submitted?**

The Town Clerk's office processes all Special Event Permit Applications.

# APPLICATION FOR A SPECIAL EVENTS PERMIT

Department 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<br>FACILITIES |
| <input type="checkbox"/> POLITICAL | <input type="checkbox"/> RELIGIOUS INSTITUTION                 |   |

<b>LIAB TYPE OF SPECIAL EVENT APPLICANT IS APPLYING FOR:</b>	<b>DO NOT WRITE IN THIS SPACE</b>
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.				
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 12, Article 48, 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
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SIGNATURE	TITLE	DATE
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**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. (12-48-106 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**

(12-48-102 C.R.S.)

A Special Event Permit issued under this article may be issued to an organization, whether or not presently licensed under Articles 46 and 47 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.

## Special Event Permit Application Process Step by Step

- Step 1** Obtain a Special Event Permit Application packet from the Town Clerk and review;
- Step 2** Complete the Special Event Permit Application referring to the Policies and Guidelines;
- Step 3** Submit completed Special Event Permit Application to the Town Clerk for processing and review (keeping an additional copy for your records) no later than 30 days prior to the scheduled event;
- Step 4** Town Clerk notifies the applicant to pick up and post a Public Notice (Prepared by the Town Clerk) on proposed premises within 15 days from submittal of the application;
- Step 5** Town Clerk processes the Special Event Permit Application;
- Step 6** Town Clerk reviews the Special Event Permit Application and forwards to staff for review, or, if concerns arise through the posting of the Public Notice, schedules a Public Hearing at which time the Local Liquor Licensing Authority will review the application; and
- Step 7** Upon approval of the application by the Local Liquor Licensing Authority, a Special Event Permit will be issued by the Town Clerk. Licenses can be picked up at Town Hall, 151 Grant Ave., Firestone, CO.

## **Special Event Permitting Policies and Guidelines**

The Town of Firestone's Special Event Permitting policies and guidelines have been established to ensure that your community event is handled in a timely and professional manner.

### **Qualifications**

Applicants wishing to qualify for a special event permit must be: an organization which has been incorporated under Colorado law for purposes of social, fraternal, patriotic, political, or athletic nature, and not for pecuniary gain (i.e., nonprofit); an organization which is a regularly chartered branch, lodge, or chapter of a national organization or society organized for such purposes and being nonprofit in nature (i.e. American Legion, VFW, etc.); a regularly established religious or philanthropic institution; any political candidate who has filed the necessary reports and statements with the Secretary of State pursuant to the Fair Campaign Practices Act; or a municipality owning arts facilities at which productions or performances of an artistic or cultural nature are presented. C.R.S. § 12-48-102.

Organizations cannot receive a special event permit for more than 15 days in one calendar year. C.R.S. § 12-48-105 (3).

### **Application**

- Submit a complete Colorado Department of Revenue form DR 8439 application either typewritten or printed in black ink and signed.
- Complete the special event permit questionnaire including signature.
- Attach an 8-1/2" X 11" diagram of the area to be licensed showing bars, walls, ingress/egress, dimensions, and indicate entrances and exits; if the event is to be held outside, include a narrative regarding how the area will be controlled (i.e. fences, ropes, barriers, etc.) demonstrating that alcohol beverages will remain within the licensed area and that private alcohol beverages will not be brought into the premises. C.R.S. § 12-48-104 and -107.
- Provide evidence of permission to use the premises in applicant's name for which the license is sought (e.g. lease, deed, letter). C.R.S. § 12-48-104 and -107.
- Attach Certificate of Good Corporate Standing (non-profit), dated within the last 1 year.
- If a political candidate, attach reports and statements filed with the Secretary of State.
- Applications must be received no later than 30 days prior to the event date. Incomplete applications will not be processed.

### **Posting**

The Town Clerk will provide a Public Notice of Application sign not more than 15 days after receiving the Special Event Permit Application. The Public Notice of Application sign is required to be picked up and posted in a conspicuous location at the premises where the event is to be held. The Notice must comply with the Town's posting requirements included in this packet.

### **Fees**

Fees must be submitted to the Town of Firestone. Below is the schedule of fees:

25.00 per day\*

\*By paying with a check, you authorize us to make a one-time electronic debit from your bank or asset account for the amount of the check. For inquiries, please call 303-833-3291

## Special Event Permit Questionnaire

1. What type of an event is planned (i.e. benefit, annual, quarterly, etc.)?

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2. Explain, in detail, the nature of your organization, its function, and who or what benefits from its operations (attach separate sheet if necessary).

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3. Who or what organization will be the recipient of funds derived from this event?

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4. How many attendees are expected at this event?

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5. Describe the premises the event will take place.

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6. What type of security will be provided at this event?

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7. How many security personnel will be on hand and how will they be identified?

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8. If this event is being held outdoors, how will the exterior boundaries of the premises be marked (i.e., roped, fenced, etc.)?

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9. What type of entertainment, if any, will be provided for this event?

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10. What method will be used in checking identification for proper age of attendees (i.e., at the door, bar, etc.) and how will underage patrons be identified so as not to be served alcohol beverages (i.e., stamp or mark on hand, wrist bracelet, etc.)?

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11. How will the conduct and level of intoxication of attendees be monitored and by whom?

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12. Have volunteers or member of your organization been trained in the sale/service of alcohol beverages? If yes, what training have they received and by whom?

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13. What type of alternate beverages and food/snacks will be available?

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14. Has a State Sales Tax number been acquired or applied for by you or a member of your organization? If so, please indicate the number in the space provided.

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15. If you are required to obtain a Business and Sales Tax License through the Town of Firestone, please provide your license numbers below.

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16. Explain how this event will be marketed being sure to describe what types of advertising material will be distributed and the targeted recipients of such material.

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17. How is the organization obtaining the alcohol to be served at this event?

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The above information provided to the Town of Firestone Town Clerk is true and accurate to the best of my knowledge. Please sign and print your name below.

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Applicant's Printed Name

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Applicant's Signature

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Date

### Posting Requirement

I, \_\_\_\_\_, do hereby confirm that pursuant to the liquor laws of the State of Colorado and the Town of Firestone, the premises known as

\_\_\_\_\_ and located at \_\_\_\_\_ was conspicuously posted so as to be plainly visible to the general public from \_\_\_\_\_ to \_\_\_\_\_. The sign was posted within ten (10) days of the event.

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Applicant's Printed Name

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Applicant's Signature

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Date

## Alcohol Beverage Selling/Serving Guidelines

The dispensing of alcohol beverages is a highly regulated venture and merits awareness of the laws and practices governing these beverages. The two key areas are serving to under aged individuals and serving to intoxicated individuals.

Recognizing the responsibility and liability associated with serving an alcohol beverage, those responsible for selling/serving alcohol beverages should:

### 1. NOT SERVE TO A PERSON WHO IS UNDER THE AGE OF 21 YEARS

Anyone appearing to be under the age of 21 should be asked for picture identification, preferably a valid driver's license, before being served

### 2. NOT SERVE TO A PERSON WHO APPEARS TO BE INTOXICATED

Responsible consumption is encouraged and event organizers should not knowingly allow guests to enter the event if obviously intoxicated, or allow a guest to become intoxicated at the event.

Serving an intoxicated person is illegal and can subject the seller to both civil and criminal liability.

Those responsible for selling/serving should monitor the amount of alcohol consumed by guests and should be aware of any behavior changes that may occur as a result of drinking alcohol. Some reactions to watch for include:

- Aggressiveness
- Bloodshot eyes
- Dazed/glassy look in eyes
- Inability to complete sentences
- Inability to sit up straight
- Inappropriate Laughter
- Inappropriate volume of speech
- Poor coordination
- Slurred or irregular speech
- Spilling drinks or food
- Stumbling into objects
- Swaying or drowsiness
- Walking into people

It is the responsibility of the license holder for a special event to obey all State and local laws regarding the service of alcohol. The above information is meant only as a guideline provided as a courtesy by the Town of Firestone Town Clerk. It does not relieve the license holder from any responsibility of obeying all applicable liquor codes, statutes, or regulations.