

*Special Event Permit  
Application  
Packet*



Prepared by:  
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## SPECIAL EVENT PERMIT APPLICATION DOCUMENT CHECKLIST

### Application:

- Original Application;
- Special Event Permit Questionnaire and Affidavit;
- Authorized Signatures; and
- Attach Appropriate Fees

### Property Possession:

- Lease or Letter of Permission for use of the premises; and
- Floor diagram of area to be licensed, 8 ½ X 11, identify entrances and exits, seating arrangement, bar location, and provide dimensions of area to be license. If event is to be held outdoors, include plans for control i.e., fencing, roping, barriers, etc.

### Applicant Information:

- If incorporated, Certificate of Good Corporate Standing from Secretary of State dated within the last two (2) years; or
- If not incorporated, Non-profit Charter; or
- If political candidate, copies of reports and statements filed with the Secretary of State

## Special Event Permit Policies and Guidelines

These policies and guidelines have been established by the Greeley Liquor Licensing Authority to assist your organization in having a successful event and to assure that it is run in an efficient manner enabling you to obtain permits for future events.

### Qualifications:

In order to qualify for a special event permit, an applicant must be non-profit and registered with the Colorado Secretary of State for purposes of 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; 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.

Organizations cannot obtain more than ten (10) special event permits in one calendar year.

### Application:

- ✓ Submit a fully completed application, either typewritten or printed in black ink, and signed
- ✓ Complete Special Event Permit Questionnaire, sign, and notarize
- ✓ Attach 8 ½ X 11 (maximum) diagram showing where liquor and/or beer will be served and consumed and indicating entrances and exits
- ✓ Attach Certificate of Good Corporate Standing (non-profit), dated within the last two (2) years

- ✓ If a political candidate, attach reports and statements filed with the Secretary of State
- ✓ Attach deed, lease, or written permission to use premises in applicant's name
- ✓ Attach a check in the amount of \$250 for the sales tax deposit or, if applicable, only attach an Internal Revenue Service 501(c)(3) qualification letter and Colorado exemption certificate

In an effort to process applications more efficiently for the applicant, incomplete applications cannot be accepted.

### Fees:

Fees must be submitted in two separate checks, one to the Colorado Department of Revenue and one to the City of Greeley. The City application fees and sales tax deposit can be combined in one check. Please refer to enclosed information from the Greeley Finance Department regarding exemption qualifications for collecting and remitting City sales taxes.

- ✓ **Fermented Malt Beverage (3.2%)**  
State - \$10/day City - \$100/single day or \$100/consecutive multiple days
- ✓ **Malt, Vinous, & Spirituous Liquor**  
State - \$25/day City - \$100/single day or \$100/consecutive multiple days
- ✓ **Sales Tax Deposit**  
State - N/A City \$250/day

### Posting:

The City Clerk's Office will provide a notice of application, which the applicant will be required to post on the premises where the event is to be held

not less than ten (10) days prior to consideration of an application by the City Clerk's Office. The applicant will also be required to sign an Affidavit of Posting.

Premises:

The applicant shall provide security personnel. It is suggested that one for every 100 expected attendees be provided. Security is required to wear a tag identifying them as security personnel. If professional security companies are used, they must be licensed through the Greeley Police Department.

For events held outdoors, applicant shall provide one portable toilet for every 50 expected attendees.

For events held outdoors, a double snow fence boundary or some other mutually acceptable and clearly marked boundary will be required.

For events held on a premise that does not comply with the requirements of the Uniform Fire Code, applicant shall arrange, prior to issuance of the special event permit, a minimum two-person fire watch for the entire length of the event. The persons conducting the fire watch shall be State certified fire fighters with direct radio contact with Weld County 911 Emergency Dispatch.

Other Conditions:

Alternate beverages and light snacks shall be provided by the applicant.

Event organizers shall market event in such a manner as to promote responsible alcohol consumption and help ensure that excessive consumption does not occur.

Certified seller/server training is strongly encouraged for all volunteers involved in the distribution of alcohol beverages.

Sales Tax Remittance:

The City of Greeley is supportive of charitable organizations in the community, and as such, attempts to provide sales tax collecting and reporting relief for those organizations through local Ordinance No. 36, 1996.

This ordinance allows charitable organizations, which hold an Internal Revenue Service 501(c)(3) qualification letter and have a Colorado exemption certificate, to be exempt from collecting and remitting city taxes on sales made if total sales made during the calendar year are less than \$25,000 and sales are conducted by the charitable organization a total of twelve (12) days or less each calendar year.

If you are an organization that does not meet the criteria to qualify for the above exemption, a sales tax deposit in the amount of \$250 per event will be required at the time of application for a special event permit. This deposit will be used toward sales tax owed to the City of Greeley following each event. The applicant must simply report to the City Finance Office within ten (10) days from the date of the event, what portion of the proceeds from the event were collected for sales tax (three percent of all liquor, food, and beverage sales), and this amount will either be deducted from the deposit and a refund issued to the applicant, or if the sales tax collected is more than the deposit amount, the applicant must submit the balance owed.

Should you have any questions or need additional information regarding this sales tax deposit, please feel free to contact the Sales Tax Division of the Finance Department at 970.350.9733.

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 *selling to underage individuals* and *selling to intoxicated individuals*.

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

❶ *Not serve a person who is under the age of 21 years*

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

❷ *Not serve 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 slurred speech, poor coordination, dazed/glassy look in eyes, aggressiveness, inability to complete sentences, swaying or drowsiness, spilling drinks or food, walking into people, inability to sit up straight, stumbling into objects, bloodshot eyes, inappropriate laughter, and inappropriate volume of speech.

Certified seller/server training is available for volunteers of organized events. Information can be obtained by contacting Officer Mike Heck of the Greeley Police Department at 970.350.9681 or the City Clerk's Office at 970.350.9743.

*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-mentioned information is meant only as a guideline provided as a courtesy by the City of Greeley. It does not relieve the license holder from any responsibility of obeying all applicable liquor codes, statutes, or regulations.*

Good luck with your event! Should you have any questions or need additional information, please feel free to contact the City Clerk's Office, 1000 10<sup>th</sup> Street, Greeley, CO 80631, 970.350.9743.

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

<b>LIAB TYPE OF SPECIAL EVENT APPLICANT IS APPLYING FOR:</b> 2110 <input type="checkbox"/> MALT, VINOUS AND SPIRITUOUS LIQUOR \$25.00 PER DAY 2170 <input type="checkbox"/> FERMENTED MALT BEVERAGE (3.2 Beer) \$10.00 PER DAY	<b>DO NOT WRITE IN THIS SPACE</b> LIQUOR PERMIT NUMBER
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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 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
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. (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 QUESTIONNAIRE AND AFFIDAVIT

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

5. Describe the premises at which this 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? \_\_\_\_\_

8. How will security personnel be identified?

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

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

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