



DOCUMENT CHECKLIST SPECIAL EVENT PERMIT APPLICATION

*The complete application packet must be filed at least 30 days prior to scheduled event.
Submit completed application to: City Clerk's Office, 1000 10th St., Greeley or email
cityclerk@greeleygov.com*

The following supporting documents must accompany the application for a permit to be issued:

- Application for a Special Event Permit
- Special Event Permit Questionnaire
- City Application Fee (\$100/per day if not concurrent)
 - Check payable to 'City of Greeley'
 - Pay in person or phone by credit card
- [Greeley Business License](#) (copy of license or application)
- Copy of the organization's State Sales Tax License
- Lease or Letter of Permission for use of the premises naming the applicant
- Floor diagram of area to be licensed on an 8 ½" x 11" paper. If multiple floors, use one page per floor.
 - Include the address and directional arrow (North ↑)
 - Outline in red the area requested to be licensed
 - Label walls, partitions, entrances, and exits
 - Label seating arrangement, bar location, and alcohol storage
 - Include dimensions *Doesn't need to be to scale.*
- Written narrative describing how the applicant will control the requested licensed area, how the area will be maintained, how attendees will be identified as 21 and older, describe how alcohol consumption will be monitored and how over-serving will be prevented.
- 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 a political candidate, copies of reports and statements filed with the Secretary of State

Posting Notice:

- Applicant must post the notice of Special Events Permit application prepared by the City Clerk's Office in a conspicuous place at the event location for a period of ten (10) days before the event.
- Complete the affidavit of posting with 2 photos of the sign posted. Return to the City Clerk's Office after 10 days.



APPLICATION FOR A SPECIAL EVENT PERMIT

IN ORDER TO QUALIFY FOR A SPECIAL EVENT PERMIT, **APPLICANT 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 PERMIT APPLICANT IS APPLYING FOR: <input type="checkbox"/> MALT, VINOUS AND SPIRITUOUS LIQUOR \$ 100.00 PER CONSECUTIVE EVENT DATE <input type="checkbox"/> FERMENTED MALT BEVERAGE \$ 100.00 PER CONSECUTIVE EVENT DATE	CITY PERMIT NUMBER
--	--------------------

NAME OF APPLICANT	STATE SALES TAX NUMBER (REQUIRED)
-------------------	-----------------------------------

MAILING ADDRESS OF APPLICANT (include street, city/town and ZIP)	ADDRESS OF SPECIAL EVENT LOCATION: (include street, city/town and ZIP)
---	---

	NAME	DATE OF BIRTH	HOME ADDRESS (Street, City, State, Zip)	PHONE NUMBER/E-MAIL
PRESIDENT/ SECRETARY OF ORG.				
EVENT MANAGER				

HAS THE APPLICANT BEEN ISSUED A SPECIAL EVENT PERMIT THIS CALENDAR YEAR? <input type="checkbox"/> No <input type="checkbox"/> Yes IF YES, HOW MANY DAYS? _____	IS PREMISES NOW LICENSED UNDER STATE LIQUOR OR BEER CODE? <input type="checkbox"/> No <input type="checkbox"/> Yes IF YES, TO WHOM? _____
---	--

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 _____ a.m./p.m. To _____ a.m./p.m.	Date _____ Hours From _____ a.m./p.m. To _____ a.m./p.m.	Date _____ Hours From _____ a.m./p.m. To _____ a.m./p.m.	Date _____ Hours From _____ a.m./p.m. To _____ a.m./p.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
-----------	-------	------

REPORT AND APPROVAL OF GREELEY LIQUOR 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.

Therefor the Application is approved.

GREELEY LIQUOR LICENSING AUTHORITY	TITLE	DATE
ATTEST	TITLE	DATE