

SPECIAL EVENTS PERMIT APPLICANT CHECKLIST

- _____ Complete and sign application (form DR 8439).
- _____ Submit fee to the City of Steamboat Springs to the City Clerk's Office (\$100 per day and per location).
- _____ Submit a diagram of the area for which the permit will be issued, reflecting bars, walls, partitions, entrances, exits, etc., demonstrating that all alcoholic beverages will remain within the area for which the permit is issued. If outdoor area is to be included some mutually acceptable and clearly marked boundary will be required (alcoholic beverages area not allowed outside this boundary). This boundary must be clearly visible and provide control of the event.
- _____ Submit proof of possession of premise, i.e. letter from property owner. (In cases where the City owns the property to be licensed, a letter of request needs to be submitted to the City Manager via the City Clerk's Office.)
- _____ Submit a Certificate of Good Standing, no more than 2 years old, from the Secretary of State's Office. This can be obtained by calling the Secretary of State's Office at (303) 894-2200, or by visiting their website at www.sos.state.co.us, and selecting the Business Center.
- _____ Remove Hearing Notice poster after hearing date.

ONCE THE ABOVE HAS BEEN SUBMITTED:

The City Clerk's Office will provide a poster that you will need to post on the premise to be permitted. This poster will inform the public of a hearing date for those with remonstrations. This poster must be posted for 10 days before the hearing can take place.

After this hearing date, if no remonstrations have been filed and the City Clerk's Office investigation discloses no sufficient grounds to deny the application, the permit will be granted.

The City Permit, City and State Sales Tax Licenses, and a Minor Warning Sign must be displayed in public view at the event.

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