

SPECIAL EVENTS PERMIT RULES AND REGULATIONS

- Applications must be submitted to the Local Liquor Licensing Authority at least 30 days prior to the date of the event.
- To qualify for a Special Event Liquor permit an applicant must be non-profit and registered with the 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 or philanthropic institution. A special event liquor permit may also be issued to any political candidate who has filed the necessary reports and statements with the Secretary of State
- Permit holders must have a Colorado Sales Tax License.
- All liquor must be stored, sold, served, and consumed on/within the permitted premise.
- Colorado law does not prohibit permittees from selling other lawful items of commerce, but may not sell alcoholic beverages in sealed containers. (All containers must be opened before handing it to the customer.)
- Permittees must sell or serve sandwiches and/or other food snacks during all hours of service of alcoholic beverages, full meals are not required.
- 3.2% Fermented Malt Beverage Permits allow for service from 5:00am until midnight on the same day of the event. Malt, Vinous, and Spirituous Liquor Permits allow for service from 7:00am on the date of the event, to 2:00am of the day immediately following the date of the event.

OVER→

- Persons aged 18, but not 21 years of age may sell, serve, dispense, or distribute 3.2% fermented malt beverages, and **malt or vinous liquors** as long as they are under the supervision of a person at least 21 years of age. Only persons 21 years of age may sell, serve, dispense or distribute **spirituous liquors**.
- Persons must be at least 21 years of age to purchase, possess and consume alcohol beverages in Colorado.
- All alcoholic beverages sold in connection with a Special Events Permit may be purchased from a licensed wholesaler, brewpub, limited winery, licensed retail liquor store, or from a liquor licensed drugstore.
- Alcoholic beverages may be donated by liquor licensed Colorado wholesale licensees, retail liquor stores, or drugstore licensees.
- Special Events Permits may not be issued to an event located within 500 feet of any public or parochial school or the principal campus of any college, university or seminary, except when held during hours in which no school classes are scheduled.
- Special Events Permits cannot be issued in connection with a casino night or any event involving the payment or risk of something of value, for a chance to win something.
- For events held outdoors, 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.
- Certified seller/server training is strongly encouraged for all volunteers involved in the distribution of alcoholic beverages.
- If beverages are served in glass, aluminum or recyclable plastic cups, recycling bins must be provided on premise.

- Submit application, attachments and \$100 fee to the City Clerk's Office.

- The following items must be posted in a prominent place on the permitted area for the general public to observe:
 - City Special Events Permit
 - Minor Warning Sign
 - State Sales Tax License

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