

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, the applicant must be a nonprofit registered with the Secretary of State, such as a social, fraternal, patriotic, political, educational, athletic, religious, or charitable organization. Local branches of national nonprofits also qualify. A permit may also be issued to a political candidate who has filed the required campaign paperwork with the Secretary of State.
- Permit holders must have a Colorado Sales Tax License and a City Sales Tax License.
- All alcohol must be stored, sold, possessed, and consumed only in the areas and during the times allowed by the permit. Only the types of alcohol approved on the permit may be served, and all alcohol must be sold by the drink and consumed within the permitted event area.
- 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.)
- Permit holders must offer sandwiches or snack foods during all hours that alcohol is served, but full meals are not required.
- Malt beverage permits allow alcohol service from 5:00 AM. until midnight on the day of the event. Malt, vinous, and spirituous liquor permits allow service from 7:00 AM. on the event day until 2:00 AM. the following day.
- No person under eighteen (18) years of age may sell, serve, dispense, or handle alcohol beverages. Permit holders for malt, vinous, and spirituous liquors, as well as fermented malt beverages, may allow a person who is at least eighteen (18) years of age but less than twenty-one (21) years of age to sell, serve, dispense, or handle alcohol beverages, provided that the person is under the direct supervision of someone who is at least twenty-one (21) years of age.
- 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 store 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 boundaries will be required (alcoholic beverages are 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 premises.
- Complete the [State of Colorado Special Events Permit Application \(DR 8439\)](#). **Refer to the “Application Information and Checklist” on the last page of the application to make sure all required materials are included.** Submit the application and required attachments through CityView. After submitting, email the City Clerk’s Office at jfranklin@steamboatsprings.net to notify staff that the application has been submitted.

Note: The DR 8439 form lists State licensing fees of \$25 or \$10 per day, but those fees apply if a State permit is being issued. For this event, the state is not issuing a permit, so no State fees apply.

The City of Steamboat Springs charges a \$100, Special Event Permit administrative fee, which is payable to the City. No fees are payable to the State.

- 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