

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

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

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.				
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
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SIGNATURE	TITLE	DATE
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**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.

# LIQUORS – SPECIAL EVENTS PERMITS

## ARTICLE 48, TITLE 12, C.R.S.

Last Revised August 10, 2011

### Section

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**12-48-101. Special licenses authorized.** The state or local licensing authority, as defined in articles 46 and 47 of this title, may issue a special event permit for the sale, by the drink only, of fermented malt beverages, as defined in section 12-46-103, or the sale, by the drink only, of malt, spirituous, or vinous liquors, as defined in section 12-47-103, to organizations and political candidates qualifying under this article, subject to the applicable provisions of articles 46 and 47 of this title and to the limitations imposed by this article.

**12-48-102. Qualifications of organizations for permit - qualifications of municipalities or municipalities owning arts facilities - qualifications of candidates.** (1) 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 purposes 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 nonprofit in nature, or which is a regularly established religious or philanthropic institution, or which is a state institution of higher education, 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. For purposes of this article, a state institution of higher education includes each principal campus of a state system of higher education.

(2) 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, subject to the provisions of this article.

**12-48-103. Grounds for issuance of special permits.** (1) Repealed.

(2) (a) A special event permit may be issued under this section notwithstanding the fact that the special event is to be held on premises licensed under the provisions of section 12-47-403, 12-47-403.5, 12-47-416, 12-47-417, or 12-47-422. The holder of a special event permit issued pursuant to this subsection (2) shall be responsible for any violation of article 47 of this title.

(b) If a violation of this article or of article 47 of this title occurs during a special event wine festival and the responsible licensee can be identified, such licensee may be charged and the appropriate penalties may apply. If the responsible licensee cannot be identified, the state licensing authority may send written notice to every licensee identified on the permit applications and may fine each the same dollar amount. Such fine shall not exceed twenty-five dollars per licensee or two hundred dollars in the aggregate. No joint fine levied pursuant to this paragraph (b) shall apply to the revocation of a limited wineries license under section 12-47-601.

(3) Nothing in this article shall be construed to prohibit the sale or dispensing of malt, vinous, or spirituous liquors on any closed street, highway, or public byway for which a special event permit has been issued.

**12-48-104. Fees for special permits.**

- (1) Special event permit fees are:
  - (a) Ten dollars per day for a malt beverage permit;
  - (b) Twenty-five dollars per day for a malt, vinous, and spirituous liquor permit.
- (2) All fees are payable in advance to the department of revenue for applications for special event permits submitted to the state licensing authority for approval.

**12-48-105. Restrictions related to permits.** (1) Each special event permit shall be issued for a specific location and is not valid for any other location.

(2) A special event permit authorizes sale of the beverage or the liquors specified only during the following hours:

- (a) Between the hours of five a.m. of the day specified in a malt beverage permit and until twelve midnight on the same day;
- (b) Between the hours of seven a.m. of the day specified in a malt, vinous, and spirituous liquor permit and until two a.m. of the day immediately following.

(3) The state or a local licensing authority shall not issue a special event permit to any organization for more than fifteen days in one calendar year.

(4) No issuance of a special event permit shall have the effect of requiring the state or local licensing authority to issue such a permit upon any subsequent application by an organization.

(5) Sandwiches or other food snacks shall be available during all hours of service of malt, spirituous, or vinous liquors, but prepared meals need not be served.

**12-48-106. Grounds for denial of special permit.** (1) The state or local licensing authority may deny the issuance of a special event permit upon the grounds that the issuance would be injurious to the public welfare because of the nature of the special event, its location within the community, or the failure of the applicant in a past special event to conduct the event in compliance with applicable laws.

(2) Public notice of the proposed permit and of the procedure for protesting issuance of the permit shall be conspicuously posted at the proposed location for at least ten days before approval of the permit by the local licensing authority.

**12-48-107. Applications for special permit.** (1) Applications for a special event permit shall be made with the appropriate local licensing authority on forms provided by the state licensing authority and shall be verified by oath or affirmation of an officer of the organization or of the political candidate making application.

(2) In addition to the fees provided in section 12-48-104, an applicant shall include payment of a fee established by the local licensing authority, not to exceed one hundred dollars, for both investigation and issuance of a permit. Upon approval of any application, the local licensing authority shall notify the state licensing authority of the approval, except as provided by subsection (5) of this section. The state licensing authority shall promptly act and either approve or disapprove the application. In reviewing an application, the local licensing authority shall apply the same standards for approval and denial applicable to the state licensing authority under this article.

(3) The local licensing authority shall cause a hearing to be held if, after investigation and upon review of the contents of any protest filed by affected persons, sufficient grounds appear to exist for denial of a permit. Any protest shall be filed by affected persons within ten days after the date of notice pursuant to section 12-48-106 (2). Any hearing required by this subsection (3) or any hearing held at the discretion of the local licensing authority shall be held at least ten days after the initial posting of the notice, and notice thereof shall be provided the applicant and any person who has filed a protest.

(4) The local licensing authority may assign all or any portion of its functions under this article to an administrative officer.

(5) (a) A local licensing authority may elect not to notify the state licensing authority to obtain the state licensing authority's approval or disapproval of an application for a special event permit. The local licensing authority is required only to report to the liquor enforcement division, within ten days after it issues a permit, the name of the organization to which a permit was issued, the address of the permitted location, and the permitted dates of alcohol beverage service.

## SPECIAL EVENTS PERMITS

(b) A local licensing authority electing not to notify the state licensing authority shall promptly act upon each application and either approve or disapprove each application for a special event permit.

(c) The state licensing authority shall establish and maintain a web site containing the statewide permitting activity of organizations that receive permits under this article. In order to ensure compliance with section 12-48-105 (3), which restricts the number of permits issued to an organization in a calendar year, the local licensing authority shall access information made available on the web site of the state licensing authority to determine the statewide permitting activity of the organization applying for the permit. The local licensing authority shall consider compliance with section 12-48-105 (3) before approving any application.

**12-48-108. Exemptions.** An organization otherwise qualifying under section 12-48-102 shall be exempt from the provisions of this article and shall be deemed to be dispensing gratuitously and not to be selling fermented malt beverages or malt, spirituous, or vinous liquors when it serves, by the drink, fermented malt beverages or malt, spirituous, or vinous liquors to its members and their guests at a private function held by such organization on unlicensed premises so long as any admission or other charge, if any, required to be paid or given by any such member as a condition to entry or participation in the event is uniform as to all without regard to whether or not a member or such member's guest consumes or does not consume such beverages or liquors. For purposes of this section, all invited attendees at a private function held by a state institution of higher education shall be considered members or guests of the institution.

**Regulation 47-1000. Special Event Permits - Possession of Beverages.**

- A. No permittee shall allow the sale, possession, or consumption of any beverages on the licensed premises when the sale, possession or consumption of such beverages is prohibited by the permit.
- B. No person shall possess or consume on the licensed premises any beverage other than that allowed by the type of special events permit as issued.
- C. Permittees may sell licensed beverages by the drink only to persons for consumption on the licensed premises only.

**Regulation 47-1002. Posting of Special Event Permit upon the Permitted Premises.**

The holder of any type of special event permit, issued by the State Licensing Authority, shall post such permit upon the premises covered by such permit, and it shall produce the permit to any law enforcement agent or State Liquor Enforcement Officer.

**Regulation 47-1004. Special Event Permits - Age of Servers.**

- A. No person under eighteen (18) years of age may sell, serve, dispense or distribute alcohol beverages.
- B. No person under the age of twenty-one (21) years may sell, serve or dispense spirituous liquors.
- C. A person who is between eighteen (18) and twenty (20) years of age may sell and dispense fermented malt beverages (3.2% Beer) and malt and vinous liquor when said person is under the supervision of a person who is at least twenty-one (21) years of age.

**Regulation 47-1006. Special Event Permits - Complaint against Permittee-Cancellation-Revocation of Permit.**

Whenever a written complaint is filed with the State Licensing Authority or shall otherwise come to the attention of the Licensing Authority, that a violation of the provisions of Article 48 occurred, and the special event permittee, its agents, employees, or its members, violated the provisions of Title 12, Article 46, Article 47, or Article 48, C.R.S. as amended, upon proper investigation of such charges the State Licensing Authority may upon notice and hearing as set forth in 12-47-601 C.R.S., suspend or revoke such special event permit, and may further order the denial of future applications for another special event permit to be submitted by the same organization.

**Regulation 47-1008. Special Event Permittee - Purchase of Alcohol Beverages.**

Special event permittees may purchase the kinds of alcohol beverages they are authorized by such permits to sell from a licensed wholesaler, brewpub, limited winery, licensed retail liquor store or from a liquor-licensed drugstore.

**Regulation 47-1010. Special Event Permittee - Supplier Relationships.**

- A. Licensed suppliers may furnish financial support and/or services to organizations, as defined by Article 48 of Title 12, that qualify for a special events permit. Support shall be in connection with public service or non-profit fund raising activities including, but not limited to, events such as: fairs, sporting events, agricultural exhibitions, educational clinics, concerts, and other similar

events. Support shall not be conditioned, directly or indirectly, upon the present or future purchase of an alcohol beverage or fermented malt beverage or the exclusive sale of a supplier's product at such events. A supplier may furnish or share the cost of advertisements, signs, promotional materials and items of a similar nature used in connection with a non-profit special events permit. Advertising and advertising materials may refer to the name of the special event permittee conducting the event. A supplier may also rent dispensing equipment to special event permittees at fair market value and may sell glassware, cups and similar items at a minimum of cost.

- B. A licensed wholesaler, brewpub, limited winery, or vintners restaurant licensee may provide alcohol beverages to a special event permittee at no cost if such beverages are used for hospitality and/or fund raising purposes, and are not resold by the drink. The wholesaler, brewpub, limited winery, or vintners restaurant licensee may invoice such products at no cost to the permittee and shall ensure that all applicable taxes are paid. When product is being donated for the use of a non-profit, charitable, community, or private group and the activity is being held at a retail outlet licensed pursuant to article 46 or 47 of title 12, the wholesaler, brewpub, limited winery, or vintners restaurant licensee may invoice the retailer at no cost for such products if the retail licensee consents to such an arrangement. Any such donated product which is unused must be returned by the retailer, to the wholesaler, brewpub, limited winery, or vintners restaurant licensee as soon as practicable after the event. If the unused product is not returned, then the wholesaler, brewpub, limited winery, or vintners restaurant licensee must charge the retailer at least the minimum of cost for these products.

**Regulation 47-1012. Special Event Permittee - Political Organizations.**

Political, as used in Article 48 of Title 12, shall mean any political organization as defined by law under C.R.S. 1973, 1-1-104. However, no permit shall be required for those individuals or candidates campaigning or running for public office and who sponsor fund raising activities provided such activities are held in a private home and there is no cash bar in operation.

**Regulation 47-1014. Special Event Permits - Location.**

The special event permit issued by the State Licensing Authority for a "specific" location, properly described in the application for such permit, is "non-transferable," and therefore not valid for any other location. The special event permit cannot be transferred to any other organization, and it is valid only for the day or days specifically included in such permit.

**Regulation 47-1016. Special Event Permits - Change of Location.**

Upon filing of satisfactory evidence with the State Licensing Authority, an organization qualifying under Article 48 of Title 12, may obtain a single permit with duplicate copies for a particular event if such event is to be conducted in a series of private homes, provided such homes are in the same neighborhood and the application contains the specific description or address of the premises to be utilized in connection therewith. Said permit shall not be valid for any other locations, and shall be subject to the time restriction set forth in the statute. Nothing herein shall permit the operation of a cash bar at any of the specified locations.

**Regulation 47-1018. Application for Special Event Permit.**

- A. All applications for any type of special event permit shall be made on forms provided by the State Licensing Authority, Department of Revenue, Liquor Enforcement Division.

- B. The applications for a special event permit shall be verified by oath or affirmation of an officer of the applicant organization.
- C. The properly verified application shall be submitted to the respective "Local Licensing Authority" [Local Licensing Authority means: (in Denver) Director of Excise & Licensing, City Council, Board of County Commissioners or other designated agency as set forth by statute or ordinance], not less than thirty days prior to the date of the special event.
- D. Each special event permit application shall be accompanied by a check (to be made payable to the Colorado Department of Revenue), covering the appropriate permit fee involved. The respective Local Licensing Authority shall investigate each special event permit application, and it will either approve or deny such application upon proper grounds in accordance with the provisions of Article 48 of Title 12.
- E. Upon approval the Local Licensing Authority shall submit the approved form and the attached check, covering the respective permit fee, to the State Licensing Authority not less than ten days prior to the date of the special event.
- F. Each applicant must obtain a State Sales Tax License upon approval by the State Licensing Authority.
- G. The state or the local licensing authority, for good cause, may waive the time requirements set forth in this regulation.

**Regulation 47-1020. Special Event Permits - Application on School Property.**

No application for the issuance of a special event permit for the sale of malt, vinous or spirituous liquors shall be received or acted upon where the premises upon which the alcohol beverage is to be sold is located within five hundred feet of any public or parochial school or the principal campus of any college, university or seminary, which distance is to be measured as set forth in the Liquor Code provided such restriction shall not be imposed during those hours in which no school classes are scheduled.