



## **Town of Windsor Special Event Permit Information**

***This document in no way intends to substitute for qualified legal advice.***

A Special Event Permit authorizes the sale of alcoholic beverages by the drink to the public for no more than fifteen (15) days in one calendar year. There are two types of Special Event Permits – one allows sale of malt, vinous and spirituous liquor and the other allows only the sale of 3.2% beer.

Those who qualify for a Special Event Permit include:

- Organizations that are not for profit and have been incorporated pursuant to Colorado law for purposes of a social, fraternal, patriotic, political or athletic nature.
- A regularly chartered branch, lodge, or chapter of a national organization or society organized for such purposes, which is non-profit.
- An organization which is regularly established as a religious or philanthropic institution.
- A political candidate who has filed the necessary reports with the Colorado Secretary of State or local election official.
- A municipality owning arts facilities at which productions of an artistic or cultural nature are held.

The applicant must submit the following documents to the clerk's office 30 days prior to the event:

- A completed Special Event Application
- Special Event Questionnaire
- A diagram of the area to be licensed (no larger than 8 1/2 X 11)
- A property or rental agreement which provides permission for the area to be used for the event
- Appropriate documentation providing eligibility to conduct an event
- Certificate of good standing issued from the Secretary of State or a nonprofit charter

The event must be held on the date, time, and location specified in the application and may not be changed. Fifteen (15) event days are allowed per calendar year and may be held separately or in any combination. If an event is canceled, the application fees and the day(s) are forfeited.

Sales must occur between the hours of 5 a.m. and midnight of the day specified for a 3.2% beer permit; and between the hours of 7 a.m., of the day specified, and 2 a.m. of the day immediately following for malt, vinous and spirituous permits.

The Special Event Permit and an appropriate Minor Warning Sign must be conspicuously displayed during the event.

As always, your attorney is your best source of guidance to ensure that your event is in compliance with the law. For information regarding the liquor license process, please contact the Windsor Town Clerk:

Krystal Eucker  
Town of Windsor  
301 Walnut Street  
Windsor, CO 80550  
[Email: keucker@windsorgov.com](mailto:keucker@windsorgov.com)

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

LIAB TYPE OF SPECIAL EVENT APPLICANT IS APPLYING FOR: 2110 <input type="checkbox"/> MALT, VINOUS AND SPIRITUOUS LIQUOR \$100.00 PER EVENT 2170 <input type="checkbox"/> FERMENTED MALT BEVERAGE (3.2 Beer) \$100.00 PER EVENT	<b>DO NOT WRITE IN THIS SPACE</b> LIQUOR PERMIT NUMBER
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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? _____		

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														
Hours	From	.m.												
		To												

**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
SIGNATURE	TITLE	DATE

**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.)
- APPROVED APPLICATION MUST BE RECEIVED BY THE LIQUOR ENFORCEMENT DIVISION **AT LEAST TEN (10) DAYS PRIOR** TO THE EVENT.
- CHECK PAYABLE TO THE TOWN OF WINDSOR.

(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.



## SPECIAL EVENTS PERMIT QUESTIONNAIRE

Date Submitted: \_\_\_\_\_

Application Name (Line 1 of DR8439): \_\_\_\_\_

PLEASE FILL OUT **ONE** QUESTIONNAIRE FOR **EACH** EVENT LISTED IN THE APPLICATION.

1. Briefly describe your event. \_\_\_\_\_  
\_\_\_\_\_
2. How many people will be attending your event? \_\_\_\_\_
3. During what hours will you be serving alcohol? \_\_\_\_\_
4. Describe what food will be available during all hours that alcohol will be served. \_\_\_\_\_  
\_\_\_\_\_
5. Who will be providing the food? \_\_\_\_\_  
\_\_\_\_\_
6. Identify who will be providing the alcohol. \_\_\_\_\_  
\_\_\_\_\_
7. Is the alcohol donated or purchased. \_\_\_\_\_
8. Who will be serving the alcohol during the event and describe the alcohol service training of those serving. \_\_\_\_\_  
\_\_\_\_\_
9. Describe the procedures that will be used to monitor alcohol use, identify the age of purchasers and prevent alcohol from entering or leaving the designated area. \_\_\_\_\_  
\_\_\_\_\_
10. How many volunteers will be assisting? \_\_\_\_\_
11. Identify the company and number of officers that have been contracted to provide security. \_\_\_\_\_  
\_\_\_\_\_
12. When was the last Special Event Permit issued for this applicant? \_\_\_\_\_

13. Please list all Special Events Permits issued for this organization for the current calendar year. Attach a separate sheet if needed. \_\_\_\_\_

14. Is the location for the special permit requested within 500 feet of a school? Yes  No   
If yes, will the school be in session during the event? Yes  No

15. Were there any compliance problems in the past event for which a special permit has been issued? If yes, explain what changes have been made to insure compliance for this event. \_\_\_\_\_

16. Explain how and where the applicant will post in a conspicuous manner the license, permits, and notices required to be posted. \_\_\_\_\_

17. Identify and provide the cell phone number of the person who will be in charge and available during the event. \_\_\_\_\_

18. Attach a diagram showing the location of the Special Event and include ALL of the following:
- Linear dimension of each boundary and total square footage
  - Show the street and address closest to main entrance of the event
  - Show all entrances and exits
  - Describe the type and height of boundary barriers
  - Outline in bold the perimeter of the entire area in which alcohol will be stored, consumed and served and indicate on the diagram the location where alcohol will be stored and served
  - Directional Orientation (show North arrow)

***Attach extra pages as necessary in order to complete the answers on this questionnaire.***

**I verify and affirm that I have read the foregoing application and all attachments, and that all information therein is true, correct and complete to the best of my knowledge. I understand that upon issuance of this Special Events Permit, it is my responsibility to manage the event as indicated on this questionnaire and comply with, and ensure that all volunteers and participants comply with, all provisions of the Colorado Liquor Code, state law, local ordinances and any other conditions placed on the issuance of this permit.**

\_\_\_\_\_  
Signature of Officer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Contact Email & Phone

\_\_\_\_\_  
Date