

CITY OF LOUISVILLE

Special Events Permit Packet



CITY OF LOUISVILLE SPECIAL EVENTS LIQUOR LICENSING

- **What type of license is available to me for a one-time event?** A Special Events Permit may be obtained for one-time events. Permits can be obtained for the sale, by the drink, of fermented malt beverages (3.2% beer) or malt, vinous, or spirituous liquor.
- **Who qualifies for a Special Event Permit?** A Special Event Permit may be issued to any organization that is non-profit **and** registered with the Secretary of State for the 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; or which is a regularly established religious or philanthropic institution; and to any political candidate.
- **Do I need a permit if the alcohol will be given away?** Alcohol may be given away or sold without a permit if the event is open only to members of the organization or club. When an event is open to the public, a special events permit is required regardless of whether or not the alcohol is sold or given away.
- **Is there a limit to the number of permits an organization can obtain?** Organizations can obtain fifteen (15) special events permits per calendar year.
- **What are the requirements to obtain a Special Events Permit?** Applications for Special Events Permits must be submitted for consideration by the City Clerk's Office at least 30 days prior to the event and must include Application for a Special Events Permit, Special Events Questionnaire, diagram of licensed premises, Certificate of Good Corporate Standing, and proof of possession of premises through a deed, lease, or written permission **in applicant's name.**
- **How long does it take to get a Special Events Permit?** Applications for a Special Events Permit must be submitted at least 30 days prior to the scheduled event, and are typically processed within those 30 days.
- **What is the process once an application has been submitted?** The City Clerk's Office processes all Special Events Permit Applications. In the event concerns arise through the public posting process, the application will be forwarded to the Louisville Local Liquor Licensing Authority for Public Hearing and determination.
- **Where do I obtain an application packet to proceed with this process?** Application packets are available at the City Clerk's Office, 749 Main Street, Louisville, Colorado, (303) 335-4574 and included here.

This information is provided as a courtesy by the Louisville City Clerk's Office. This may not be all that is involved in obtaining a Special Events Permit and information contained herein may be subject to change. This is not intended to be legal advice, and applicants are encouraged to contact the City Clerk's Office for additional information or clarification.

SPECIAL EVENTS LIQUOR LICENSE APPLICATION PROCESS AT A GLANCE

- Step 1** Obtain **Special Events Permit Application Packet** from City Clerk's Office and Review
- Step 2** Complete Special Events Permit Application Packet using **Policies and Guidelines**
- Step 3** Submit completed Special Events Permit Application Packet **in duplicate** to the City Clerk's Office for processing (keeping an additional copy for your records) at least 30 days prior to scheduled event.
- Step 4** City Clerk's Office notifies applicant to pick up and to post **Public Notice** (prepared by City Clerk's Office) on proposed premises within fifteen (15) days from submittal of application. Applicant is responsible for paying costs of producing Notice.
- Step 5** City Clerk's Office processes Special Event Permit Application
- Step 6** City Clerk's Office approves Special Event Permit Application or, if in the event concerns arise through the posting of the Public Notice, schedules a **Public Hearing** at which time the Local Liquor Licensing Authority will review the application.
- Step 7** Upon approval of application by the City Clerk's Office or the local Liquor Licensing Authority a **City Special Events Permit** will be issued by the City Clerk's Office. Licenses can be picked up by applicant in the City Clerk's Office.
- Step 8** State Liquor Enforcement will be notified of the event.

SPECIAL EVENTS PERMIT POLICIES AND GUIDELINES

These policies and guidelines have been established to assist your organization in having a successful event and to assure it is run in an efficient manner enabling you to obtain permits for future events.

Qualifications

In order to qualify for a special event 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 organization or society organized for such purposes; 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.

Organizations cannot obtain more than fifteen special event permits in one calendar year.

Application

- ✓ Submit a fully completed application, either **typewritten or printed in black ink**, and signed
- ✓ Complete Special Events Permit Questionnaire including signature
- ✓ Attach 8-1/2" X 11" diagram showing where liquor and/or beer will be served and consumed and indicating entrances and exits
- ✓ Attach Certificate of Good Corporate Standing (non-profit), dated within the last two (2) years
- ✓ If a political candidate, attach reports and statements filed with the Secretary of State
- ✓ Attach deed, lease, or written permission to use premises **in applicant's name**

In an effort to process applications more efficiently for the applicant, incomplete applications cannot be accepted.

Posting

The City Clerk's Office will provide, not more than fifteen (15) days after receipt of application, a Public Notice of Application sign the applicant will be required to pick up and post at the premises where the event is to be held. Applicant is responsible for paying the cost of the Notice. The Notice must be posted in accordance with **Posting Requirements** included in this packet.

Fees

Fees must be submitted to the City of Louisville. The fee schedule is as follows:

City of Louisville

- Fermented Malt Beverage (3.2%) \$10/day plus application fee of \$25
- Malt, Vinous & Spirituous Liquor \$25/day plus application fee of \$25

APPLICATION FOR A SPECIAL EVENTS LIQUOR PERMIT

IN ORDER TO QUALIFY FOR A SPECIAL EVENTS PERMIT, YOU MUST BE NONPROFIT AND ONE OF THE FOLLOWING: (see back for details – check which one applies to your organization)

- Social
- Fraternal
- Patriotic
- Political
- Athletic
- Chartered Branch, Lodge or Chapter of a National Organization or Society
- Religious Institution
- Philanthropic Institution
- Political Candidate
- Municipality Owning Arts Facilities

TYPE OF SPECIAL EVENT APPLICANT IS APPLYING FOR:
 _____ MALT, VINOUS AND SPRITUOUS LIQUOR - \$25.00 APPLICATION FEE PLUS \$25.00 PER DAY
 _____ FERMENTED MALT BEVERAGE(3.2 BEER) - \$25.00 APPLICATION FEE PLUS \$10.00 PER DAY

1. NAME OF APPLICANT ORGANIZATION OR POLITICAL CANDIDATE _____ STATE SALES TAX NUMBER
2. MAILING ADDRESS OF ORGANIZATION OR POLITICAL CANDIDATE (STREET, CITY, ZIP) _____
3. ADDRESS OF PLACE TO HAVE SPECIAL EVENT (STREET/LOCATION IN LOUISVILLE) _____

NAME	DATE OF BIRTH	HOME ADDRESS	PHONE NUMBER
4.PRES./SEC'Y OF ORG. OR CANDIDATE			
5.EVENT MANAGER			

6. HAS APPLICANT ORGANIZATION OR CANDIDATE BEEN ISSUED A SPECIAL EVENT PERMIT THIS CALENDER YEAR? YES ___ NO ___ IF YES, HOW MANY DAYS? _____
7. IS PREMISES NOW LICENSED UNDER STATE LIQUOR OR BEER CODE? YES ___ NO ___ IF YES, TO WHOM? _____
8. DOES APPLICANT HAVE POSSESSION OR WRITTEN PERMISSION FOR THE USE OF THE PREMISES TO BE LICENSED? YES ___ NO ___ (you must include a copy of this with your application)

LIST BELOW THE EXACT DATE(S) FOR WHICH APPLICATION IS BEING MADE FOR PERMIT

| 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

REPORT AND APPROVAL OF LOUISVILLE LOCAL LICENSING AUTHORITY

The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report such permit, if granted, will comply with the provisions of Title 12, Article 48, C.R.S., as amended.
 THEREFORE, THIS APPLICATION IS APPROVED

 Signature Title Date

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 LOUISVILLE LOCAL LICENSING AUTHORITY 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.)

(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.

SPECIAL EVENTS PERMIT QUESTIONNAIRE

- 1) What type of an event is planned (i.e., benefit, annual, quarterly, etc.)?

- 2) ~~Explain in detail the nature of your organization, its' function, and who or what benefits from its' operations~~

- 3) Who or what organization will be the recipient of funds derived from this event?

- 4) How many attendees are expected at this event?

- 5) Describe the premises at which this event will take place

- 6) What type of security will be provided at this event?

- 7) How many security personnel will be on hand and how will they be identified?

- 8) If this event is being held outdoors, how will the exterior boundaries of the premises be marked (i.e., roped, fenced, etc.)?

- 9) What type of entertainment will be provided, if any, for this event?

- 10) What method will be used in checking identification for proper age of attendees (i.e., at the door, bar, etc.) and how will underage patrons be identified so as not to be served alcohol beverages (i.e., stamp or mark on hand, wrist bracelet, etc.)?

- 11) How will conduct and level of intoxication of attendees be monitored and by whom?
- 12) Have volunteers or members of your organization been trained in the sale/service of alcohol beverages? If yes, what training have they received and by whom?
- 13) What types of alternate beverages and food/snacks will be available?
- 14) Has a State Sales Tax number been obtained or applied for by you or a member of your organization? If so, please indicate that number below.
- 15) Explain how this event will be marketed describing what kinds of advertising material will be distributed and the targeted recipients of such material.
- 16) Who is responsible for removal of the alcohol from the premises at the end of the event and how will that be accomplished?
- 17) How is the organization obtaining the alcohol to be served at this event?

Please print out application materials and return to Louisville City Clerk's Office.

The above information provided to the Louisville City Clerk's Office is true and accurate to the best of my knowledge.

Applicant's Signature

Date

POSTING REQUIREMENT

I, _____, do hereby confirm that pursuant to the liquor laws of the State of Colorado and the City of Louisville, the premises known as _____ and located at _____ was conspicuously posted so as to be plainly visible to the general public from _____ to _____. The sign was posted within ten (10) days of the Public Hearing date.

Applicant Signature

Date

ALCOHOL BEVERAGE SELLING/SERVING GUIDELINES

The dispensing of alcohol beverages is a highly regulated venture and merits awareness of the laws and practices governing these beverages. The two key areas are **servicing to under aged individuals** and **servicing to intoxicated individuals**.

Recognizing the responsibility and liability associated with serving an alcohol beverage, those responsible for selling/serving alcohol beverages should:

1) NOT SERVE TO A PERSON WHO IS UNDER THE AGE OF 21 YEARS

Anyone appearing to be under the age of 21 should be asked for picture identification, preferably a valid driver's license, before being served.

2) NOT SERVE TO A PERSON WHO APPEARS TO BE INTOXICATED

Responsible consumption is encouraged and event organizers should not knowingly allow guests to enter the event if obviously intoxicated, or allow a guest to become intoxicated at the event.

Serving an intoxicated person is illegal and can subject the seller to both civil and criminal liability.

Those responsible for selling/serving should monitor the amount of alcohol consumed by guests and should be aware of any behavior changes that may occur as a result of drinking alcohol. Some reactions to watch for include:

Slurred or irregular speech
Inappropriate volume of speech
Poor coordination
Aggressiveness
Swaying or drowsiness
Walking into people
Stumbling into objects

Inappropriate laughter
Dazed/glassy look in eyes
Inability to complete sentences
Spilling drinks or food
Inability to sit up straight
Bloodshot eyes

Certified seller/server training is available for volunteers of organized events. Information can be obtained by contacting the Louisville City Clerk's Office at (303) 335-4574.

It is the responsibility of the license holder for a special event to obey all State and local laws regarding the service of alcohol. The above information is meant only as a guideline provided as a courtesy by the Louisville City Clerk's Office. It does not relieve the license holder from any responsibility of obeying all applicable liquor codes, statutes, or regulations.