



Special Event Liquor Permit

Local Questionnaire

Special Event Liquor Permit Applicants: Please be advised that the Local Licensing Authority will hold a hearing, with the date set after a complete application is turned into the Town Clerk's Office, at which the applicant or event manager may be required to appear. The Authority often will ask questions concerning the application and the service of alcohol. Failure to attend the hearing may result in denial or postponement of your application.

Qualifying Organizations:

- Organizations should refer to the Department of Revenue Form DR8439 and C.R.S. 44-5-102
- Most non-profit organizations are qualifying, others include political, patriotic, religious or philanthropic institutions.

Permit Conditions:

- Limited to 15 days in one calendar year; days do not have to be consecutive
- For sale, by drink only, of fermented malt beverage OR malt, vinous and spiritous beverages
- Sandwiches or other food snacks shall be available during all hours of service within the proposed premises
- Application must be complete with the appropriate documents specified on the following page. Incomplete applications will not be accepted.

Premises:

- Applicant must obtain in writing, permission to occupy premises for the event by: lease agreement, facility use permit or otherwise entity approved permission
- Posting of the premises is required per state statute not less than ten (10) days prior to the licensing authority meeting
 - A sample notice is attached and the Town Clerk will assist in providing the poster.
 - An affidavit and picture of the poster is required as proof of posting prior to the local licensing hearing.

The Special Events Liquor application is not transferable.

The applicant may be required to submit a Town Special Event Permit (outside of the liquor permit).

The application should be submitted no later than 30 days before the event.



Special Event Liquor Permit

Local Checklist

- Complete Special Events Application (DR8439)
- Check or money order payable to “Town of Wellington” for \$100.00 per Event
State fee not required due to local issuance of the permit
- Completed ‘Special Events Permit questionnaire’ (pages 3-5)
- Proof of how the alcohol has been obtained for the event (invoice, letter of donation or receipt of purchase)
- Post Public Notice and submit photo of Notice posted (showing notice at location of event) and complete Affidavit of Posting the Premises
- Deed, lease, or written authorization to use the premises
- Certificate of Good Standing issued by the Secretary of State dated within the last two years; if not incorporated – non-profit Charter; or if political candidate- copies of reports/statements filed with SOS
- Diagram on a 8.5” X 11” paper, one page per floor:
 - Dimensions of the area proposed to be license
 - Directional orientation (show North arrow) ↑
 - Label the street closest to main entrance of the event
 - Include on the diagram the name of the applicant and the address of the event
 - Show all entrances and exits
 - Describe the type and height of boundary barriers – if held outdoors
 - Outline in red ink the perimeter of the entire area in which alcohol will be consumed, served and stored also indicate on the diagram the location where alcohol will be served
- Food items that shall be available, must be within proposed premises

Diagrams may be drawn with a ruler and do not need to be to scale. Diagram MUST be a clear depiction of event area with ALL the above requirements or will not be accepted.



Special Events Liquor Permit Questionnaire

Application Name (Line 1 of DR8439/Application): _____

1. Is the organization incorporated under the laws of the state of Colorado? YES / NO

2. Is the organization a non-profit (Must be a not-for-profit to qualify)? YES / NO

3. Explain the purpose of this event: _____

4. Is this event associated with any other Town wide events on this day? YES/NO

If yes, event name and organizer: _____

5. Who or what organization will be the recipient of funds derived from this event?

6. 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

☐ Name of school:

7. When will the public notice of the proposed permit be posted and where? _____

8. Describe the sandwiches or other snacks that will be available (within the requested liquor premises) during all hours that alcohol will be served and who will be providing the food:

9. Describe how the perimeter will be established (fencing, barricades...) How will you keep alcohol from being removed from the event location? _____



10. When was the last Special Event Permit issued for this applicant? _____

11. Were there any compliance problems at past event(s) for which an Alcohol Beverage Special Permit had been issued? YES/NO

If yes, explain on a separate page what happened and what changes have been made to ensure compliance for this event.

12. What is the estimated number of people attending? _____

13. Describe the cost, size and type of alcohol per serving. _____

14. If alcohol is for sale, who will be collecting the money? _____

15. As the liquor permit holder, you are responsible for the purchase and service of alcohol at this event. Please explain who will be serving the alcohol, monitoring the alcohol premises and describe the alcohol training of those serving: _____

16. Where will the alcohol come from and how is it being obtained? _____

17. List the type and amount of volunteers/staff/police officers that will be at this event:

18. List the company providing security for this event, and how many individuals will be providing security:



19. Who will be responsible for monitoring the conduct, age and level of intoxication of the patrons?

20. If approved, where will you post the Special Event Permit and the Minor Warning signs for this event?

21. Are there any tents, heating elements, generators or inflatables being used? YES/NO

If yes, please attach a description of the equipment with sizing, capacity and location.

22. Are there any expected road closures or impact to public streets anticipated with the permit requested: YES/NO

If yes, streets impacted: _____

I affirm 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. I understand that upon issuance of this Special Events Permit, it is my responsibility to comply and ensure that all volunteers and participants comply with all provisions of the Colorado Liquor Code and other conditions placed on the issuance of the permit.

Signature

Title

Date

Printed Name

Contact email and phone
