



500 South 4th Avenue Brighton, CO 80601
www.brightonco.gov 303.655.2000

SPECIAL EVENT PERMIT INFORMATION

THE FOLLOWING INFORMATION IS PROVIDED AS A GENERAL SUMMARY FOR THE SPECIAL EVENT PERMITTING PROCESS. ALL APPLICANTS ARE CHARGED WITH BEING FAMILIAR WITH THE APPLICABLE RULES AND REGULATIONS SET FORTH IN THE STATE OF COLORADO LAWS AND THE LOCAL CITY OF BRIGHTON LAWS.

Colorado Revised Statutes, Article 48, Title 12, and Section 5-8-200 of the Brighton Municipal Code provide that qualified organizations may apply to the Local Liquor Licensing Authority for a Special Event Permit for the sale of Fermented Malt Beverages; or Malt, Vinous or Spirituous liquors to members of the general public at legally defined Special Events.

WHAT IS A SPECIAL EVENT PERMIT? It is a one-day permit that allows the applicant to sell alcoholic beverages to members of the general public at an approved event. The applicant can apply for one (1) of the following types of permits:

- MALT, VINOUS AND SPIRITUOUS LIQUOR
- FERMENTED MALT BEVERAGE

EXAMPLES OF AN EVENT THAT REQUIRES A SPECIAL EVENT PERMIT INCLUDE, GENERALLY:

1. An event for which invitations are delivered or mailed to the general public;
2. The event is published or otherwise announced to the public, inviting them to attend;
3. Tickets to the event are sold, either in advance or at the door;
4. Alcoholic beverages will be for sale by the drink at the event, including cash bars and/or silent/live auctions.

PLEASE NOTE: A Special Event Permit is NOT required for a qualifying organization when it serves alcoholic beverages, by the drink, to its members and their guests at a private function held on unlicensed premises if any admission or charge is uniform for all participants whether or not the participant consumes alcohol.

WHO CAN APPLY FOR A SPECIAL EVENT PERMIT?

- Organizations incorporated by the State of Colorado for non-profit purposes
- Local government entities including special districts
- Any non-profit or charitable organization incorporated/ registered with the Colorado Secretary of State
- A regular chartered branch, lodge or chapter of a national non-profit
- A regular established religious or philanthropic institution
- A state institution of higher education
- A political candidate properly registered with the Colorado Secretary of State
- Municipal arts facilities

A SPECIAL EVENT PERMIT **MUST** BE APPROVED BY THE CITY OF BRIGHTON LIQUOR LICENSING AUTHORITY AND ISSUED BY THE CITY CLERK'S OFFICE **PRIOR** TO THE SCHEDULED EVENT.

A COMPLETE APPLICATION FOR A SPECIAL EVENT PERMIT **MUST** BE SUBMITTED TO THE CITY CLERK'S OFFICE AT LEAST THIRTY (30) DAYS PRIOR TO THE EVENT.

***Forty-five (45) days is recommended

SPECIAL EVENT PERMIT REQUIREMENTS:

- Special Event Permit Application (State Form DR 8439)
- Eligibility documents
- Permission to use the premises
- Diagram of the premises to be licensed
- Schedule of the event
- Written control plan for the event (including adequate security)
- Liquor training verification (certificate required)
- Fee of \$100.00 made payable to CITY OF BRIGHTON
- Other _____

PUBLIC HEARING: The Liquor Licensing Authority may schedule a Public Hearing on the application. If scheduled, the Public Hearing Notice will be posted on the property at least ten (10) days prior to the Public Hearing date.

POSTING REQUIRED: A Public Notice is required to be posted at the proposed location for ALL Special Event Permit applications at least ten (10) days prior to the Liquor Licensing Authority's consideration of the application. The Public Notice must include date, times, location and the procedure for protesting issuance of the Special Event Permit

RESTRICTIONS RELATED TO PERMITS:

- Each Special Event Permit will be issued for a specific location and is not valid for any other location
- A Special Event Permit authorizes the sale by the drink of a specified alcoholic beverage only during the following hours on the day of the event:
 - Fermented Malt Beverage - 5:00am until midnight of the same day
 - Malt, Vinous and Spirituous Liquors - 7:00am until 2:00am of the day immediately following
- No more than fifteen (15) permits shall be issued to any organization in one (1) calendar year
- Sandwiches or other food snacks shall be available during all hours of service of Malt, Vinous or Spirituous liquors but prepared meals need not be served
- Adequate security personnel shall be provided by the applicant and defined in the Security/Control Plan to be submitted with the application and approved by the Liquor Licensing Authority
- Liquor may be stored away from the licensed premises prior to the event; however, a separate diagram of the storage facility will be required along with written authorization to use the storage facility.
- Liquor training must be completed through the Brighton Police Department by all servers, please contact Detective Gail Ashley for further information at (303) 655-8744 or gashley@brightonco.gov

For additional information regarding the Special Event Permit process, please contact the Deputy City Clerk.

Erin Kelm
Deputy City Clerk
(303) 655-2031
ekelm@brightonco.gov

Application for a Special Events Permit

Departmental Use Only

State Only Permit/State Property

In order to qualify for a Special Events Permit, You **Must Be a Qualifying Organization Per 44-5-102 C.R.S. 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"/> National Organization or Society | <input type="checkbox"/> Municipality Owned Arts Facilities |
| <input type="checkbox"/> Political | <input type="checkbox"/> Religious Institution | |

| | |
|--|-----------------------------------|
| LIAB Type of Special Event Applicant is Applying for: | DO NOT WRITE IN THIS SPACE |
| 2110 <input type="checkbox"/> Malt, Vinous And Spirituous Liquor \$25.00 Per Day | Liquor Permit Number |
| 2170 <input type="checkbox"/> Fermented Malt Beverage \$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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| 4. Authorized Representative of Qualifying Organization or Political Candidate | Date of Birth | Phone Number |
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Authorized Representative's Mailing Address (if different than address provided in Question 2.)

| | | |
|------------------|---------------|--------------|
| 5. Event Manager | Date of Birth | Phone Number |
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|---|--------------------------------|
| Event Manager Home Address (Street, City, State, ZIP) | Email Address of Event Manager |
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| 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 the premises for which your event is to be held currently licensed under the Colorado Liquor or Beer codes? <input type="checkbox"/> No <input type="checkbox"/> Yes License Number _____ |
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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. | Hours From .m. | Hours From .m. | Hours From .m. | Hours From .m. | | | | | |
| To .m. | To .m. | To .m. | To .m. | To .m. | | | | | |
| Hours From .m. | Hours From .m. | Hours From .m. | Hours From .m. | Hours From .m. | | | | | |
| To .m. | To .m. | To .m. | To .m. | To .m. | | | | | |
| Hours From .m. | Hours From .m. | Hours From .m. | Hours From .m. | Hours From .m. | | | | | |
| To .m. | To .m. | To .m. | To .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 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 44, Article 5, 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.
- Public notice of the proposed event and procedure for protesting issuance of the permit shall be conspicuously posted at the proposed location for at least (10) days before approval of the permit by Local Licensing Authority. (44-5-106 C.R.S.)
- State Licensing Authority must be notified of approved applications by Local Licensing Authorities within ten (10) days of approval.
- Check payable to the Colorado Department Of Revenue

Qualifications for Special Events Permit

(44-5-102 C.R.S.)

A Special Event Permit issued under this article may be issued to an organization, whether or not presently licensed under Articles 4 and 3 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.