



SPECIAL EVENTS PERMITS GUIDELINES AND REGULATIONS

These Special Event Permit guidelines have been developed by the Northglenn City Clerk's Office to assist your organization in obtaining a permit for alcohol beverage service at your special event. Many of the provisions are regulated by law.

A Special Event Permit authorizes the sale of alcohol beverages by the drink to the public for a one time event on unlicensed premises. A special event may be conducted on the licensed premises of a Club or Arts liquor licensed establishment, or other non-licensed locations. There are two types of Special Event Permits. One allows the sale of malt, vinous, and spirituous liquor, and the other allows only the sale of 3.2% beer.

Who can apply for a Special Events Permit?

Applicants may or may not currently have a liquor license and must be one of the following to qualify for a Special Events Permit:

- A non-profit organization that has been incorporated pursuant to Colorado law for purposes of a social, fraternal, patriotic, political, or athletic nature;
- A non-profit regularly chartered branch, lodge, or chapter of a national organization or society organized for such purposes;
- An organization which is a regularly established religious or philanthropic institution;
- A political candidate who has filed the necessary reports and statements with the Colorado Secretary of State;
- A municipality owning arts facilities at which productions of an artistic or cultural nature are held.

Application Requirements:

The following items must be submitted to the Northglenn City Clerk's Office at least 30 days prior to the event:

- State Form DR 8439 – Application for a Special Events Permit
- Special Events Permit Questionnaire and Affidavit
- Attach required documents including:
 - Diagram of the area to be licensed shown on 8 ½ X 11 paper – this should show where the alcohol beverages will be served and consumed, and all entrances and exits
 - Copy of deed, lease or written permission from the owner for use of premises
 - Certificate of good corporate standing issued by Secretary of State
 - If not incorporated, a Non-Profit charter; or
 - If a political candidate, attach copies of reports and statements filed with the Secretary of State
- Required Fees:
 - For malt, vinous and spirituous liquor:
 - \$25.00 per day payable to Colorado Department of Revenue; and
 - \$100.00 per day payable to City of Northglenn; or

- For fermented malt beverages (3.2% beer):
 - \$10.00 per day payable to Colorado Department of Revenue; and
 - \$100.00 per day payable to City of Northglenn

Upon submittal of a complete application, the City Clerk's Office will post a notice of the application on the premises for a period of 10 days prior to consideration of the application by the Northglenn Liquor Licensing Authority.

The Liquor Licensing Authority meets on the first and third Monday of each month at 9:00 a.m. You may be asked to attend a meeting to answer questions about the event and application. Upon approval by the Liquor Licensing Authority, the application is sent to the State Liquor Enforcement Division for final approval. If approved at the State level, permits will be issued to you through the Northglenn City Clerk's office. These permits must be posted at your event.

The event must be held on the date and time and at the location specified in the application and may not be changed. Ten (10) 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. Alcohol beverage sales may occur between the hours of 5:00 a.m. and 12:00 midnight on the day specified for a 3.2% beer permit; and between the hours of 7:00 a.m. on the day specified and 2:00 a.m. of the following day for malt, vinous and spirituous permits.

Sandwiches or other food snacks must be available during all hours of service of malt, spirituous and vinous liquors. Event organizers should market the event in such a manner as to promote responsible alcohol consumption and help ensure that excessive consumption does not occur.

The Special Events Permit and an appropriate Minor Warning Sign must be conspicuously displayed during the entire event. These will be provided by the City Clerk's office.

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. Two key areas are serving to underage individuals and serving to intoxicated individuals.

It is illegal to serve a person who is under the age of 21 years.

Anyone appearing to be under the age of 21 should be asked for a valid picture identification. The following types of identification may be used to verify a patron's age:

- An operator's, chauffeur's or similar type driver's license containing a picture, and date of birth, issued by any state, Canada, Mexico or a United States Territory.
- Identification card containing a picture, issued by any state for the purpose of proof of age in accordance with C.R.S. 42-2-402.
- Military identification card.
- Passport.
- Alien registration card.
- A valid employment authorization card containing a picture and date of birth issued by the U.S. Department of Justice, Immigration and Notarization service.

It is illegal to serve to a visibly intoxicated person.

Within the Colorado Liquor, Beer and Special Event Codes, there are specific prohibitions against providing alcohol beverages to intoxicated parties. Specifically the law states that it is unlawful for any person to sell, serve, give away, dispose of, exchange, or deliver or permit the sale, serving, giving, or procuring of any alcohol beverage to . . . a visibly intoxicated person. [C.R.S. 12-47-901(1)(a)]

Event organizers should not knowingly allow guests to enter the event if obviously intoxicated, or allow guests to become intoxicated at the event. Serving an intoxicated person 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. Your determination of whether another person is intoxicated is to be based on a combination of factors related to his or her physical actions and appearance.

Some reactions to watch for include:

- slurred speech
- inappropriate volume of speech
- bloodshot or glassy eyes
- poor coordination
- swaying or drowsiness
- spilling drinks or food
- inability to sit up straight
- walking into people
- aggressiveness

Seller/server training is strongly encouraged for all volunteers involved in the distribution of alcohol beverages. It is imperative that minors and visibly intoxicated individuals are not served alcohol at your event. Persons 18 years and older may sell and dispense fermented malt beverages (3.2% beer) and malt and vinous liquors. Those under 21 years old must be supervised by someone over 21. No person under 21 may sell, serve or dispense spirituous liquors.

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 City of Northglenn. It does not relieve the license holder from any responsibility of obeying all applicable liquor codes, statutes or regulations.

Please contact the City Clerk's office at 303-450-8755 with any questions you may have regarding the Special Events Permit application process.