

DOCUMENT CHECKLIST

SPECIAL EVENTS PERMIT

For your application to be considered complete,
you will need to provide all the supporting documentation (single sided) listed below.

APPLICATION

- ☐ Application for a Special Events Permit (DR 8439).
- ☐ Special Events Permit Questionnaire.

DIAGRAM; PROOF OF POSSESSION OF PROPERTY

- ☐ Floor diagram of premises (8 ½" x 11" only).
 - Must be an exact representation of the licensed premises
 - Include length and width of perimeter.
 - Include bars, walls, partitions, entrances/exits, storage.
 - North orientation.
 - Separate diagram for each floor (if multiple levels).
 - Need not be to scale.
 - Exterior areas must show type of fencing, walls, barriers, etc.
- ☐ Written Permission to use the premises.
 - Written permission must be granted to the same organization that is applying for the permit.
 - Owner/Landlord must acknowledge that alcohol will be served on the premises.

OTHER

- ☐ Certificate of good standing issued by Secretary of State within last 2 years. (can be obtained at <http://www.sos.state.co.us/biz/BusinessEntityCriteriaExt.do> - link can also be found at fcgov.com/liquor under "Useful Links")
- ☐ Fully executed copies of any contracts with promoters, sponsors or advertisers associated with this event.

POSTING NOTICE

- ☐ Applicant must prepare and post notice of Special Events Permit application in accordance with attached wording.
- ☐ Complete affidavit of posting with a picture of the sign posted. Return to City Clerk's Office directly after posting.

FEE SCHEDULE

☐ Check or Money order payable to the "City of Fort Collins" for:

- Malt, Vinous and Spirituous Liquor permit (\$50.00 per day)

APPLICATION DEADLINES

Notice Posted: _____ (enter date you will post sign)

Add 10 days to the date you posted the sign to calculate your Final Protest Date. Be sure the Final Protest Date does not land on a weekend or a holiday. If it does, go to the following business date.

Final Protest Date: _____ (be sure to include this date on your notice)

GENERAL INFORMATION

Special event permits, which permit the sale of alcohol beverages by the drink, may be issued by local and state licensing authorities to qualifying entities.

To qualify for a permit you must be incorporated under the laws of the State of Colorado for purposes of a social, fraternal, patriotic, political, or athletic nature, and not for pecuniary gain; a regularly chartered branch, lodge, or chapter of a national organization or society organized for such purposes and being nonprofit in nature; a regularly established religious or philanthropic institution; or a political candidate who has filed the necessary reports and statements with the Secretary of State pursuant to Article 45, Title 1, C.R.S.

Permits are issued for a specific location and are not transferable to any other location or entity. A special events permit may not be issued to any entity for more than 10 days in a calendar year.

Sandwiches or other food snacks must be available during all hours of service of malt, vinous, or spirituous liquors.

For additional information contact:

AIMEE JENSEN (970.221.6315) or **SARA GONZALES** (970.416.2774)
ajensen@fcgov.com sagonzales@fcgov.com

City Clerk's Office
300 LaPorte Avenue
P.O. Box 580
Fort Collins CO 80522

**PLEASE CONTACT THE
CITY CLERK'S OFFICE
FOR AN APPOINTMENT**

NOTICE

Pursuant to the laws of the State of Colorado and the ordinances of the City of Fort Collins, _____(name of organization applying for the permit)_____ has applied for a SPECIAL EVENTS PERMIT for the sale of malt, vinous, or spirituous liquors during the_____(name of your event)_____on _____(Date of your Event)_____, _____. If granted, said license will be used at this location, _____(address of where your event is being held)_____.

Any remonstrances may be heard Monday - Friday, 8:00 a.m. – 5:00 p.m., in the City Clerk's Office, City Hall West, 300 LaPorte Avenue, Fort Collins Colorado by 5:00 p.m., on _____(Final Protest Date)_____.

The City of Fort Collins will make reasonable accommodations for access to City services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call 221-6315 for assistance.

POSTER SIZE: Must be at least 22" wide and 26" high, composed of letters not less than one (1) inch in height. [§ 44-3-311(2), C.R.S.]

AFFIDAVIT

I do hereby certify that, in accordance with State Statutes, the premises at

(address of event)

were posted on _____,
(date notice was posted at event site)

with a sign advising that any remonstrances may be heard Monday - Friday,

(Final Protest Date)

8:00 a.m. – 5:00 p.m., in the City Clerk's Office, City Hall West, 300 LaPorte Avenue, Fort Collins, Colorado by 5:00 p.m., for the SPECIAL EVENTS PERMIT APPLICATION from

(name of the organization applying for the special events permit)

to serve malt, vinous, spirituous liquors for consumption on the premises on

_____, _____,
(date or dates of event)

Authorized Signature

Subscribed and sworn to before me this _____ day of

_____, _____, by _____
(name of person completing this form)

Notary Public

(SEAL)

My commission expires: _____

(Photo of sign posted at location must be provided with this completed affidavit)