

Boulder County Liquor Licensing 1325 Pearl Street · Boulder, CO 80302 PO Box 471 · Boulder, CO 80306

Phone: 303-441-3829

Email: liquorlicensing@bouldercounty.org Website: www.bouldercounty.org

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| Boulder County Special Event Per | | | | | |
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| Submitting this Application: | | | | | |
| | enue Form DR8439, Boulde | er County Special Event Permit Application, and | | | |
| all required attachments with payment dur | ing meeting with Boulder Co | ounty Liquor Licensing. | | | |
| ☐ Please call (303) 441-3829 or e-mail liquorli | Please call (303) 441-3829 or e-mail <u>liquorlicensing@bouldercounty.org</u> to make an appointment. Applications cannot | | | | |
| be dropped off without an appointment as | the applicant must also pick | c up a public notice poster to display at the | | | |
| proposed licensed premises and an affidavi | | | | | |
| | should be submitted at least 45 days prior to event and will not be accepted less than 30 days prior to | | | | |
| event. | | | | | |
| Event Information: | | | | | |
| Name of Applicant (Nonprofit Organization) | Name of Special Event | 1 | | | |
| Mailing Address of Business | l l | | | | |
| City | State | Zip Code | | | |
| Date and Time of Event | | | | | |
| Landing of Considering to Million | | | | | |
| Location of Special Event (Street Address) | | | | | |
| City | State | Zip Code | | | |
| | l . | | | | |
| Officer of Organization: | | Phone Number | | | |
| Name | | Phone Number | | | |
| Driver's License Number | State | Email Address | | | |
| | | | | | |
| Event Contact Person: | | Phone Number | | | |
| Name | | Filone Number | | | |
| Driver's License Number | State | Email Address | | | |
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| ees: | | | | | |
| Make checks payable to the Boulder County Treasur | er. | | | | |
| Select desired category for your event: | | | | | |
| ☐ Fermented Malt Beverage (beer only) | \$10 per day | | | | |
| ☐ Beer, Wine, and Liquor | \$25 per day | | | | |

Questions Regarding the Special Event:

Please answer each question and attach additional pages if necessary.

| 1. | How many events has your organization had this calendar year (January 1 through December 31)? | | |
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| 2. | Describe the event: | | |
| | | | |
| 3. | How many people are you expecting per day ? | | |
| 4. | Please explain how alcohol will be sold at your event. Examples may include a cash bar, alcohol included in the event pric admission fees required, or donations requested. | | |
| | | | |
| 5. | What type of alcoholic beverages will be you selling/serving? | | |
| 6. | What type of food items will be available? | | |
| 7. | Is the proposed site on (check one): Public Sewer Septic a) If on Septic, will the event guests be using this on-site septic? Yes No | | |
| | Date Septic Tank was Pumped (if available) | | |
| | b) If guests are not using the on-site septic, will there be on-site portable toilets? Yes No How many? | | |
| 8. | Will on-site potable water be used? ☐ Yes ☐ No | | |
| | a) If yes, please indicate the on-site water source: Public Municipality Private well/spring | | |
| | b) If a well, has the well been tested? Yes No Date well tested: Results: | | |
| | If no, where do you intend to get potable water? | | |

| 9. | How will you ensure that alcohol does not leave your designated licensed premises? |
|-------------|--|
| 10. | How will you ensure that all those served alcohol are 21 or older? |
| 11. | How will you ensure that visibly intoxicated persons are not served alcohol? |
| 12. | Who will be serving the alcohol and what type of training do they have? |
| 13. | What are your security plans for the event? |
| 14. | Do you have an emergency plan for the event? Please describe. |
| 15. | Will you have tents/awnings? |
| 16. | If you are cooking food, will you use propane? |
| 17. | Will you have outside amplified music or live music? |
| 18. | Please describe your parking plan for this event and attach a diagram that shows the parking areas along with written permission to use the parking areas if they are not part of the event venue. |
| | |

Permits:

| liqu | uor; but prepared meals need not be served. |
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| 1. | Are you serving food? |
| | □ Yes |
| | \square No |
| 2. | If yes, is a licensed food vendor providing the food (caterer, restaurant, or mobile unit)? |
| | □ Yes |
| | \square No |
| 3. | List below the names of the food vendors and the county they are licensed in. If you do not know, please contact the food vendor to determine where they are licensed. |
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| | |

Per Colorado statute, sandwiches or other food snacks shall be available during all hours of service of malt, spirituous, or vinous

4. If your organization, and not a food vendor, is preparing and serving food and meets the requirements listed below, you do not need a retail food temporary event license at your event. However, Boulder County Public Health encourages you to follow all food safety best practices, which can be found at www.bouldercountyfood.org. You may also call 303-441-1150 if you have further questions.

An event is exempt from temporary event licensing if:

The donation, preparation, sale, or service of food by a nonprofit or charitable organization in conjunction with an event or celebration if such donation, preparation, sale, or service of food:

- (1) Does not exceed the duration of the event or celebration or a maximum of fifty-two days within a calendar year; and
- (2) Takes place in the county in which such nonprofit or charitable organization resides or is principally located.

If you are not a non-profit meeting the above listed requirements and you are preparing food for your event, then you will need to call Boulder County Public Health for temporary event licensing: (303) 441-1150 or visit the website at: www.bouldercounty.org/records/licenses/food-safety-and-temporary-events

Please note that your event may be subject to Boulder County land use regulations regarding group gatherings, home events, or farm events.

<u>Please contact the Community Planning & Permitting Department at (303) 441-3930</u> and speak to the Planner on Call to discuss specifics of the regulations and your event. Failure to obtain any necessary land use permit may result in delay or denial of your special event permit application.

Full definitions and requirements of events requiring land use permits may be found on the Boulder County website at: www.boco.org/LandUseCode

Following are common situations that require permits from Community Planning & Permitting:

Article 4 of the Land Use Code, 4-517 C (Group Gatherings)

Any group of 50 or more persons assembled on a parcel as a venue for a meeting, festival, social gathering, or other similar purpose for a period of time which exceeds 8 hours in a single day or extends over a maximum of three consecutive days.

Article 4 of the Land Use Code, 4-516 N (Farm Events)

A use accessory to a farm consisting of any group between 26 and 99 individuals assembled for or participating in an event where the farm is used as a venue

Article 4 of the Land Use Code, 4-516 P (Home Events)

A use accessory to a principal residential use consisting of any group between 26 and 99 individuals total, assembled for or participating in an event where

- a. The group is assembled for live music, broadcast music, or other commercial entertainment on a property where a fee or financial donation is requested from attendees to pay for the event; or,
- b. The group is assembled for product sales or a product sales party where a purchase is expected from attendees.

Attachments/Checklist

| | Colorado Application for a Special Events Permit form DR 8439. Applicant mus | | | | |
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| | 8439 for a list of qualifying organizations). It is not necessary to insert the tax | exempt sales tax number on the form. | | | |
| | Boulder County Special Event Application Written permission to use the premises, including the date and time of the ev | vent must be attached and in the name of the | | | |
| | applying organization. | ent, must be attached and in the <u>name of the</u> | | | |
| | nization must be attached. (Obtain at ted, a nonprofit charter; or if a political ccretary of State. | | | | |
| | ere alcohol will be served, stored, or | | | | |
| | Be on 8 ½ x 11' sheet of paper – may be hand drawn and does Outline proposed licensed premises in BOLD black. | not need to be to scale | | | |
| Provide explanation of fencing, walls, buildings, or other barriers to demonstrate how alcohol will controlled. Entrance/Exits should also be marked. | | | | | |
| | Indicate location of bar or serving area, food service area, seating, stages, chairs, booths, tents, etc. Include parking areas and roadways. | | | | |
| | If a parking plan is necessary, please submit diagrams along with written permission to use those parking areas if they are not on the event venue's property. | | | | |
| Oa | th of Applicant | | | | |
| DI. | and in third and had the fall and an abstract out to | | | | |
| Pie | ase initial each of the following statements: | | | | |
| | I understand that as the promoter for the event, I can be charged criminally for alcohol violations. | | | | |
| | I understand that I must allow open access to the site of the event to Boulder County personnel (i.e. Sheriff, Fire, Building, Parks & Open Space, Public Health, etc.). | | | | |
| | I understand that if this permit is denied, Boulder County assumes no liab | oility for expenses incurred by the applicant. | | | |
| | I understand that, if during the course of an event, County, fire or safety personnel determine there is a public safety hazard or if there is a violation of any permit condition, the event will be terminated immediately. Boulder County is not responsible for any expenses incurred by the permit holder. Failure to meet the requirements of this permit may provide basis for denial of future permits for a given event, event manager or sponsor. | | | | |
| I swear and affirm that this application and all attachments are true, correct and complete to the best of my knowledge. I swear and affirm that I am authorized to sign this application on behalf of the applying organization. I also acknowledge that it is my responsibility and the responsibility of my agents and employees to comply with the provisions of the Colorado Liquor Rules and Code, Colorado Beer Code and all Boulder County rules, regulations, requirements, codes and ordinances which affect my license. | | | | | |
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| Αι | uthorized Signature | Date | | | |
| _ | Set Manya | Title | | | |
| Pr | int Name | Title | | | |
| Dr | river's License Number | State Issued | | | |
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