



**Boulder County Liquor Licensing**  
 1325 Pearl Street · Boulder, CO 80302  
 PO Box 471 · Boulder, CO 80306  
 Phone: 303-441-3829  
 Email: [liquorlicensing@bouldercounty.org](mailto:liquorlicensing@bouldercounty.org)  
 Website: [www.bouldercounty.org](http://www.bouldercounty.org)

Intake Stamp
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## **Boulder County Special Event Permit Application**

### **Submitting this Application:**

- Please include Colorado Department of Revenue Form DR8439, Boulder County Special Event Permit Application, and all required attachments with payment during meeting with Boulder County Liquor Licensing.
- Please call (303) 441-3829 or e-mail [liquorlicensing@bouldercounty.org](mailto:liquorlicensing@bouldercounty.org) to make an appointment. Applications cannot be dropped off without an appointment as the applicant must also pick up a public notice poster to display at the proposed licensed premises and an affidavit of posting.
- Applications 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	
Mailing Address of Business			
City	State	Zip Code	
Date and Time of Event			
Location of Special Event (Street Address)			
City	State	Zip Code	

### **Officer of Organization:**

Name		Phone Number
Driver's License Number	State	Email Address

### **Event Contact Person:**

Name		Phone Number
Driver's License Number	State	Email Address

### **Fees:**

Make checks payable to the **Boulder County Treasurer.**

#### **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:

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3. How many people are you expecting **per day**?

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4. Please explain how alcohol will be sold at your event. Examples may include a cash bar, alcohol included in the event price, admission fees required, or donations requested.

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5. What type of alcoholic beverages will be you selling/serving?

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6. What type of food items will be available?

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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?

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10. How will you ensure that all those served alcohol are 21 or older?

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11. How will you ensure that visibly intoxicated persons are not served alcohol?

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12. Who will be serving the alcohol and what type of training do they have?

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13. What are your security plans for the event?

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14. Do you have an emergency plan for the event? Please describe.

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15. Will you have tents/awnings?

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16. If you are cooking food, will you use propane?

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17. Will you have outside amplified music or live music?

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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.

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## Permits:

Per Colorado statute, sandwiches or other food snacks shall be available during all hours of service of malt, spirituous, or vinous liquor; but prepared meals need not be served.

1. Are you serving food?
    - Yes
    - No
  2. If yes, is a licensed food vendor providing the food (caterer, restaurant, or mobile unit)?
    - Yes
    - 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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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](http://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:

<http://www.bouldercounty.org/records/licenses/pages/foodtempevents.aspx>.

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

Please contact the Land Use Department at (303) 441-3930 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: <http://www.bouldercounty.org/doc/landuse/lucodearticle04.pdf>

### Following are common situations that require permits from Land Use:

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, 4-416 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 must be a qualifying organization (See form DR 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 event, must be attached and in the name of the applying organization.
- Certificate of Good Standing from the Secretary of State for the applying organization must be attached. (Obtain at <http://www.sos.state.co.us/> under Business and Licensing) 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.
- Attach a diagram of the proposed licensed area. It should include all areas where alcohol will be served, stored, or consumed. The event diagram must:
  - Be on 8 ½ x 11' sheet of paper – may be hand drawn and does not need to be to scale
  - Outline proposed licensed premises in **BOLD black**.
  - Provide explanation of fencing, walls, buildings, or other barriers to demonstrate how alcohol will be 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.

## Oath of Applicant

Please 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 liability 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.

Authorized Signature	Date
Print Name	Title
Driver's License Number	State Issued